



OSSEO AREA SCHOOLS
Community Ed

Early Childhood & Family Education



Osseo Area Schools
Early Childhood & Family Education (EC&FE)

Family Handbook

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Welcome

Dear parents/guardians,

Welcome to Osseo Area Schools Early Childhood & Family Education (EC&FE).

Osseo Area Schools Early Childhood & Family Education (EC&FE) program is committed to providing a safe and healthy learning environment for all of our scholars, staff, community members and visitors. We have worked hard to develop a variety of programs designed to give both you and your child an enriching and educational experience to keep you and your child learning, healthy and well.

By participating in our program you will:

- Be encouraged and supported during the early years of your child's life.
- Build upon your own family strengths through learning about child development and parenting.
- Find connection and belonging through healthy, trusting parent-child relationships with staff and others from the community.
- Explore diverse perspectives honoring unique strengths, values, beliefs and experiences of others.

This handbook is a resource for families who participate in our program. If you have any questions please contact our program office at 763-391-8777 or ecfe@district279.org.

We are eager to welcome you and your child to school and want to thank you for your trust in our practices and procedures.

Sincerely,

Osseo Area Schools

Early Childhood & Family Education (EC&FE)

EC&FE Information

Arbor View

9401 Fernbrook LN N, Maple Grove, MN 55369

Phone: 763-391-8777 • Fax: 763-391-8762

Willow Lane

7020 Perry Ave N, Brooklyn Center, MN 55429

ECFE: 763-585-7330 • ECSE: 763-585-7300 • Fax: 763-585-7303

Office Hours: Monday – Friday 8:00AM – 3:30PM

Absence Line (Arbor View & Willow Lane)

763-391-8624

Registration:

www.osseo.ce.eleyo.com

Email EC&FE:

ecfe@district279.org

Stay Connected:



Facebook
[Facebook.com/osseoEC](https://www.facebook.com/osseoEC)



Instagram
[Instagram.com/osseoearlychildhoodprograms/](https://www.instagram.com/osseoearlychildhoodprograms/)



Twitter
<https://twitter.com/OsseoEarly>



OsseoEC.org
Our program website with resources for families

Early Childhood Parent Advisory Council (ECPAC):

Email: ecfe@district279.org

Volunteer with EC&FE:

Website: <https://www.district279.org/life-279/volunteers>

763-391-8777 or ecfe@district279.org

Absences

Attendances are recorded daily on school days. If your child will be absent from class, please report your child's absence. Our absence line phone number is 763-391-8624. The attendance line is accessible twenty-four (24) hours a day to leave a voicemail message. During regular school hours, office staff will check for messages and communicate student absences to teachers.

Accessibility (ADA)

If you are an adult participant and are in need of auxiliary aids or services to participate in class, please call 763-391-8777 or TDD: 763-391-7250. Please allow at least seventy-two (72) hours notice (a two week notice is preferred) to accommodate a request. Osseo Area Schools does not discriminate on the basis of disability.

Age Requirement

To align with kindergarten enrollment, most of our classes have age-specific guidelines for children registered in a class based on the child's age as of September 1. An exception to the age requirement: infant classes that specify registrations are based on the age of the child as of the start date of the class.

Arrival to School

Each school building has a designated parking lot and main entrance for all parents, children, staff and visitors. For more information on safety practices for arrival to school read **Family Pass, Raptor® Visitor and Volunteer Management System** and **Vehicle Parking** in this handbook.

Bathroom Use

Public bathrooms are available for all visitors, parents and children to use while attending our programs in each building. Public bathrooms at Arbor View and Willow Lane include changing stations, cleaning and sanitizing supplies. Diapers and wipes are not provided by the EC&FE program for children.

Children attending our Preschool for Threes program should be well-on-their-way to being toilet trained and having few accidents. Children attending our PreK for Fours and Fives must be toilet trained. Children should be as independent as possible in the bathroom. If needed, EC&FE staff will assist your child in the bathroom with coaching, helping change clothes, etc. All EC&FE staff will wear gloves when assisting children in the bathroom. Everyone will wash their hands after being in the bathroom. It is recommended that your child keep an extra set of clothing in their backpack if needed, for accidents on school days.

Behavior Guidance

We believe that all behavior is a form of communication. Hitting, biting, pushing and taking a toy from another child are sometimes seen when groups of young children come together. When a child engages in these kinds of behaviors, they are typically communicating a need to avoid something or a desire to gain something. Some behaviors that are age-appropriate for a young child are not long-term solutions that we want them to use in a group setting. While these behaviors are concerning, we also acknowledge that young children are just beginning to learn how to interact in a group and often are still developing impulse control and decision-making skills.

We take several steps to promote positive classroom behavior and are responsive as behaviors arise. We use teaching practices based on the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children. The Pyramid Model focuses on teaching practices that build skills for students to be successful in a classroom environment and reduce challenging behavior.

Our first step is to **prevent** challenging behavior. We do this by establishing predictable routines, setting clear expectations, modeling socially appropriate behavior, using visuals and developing positive relationships. Classrooms are designed for playful engagement with materials that reflect our student's unique personalities.

Next, we **teach** children new social-emotional skills to use with peers. Teachers and staff will teach friendship skills, calm-down strategies and ways to solve problems. They will also model desired behaviors, notice positive behaviors and give students verbal prompts to use with peers. As children build social and emotional skills, challenging behaviors typically decrease.

In our **response** to behavior, we consider the environment, cultural background, family values and daily or past experiences that may be impacting a child. For example, teachers may use redirection, label feelings, prompt solutions, offer choices and/or teach new skills. Teachers and staff will work with families to create a plan to support their child's unique needs while respecting individual differences. While we do not suspend or expel students from our classrooms, we do ask parents to partner with us on solutions to address needs and promote positive classroom behavior. We will also provide families with additional resources as needed.

Sometimes parents are concerned about bullying. Bullying has three elements: it is an act that is aggressive and intended to do harm; these are repeated over time; and, they occur within the context of a power imbalance. Young children do not typically create a power imbalance. They are learning to regulate their emotions and to solve conflicts with peers. We are here to support them in this learning.

If your child talks about a problem playing with friends at school, talk to your child's teacher. The teachers monitor what's happening in the classroom and can follow this up with

conversations, stories or activities. If a student needs additional support, we have a team of professionals that can work with the child's parent and teacher to develop a support plan. This support plan is private student information and will not be shared with other families.

Birthdays

If you want your child's birthday recognized during class, please let your child's teacher know. If you want to bring something for your child to share, birthday "treats" should follow the same guideline in the **Snack** section of this document.

Celebrations

As an Early Childhood & Family Education (EC&FE) program, we do not formally celebrate or teach any holidays during the school day. Holidays, traditions and rituals are important parts of culture; and, we know that our students come to us from diverse and rich cultural backgrounds. We recognize and honor that parents/guardians are the ones who teach family holidays, traditions, rituals, and celebrations to their children. When your child shares their stories with us we encourage them by listening and asking questions. This is how we get to know and value all scholars. Sharing also allows us to discover even more about your child and your families' culture.

Cell phones and electronic devices

Cell phones and other electronic devices are useful technology tools but they can become a distraction in the classroom. During class time please keep your cell phone off or on vibrate. If you need to make a call please excuse yourself from the classroom.

Change in child drop off or pick up routine

Without your written approval, your child will only be released to an adult you've authorized on your child's emergency contact/health history form. If the adult is unfamiliar to the staff, a photo ID is required to match the information the parent has provided on the student emergency and health/history information form. Write a note or send an email to your child's teacher of any changes to your child's drop off and/or pick up routine. It is the parent's responsibility to keep the student emergency and health/history information form updated. Court orders restricting student pick up must be 1). filed with the Early Childhood & Family Education (EC&FE) main office 2). if applicable, the elementary main office 3). must be documented on the student emergency and health/history information form.

Change of School Day Schedule

Early dismissal

If Osseo Area Schools closes early, parents/guardians will receive communication from the Early Childhood & Family Education program. The communication may come in the form of email, text or phone call. Parents/guardians: you will need to have a plan in place to pick up your child in the event the school district announces early dismissal.

E-Learning

If Osseo Area Schools announces e-Learning day(s) parents/guardians would receive communication from the Early Childhood & Family Education program. The communication may come in the form of email, text or phone call. Parents/guardians need to have a plan in place in the event the school district announces e-learning day(s). Unlike K-12, Early Childhood & Family Education does not require participation in e-Learning days- these days are optional learning days.

Due to program budgetary constraints we are unable to provide electronic devices for all students on e-learning days. Teachers will provide activities and instructions to parents/guardians by email, SeeSaw app or Google Meet. Online learning materials would be accessible through home internet access and would not require special log-in access to the school district. In the event of extended e-learning days our program has a limited supply of devices available that can be checked out.

Late start

If Osseo Area Schools announces a two hour late start, all morning ECFE classes, screening appointments and preschool and prekindergarten classes will be canceled. Parents/guardians will receive communication from the Early Childhood & Family Education program. The communication may come in the form of email, text or phone call. Parents/guardians: you will need to have a plan in place for your child in the event the school district announces a late start.

School closure

School closure announcements are made by Osseo Area Schools. We recommend that parents/guardians access the following media sources to stay informed about announcements of Osseo Area Schools school closings:

[website](#)

[Facebook](#)

[Twitter](#)

[Instagram](#)

WCCO 830 AM radio
KARE-TV Channel 11

KSTP-TV Channel 5
NWCT-TV Channel 12

Child Abuse and Neglect

It is the policy of the State of Minnesota and ISD 279 to require the reporting of neglect, and physical or sexual abuse of children in the home, school, or community setting. Any employee who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department, or the county sheriff.

Children's Clothing

Dress your child for the daily weather conditions and in comfortable, washable, clothing. We recommend children wear tennis shoes that provide added safety and comfort for your child when using play equipment both indoors and outdoors. On class days forecast with rain, cold, or snowy weather, provide warm layers of clothing for your child (i.e., winter boots, snow pants, coat, hat, mittens, rain boots and raincoat). In addition to winter boots, bring a pair of shoes for your child to wear while indoors at school during the winter months. It is helpful to bring an extra set of clothing in your child's backpack. On warm weather days you can apply sunscreen (if needed) before your child comes to school. Staff do not apply sunscreen.

Class cancelation

Classes may be canceled by the program due to lack of enrollment. Effort will be made by the program to help participants select another class or provide a full refund.

Refunds are not provided for school days missed due to announcements made by Osseo Area Schools of: school closure, early dismissal, late start or e-Learning days.

Class sizes

ECFE classes: Classes are led by a licensed teacher and supported by an Educational Support Professional (ESP). In most ECFE classes, there are: up to a maximum of:

- Ten (10) children with their adult in an infant class
- Eleven (11) children with their adult in a 1-2s
- Twelve (12) children with their adult in a 2-3s or 2-5s
- Fourteen (14) children and their adult in a multi-age or birth to five class or play time.

Preschool or PreK class: Each preschool class can have a maximum of seventeen (17) students. Each PreK class can have a maximum of eighteen (18) students.

Communication

Communication is key to fully support your family while participating in our program. We value your opinion and your perspective.

- Share your concerns or comments with a member of your child's classroom teaching team
- Share feedback with an Early Childhood Parent Advisory Council leadership team member.
- Complete surveys that are sent out to families during the school year.
- Call our program at 763-391-8777 or email ecfe@district279.org
- Contact Sally Nault-Maurer, the Early Childhood Program Coordinator with any questions or concerns. Email NaultMaurerS@district279.org or call 763-391-8765.

Good communication is two-way. Here are some ways that you can stay informed with what is happening in our program:

- Emails, flyers or notes sent home with your child from the program or teacher
- Program social media pages- [Facebook](#), [Twitter](#), [Instagram](#)
- Program Smore.com e-newsletters
- Program website

Communication from our Early Childhood & Family Education (EC&FE) program is primarily shared with parents/guardians by email. Please sign in to your [Eleyo account](#) to confirm that your contact information, including your child's emergency contacts, is up-to-date. If you have a change to your email address, home address and or phone number please sign in to update your [Eleyo account](#) or call our program office at 763-391-8777.

Conferences

Anytime you have questions or concerns, please feel free to talk to your child's teacher. We recommend to set up a time to meet, or talk on the phone, confidentially. This provides time for you and the teacher to focus on the conversation without distractions.

For Preschool and PreK classes: Parent-teacher conferences are offered two times a year: one in the fall and one in the winter. A spring conference may be added if requested by parent or teacher. Conferences are a time for you to learn more about your child's classroom and teacher and for the teacher to learn more about your child and your family. To ensure consistent communication, conferences will be offered for each scholar and all parents are invited to attend the conference.

Continuous year-round registration

Our program has limited space for participants. After the lotteries are held, we offer registration year round based on space available. To find out more information contact our program office at 763-391-8777 or ecfe@district279.org.

Curriculum and assessment

Early Childhood curriculum

Our early childhood curriculum is based on the Early Childhood Indicators of Progress (ECIP's). The ECIP's have been developed by the Minnesota Department of Education and include all areas of child development.

Parent Education curriculum

Our parent education curriculum is based on the Parent Education Core Curriculum Framework (PECCF) which is a comprehensive guide to strengthening families through education and support.

Preschool and PreK assessment

Our assessment practices for Preschool and PreK are adapted from Teaching Strategies Gold.

ECFE assessment

Teachers observe the children during ECFE class and use a district developed assessment tool to make sure children are developmentally on track.

Custody of children

Children will be released to either parent unless we have a copy of a court order prohibiting one of the parents from having custody of the child. We will do our best to ensure communication with all parents.

Discounts

Preschool and PreK classes:

- We offer a 15% discount for siblings registered in the same class or the program (Preschool and PreK) during the same school year.
- We offer a 5% discount for tuition that is paid in full for the entire school year.

Dismissal

We recommend that you arrive five minutes before the end of class time. It is an expectation that you arrive on-time at the end of the class time to pick up your child. Become familiar with our Late Pick-Up procedure. For more information see the **Late Pick-Up** section of this handbook.

District Mission

To inspire and prepare each and every scholar with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

ECFE class and ECFE sibling care fees

There is a one time fee for most ECFE class and sibling care (i.e., parent and infant classes are free). The ECFE class fee is based on your household annual gross income and the number of weeks the class is scheduled. No proof of income is required. No one will be denied participation due to inability to pay. Select a fee on the sliding fee scale that works best for your family. For financial assistance call 763-391-8777.

Early Childhood Parent Teacher Organization (formerly known as ECPAC)

As a program we recognize that parent and family engagement matters. And, research continues to show the positive impact between a child's learning and parent involvement in school which leads to greater learning and educational success.

All parents/guardians who have a child participating in our program will be considered members of our Early Childhood Parent Teacher Organization.

All levels of membership participation are important and involvement is flexible!

Parents may choose to:

- Attend monthly ECPTO meetings
- Become ECPTO officers- president, vice president, secretary, treasurer
- Volunteer in a classroom or complete take-home projects
- Participate in focus groups
- Participate in surveys about program planning, policies or procedures
- Plan or support fundraisers for the program
- Plan or support special events for the program
- Participate in outreach or advocacy in our school district or in the community in support of early childhood programs and more!

The Early Childhood Parent Teacher Organization (ECPTO) typically meets once a month (in person or virtually) during the school year for about 60 minutes to:

Provide input and support to our program

- Make personal connections with other families
- Plan special events for our program
- Organize fundraising opportunities

In past years, members of our Early Childhood Parent Teacher Organization (ECPTO) have volunteered their time and talents in a variety of meaningful ways. Their contributions and engagement has provided support to children and families in our program and the community by:

- ECPTO leadership/officer roles: president, vice president, secretary, treasurer
- Scholastic Book orders
- Literacy Night Event
- Spring Social Event
- ECPTO Newsletter
- Arbor Dash 5k
- Volunteering in classrooms or take-home projects
- ECPTO social media page
- Vehicle Fair
- Kindness in Chalk Day
- Plant Fundraiser Sales
- Meet Your Legislator Event and more!

As a program we value parents' experiences and perspectives and recognize that parents are their child's first and most important teacher. Our Early Childhood Parent Teacher Organization helps to build relationships and strengthen connections with families- a partnership that is key to the continued success of our program.

Meet two former ECPTO Members

Click [here](#) to watch a short video from Mona

Click [here](#) to watch a short video from Becca

Families are invited to attend the monthly meetings together! Our program staff will provide childcare and activities for children during meetings. For general questions during the school year for the Early Childhood Parent Teacher Organization email ecfechairperson@district279.org

Extended Absences

Please notify your child's teacher if you expect your child will be absent. If you anticipate your child missing more than two weeks of school and you want to keep your child's spot in the class:

- Your account must be paid and up-to-date.
- You are required to prepay the tuition for the time your child will be absent to hold the spot.
- If we don't hear from you after two weeks from your anticipated return date, your child may be dismissed from the program.

Family Pass

For Arbor View Early Childhood Center and Willow Lane Early Childhood Center locations only:

We want our schools to be a safe space for children and families. We also want our early childhood buildings to feel like it is your school. We want you here, we want you to participate in class with your child or walk with your child to their classroom door. In addition, we want you to feel welcome to sit and stay for a while.

You will receive a family pass at the beginning of class from your child's teacher. This pass will indicate you have a reason to be in this building. For example, you are attending either a class, appointment, dropping off or picking up your child.

What to expect:

- Teachers will distribute Family Pass(s) to you. You may ask for as many passes as you have adults attending class with your child, or dropping off/picking up your child.
- Once you have a Family Pass, you (or another designated adult) need to show the pass to staff each time you go by the front desk. If you do not have your family pass you will be required to sign into Raptor® Visitor and Volunteer Management System.
- If a Family Pass is not visible, a staff member will ask to see it, or ask you to go to the office to be issued a new pass.
- Staff will be at the front desk during regular office hours or when programming is in the building. We will work to ensure all adults in the building have a Family Pass, a Raptor® visitor badge, or are wearing a district-issued identification badge.

How you can help

- Each time you enter the building show your Family Pass as you approach the front desk. You can show the Family Pass or save it as an image on your cell phone and show the pass image from your phone. Even if we know you, we will ask to see your Family Pass. See that we are striving for consistency.
- If you do not have your family pass you will be required to sign into Raptor® Visitor and Volunteer Management System.
- The Family Pass allows access to the building. As a reminder, any person designed to up your child after class still needs to have their name listed on the Emergency Forms. If we do not recognize someone who is picking up your child, we will ask for photo identification to verify that you, the parent/guardian, has authorized pick-up rights for this person and is listed on your child's Emergency Contact form.

Field Trips

Field trips may be scheduled by the program on site or at another location.

Parents/guardians will receive information in advance from your child's teacher about scheduled field trips including notice of any prepayment required. There will not be reimbursement of a field trip fee if you or your child are unable to attend. Most field trips will require parent transportation and parent participation.

Infectious Disease Preparedness Plan

Staff, students, and families will be informed of and encouraged to self monitor for signs and symptoms of many potential infectious diseases as listed on the Center for Disease Control and Prevention's website. Individuals with symptoms, even when mild, should remain home until they are well enough to be in the learning environment to help prevent the spread of infectious diseases. For those at increased risk of complications, individuals should reach out to a healthcare provider, even when symptoms are mild, for consultation.

These symptoms include but are not limited to; consistent cough, fever over 100.4 degrees, difficulty or trouble breathing, sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, severe headache, and nasal congestion or severe runny nose.

For individuals who test positive for COVID-19, Influenza, RSV, or other infectious disease, exclusion periods from school are infection specific and can be found in the Hennepin County Infectious Disease in child care and schools manual and on the district website under [Health Services](#). All staff and students who are ill are encouraged to remain out and return to sites when their symptoms are improved and they are well enough to attend. Staff should follow their sick leave procedure as it is laid out in their contract and families should call the absence line of their child's school of attendance.

Individuals who have a fever of greater than 100.4 degrees, vomiting, diarrhea while at school will be sent home. These individuals may return to school when they have had no episodes of diarrhea, vomiting or fever for 24 hours without the use of medications and are well enough to participate in learning. Osseo Area Schools encourages but does not require quarantines and/or mask wearing.

If your child is ill, please contact the school and consider contacting your healthcare provider. Illnesses can be reported to your child's elementary school, Arbor View or Willow Lane absence line: 763-391-8624 or email ecfe@district279.org.

Late Pick-Up

It is an expectation of the program that all students are picked up at the end of class time by their parent/guardian or another designated adult. We do understand that occasionally, things can happen that keep parents from arriving on time to pick up their child from school. However, when a parent is late for pick-up time, it impacts not only your child who may worry about where you are, but also the teaching team's paid time. Your child's teaching team has very little time between your child's class and the next class for clean-up, preparation, meetings, conferences, and a meal break. In addition, at the end of a school day your child's teaching team has commitments of their own to attend. If circumstances are keeping you from picking your child up on time, please call Sally Nault-Maurer, EC&FE Program Coordinator to discuss options at 763-391-8765.

On your child's class days, if something keeps you from picking up your child at the end of class time, please notify us by doing one of the following:

1. Email or call your child's teacher
2. Call the EC&FE main office 763-391-8777

If we have not been notified and your child has not been picked up after the end of class time the program will follow the **Student Late Pick-up Procedure**

First time: A notice letter dated and shared with parents/guardians.

Two or more times: A \$10 fee charged to the Eleyo childcare account for each late pick-up. The teacher will provide parents/guardians with a written notice to let you know the charge will be added on your next invoice.

Orientation Days for Preschool and PreK classes

Our Preschool and PreK program will begin with scheduled Orientation Days in September. There will be no regularly scheduled Preschool and PreK classes on Orientation Days. The scheduled Orientation Days will be an opportunity for you and your child to: meet your child's teacher at school, meet other families in the class, see the classroom and ask questions before class begins. Each orientation time is about one hour.

In August, families registered in our Preschool and PreK program will be sent a letter with more information about the Orientation Days in September; their child's teacher name and other beginning of the school year announcements from our program.

Because we offer continuous enrollment during the school year, if your child starts school after Sept. 6 an orientation time will be scheduled for you and your child with your child's teacher. This scheduled time will be for you and your child to meet the teacher, see the classroom and ask questions before your child's first day.

Participants

For the safety of our Early Childhood and Family Education (EC&FE) program participants and staff, all participants in our program are required to be registered prior to attending a class, playtime or sibling care.

It is the responsibility of the parent/guardian on no school days when ECFE classes are in session to make other arrangements for school-aged children. School-aged children are not allowed to attend class, or be in the buildings or on school grounds at Arbor View or Willow Lane.

The word "parent" is used in our program and includes other adult(s) important in a child's life that participate in our program (i.e., aunt, caregiver, foster parent, grandparent, guardians, nanny, step-parent, uncle). Participants also include expectant parents and children ages birth up to kindergarten.

Pets

Due to health and air quality concerns all indoor and outdoor spaces at school are pet free. Pets include but are not limited to: dogs, cats, rodents, rabbits, reptiles, fish, birds, and exotic animals.

Photo/Image Agreement

A parent/guardian or scholar's photo/image may be used by the program in print, computer or electronic media, video or audio recording and film. If a parent/guardian wishes to deny this, follow the School Board Policy and Procedure 515 found on the district website.

Playgrounds and Nature Play Area

Playgrounds at schools and the outdoor Nature Play Area at Arbor View Early Childhood Center are for use by staff and families registered in our program during scheduled programming. The public is welcome to use the outdoor spaces before or after school hours or when not in use by the program.

Pre-Registration

In our Preschool and PreK program pre-registration is offered to currently registered children who are age-eligible to register for the next school year's Preschool or PreK program. Information is provided to currently registered parents/guardians about half way through the current school year about how to complete pre-registration for the next school year. If any class has more pre-registrations turned in than available spots, a registration lottery will be held. Pre-registration is contingent on financial accounts being up to date.

Program Calendars

2022-2023 program calendars for [ECFE classes](#) and [Preschool and PreK classes](#) are available on our [website](#).

Proof of Birth

A copy of your child's proof of birth (ie., birth certificate, 1-94 or passport) is required at the time of registration for our Preschool or PreK program. It is recommended, but optional for ECFE registration.

Quality Rating System

Our Preschool PreK program has received the highest possible 4-STAR rating from Parent Aware. To earn a Four Star Rating, programs excel in the use of best practices in preparing children for kindergarten and are committed to ongoing quality improvement.

Raptor[®] Visitor and Volunteer Management System

In an effort to keep staff and students safe, Osseo Area Schools utilizes the Raptor[®] Visitor and Volunteer Management System to log and screen visitors and volunteers at all district locations. Each time a visitor or volunteer checks in using Raptor[®], the system checks the National Sex Offender Registry and a custom database created by the district or school which contains custody alerts, banned visitors or a specific building alert. Raptor[®] does not check criminal history databases.

At the front desk, visitors over the age of eighteen (18) to who are not registered in a class will be asked to provide a government issued photo identification to sign in to Raptor[®] and sign out. Visitors will be provided a visitor badge to wear during the school visit.

Refunds

ECFE class: If you have registered for an ECFE class, full refunds will be provided if cancellation occurs before class begins. After a class begins if a parent/guardian withdraws from a class a refund will be prorated based on the weeks remaining of the class.

Preschool or pre kindergarten class: The twenty-five (25) dollar registration fee is non-refundable. If you cancel your child's registration before class begins a full refund of the first month of tuition will be provided. After a class begins, if a parent/guardian withdraws from a class, a refund will be prorated based on the days remaining based on the tuition amount that was paid.

Refunds will not be provided for announcements made by Osseo Area Schools of: school closure, early dismissal, late start or e-Learning days.

Registration Lottery

Before the start of each session of registration for ECFE classes and Preschool and PreK, we hold a random registration lottery drawing. The purpose of the lottery drawing is to provide an equal opportunity for community members to participate in our program. After the lottery is held registration continues until classes are full.

While space in our program is limited, we strive to offer a consistent schedule of classes for parents and children that range in length, time of day and day of the week to fit a variety of family schedules.

Resources to support families

Please speak to your child's teacher if you or your family would like information on community-based resources. Our program has established partnerships with local community based organizations that can provide everyday essentials (food, diapers, etc.) for children and families. If you or your child has a need, talk to your child's teacher or call our program office at 763-391-8777. We can partner with you to help you find resources to keep your family healthy, safe and well.

Safety Drills

Osseo Area Schools routinely practices four types of safety drills (evacuation, shelter in place, lockdown and severe weather shelter) during the school year with students, staff and visitors in all school buildings. The time to practice safety drills may impact adults who are arriving at or leaving from the parking lot. For everyone's safety, during the time of a drill, adults need to follow all temporary signage and instructions from staff during safety drills. This may include vehicles coming into or out of the parking lot.

School Supplies

School supplies are provided by the program for use during class time. We recommend Preschool and PreK students have a backpack large enough to hold a folder and an extra set of clothing to transport items to and from school.

Due to program budgetary constraints we are unable to provide electronic devices for all students on e-learning days. On e-learning days, teachers provide activities and instructions to parents/guardians by email, SeeSaw app or Google Meet. Online learning and content would be accessible through home internet access and would not require special log-in credentials to the school district. In our program, e-learning days are recommended, but not required to participate in.

Separation

In our program, most children will experience separation times away from their adult. For example, separation time can occur at drop-off time before a preschool or pre-kindergarten class, or during an ECFE class when parents separate into a parent group for parent discussion time.

Children may experience separation anxiety when they are away from a trusted caring adult they are strongly attached to, especially their parent/guardian. Each individual child's reaction to separation time can vary. For example, some children see separation time as an inviting opportunity to explore and other children can become overwhelmed by the thought of being away from their adult.

The EC&FE staff are highly trained in helping you and your child through times of separation by establishing a routine and providing a safe, caring environment for both of you to practice developmentally appropriate skills to strengthen your child's confidence during separation time.

Here are some helpful ways to make separation time work for both you and your child:

When you are at home:

- Talk to your child about going to school. By preparing your child ahead of time, the adjustment will be easier and your child will learn about what to expect. You can describe what your child will be doing in the classroom while you are away.

- Visit your child's school. Play on the school playground or Nature Play Area at Arbor View Early Childhood Center after school hours, on the weekend or during the summer months.
- Read stories about starting and going to school. Two excellent books that can help you talk about separation time with your child are: *The Kissing Hand* by Audrey Penn and *Owl Babies* by Martin Waddell

On school days:

- When you come to the classroom, introduce your child to each of the staff and point out to your child several areas or activities in the room that you think your child may especially enjoy.
- It is okay for your child to feel something other than "happy" about separating from you. Most children who show initial distress will calm down and settle into the classroom routine.
- Talk with your child about the feelings you can see they are communicating by acknowledging and labeling the feelings and remind your child that you will come back. *"I can see you are sad. It is okay to feel sad when I leave. You can stay and play with your teacher and I will come back right after snack."*
- Have your child bring a small toy, stuffed animal, blanket or family picture to hold during the transition of separation time.
- Remember as a parent to stay calm, and relaxed. Children can sense their parents' emotions very well. Say a definite "good-bye" and then leave.

Our ECFE staff are deeply invested in making separation time work for each family. If your child is having a hard time with separation, your child's teacher will work with you to develop a plan that is comfortable for everyone. With guidance, reassurance and support, your child will grow in their self-confidence at separation time to say "good-bye".

Sibling Care

Sibling Care provides care for children age five months to five years while families attend an ECFE class with another child. The sibling care room provides a safe, supervised environment for siblings with a variety of play equipment and planned activities that are fun and engaging for the ages of the children in the space.

The Sibling Care staff will respond to all immediate needs of the children in the room. If your child has a need (i.e., cannot be calmed, diaper needs to be changed) the staff will call you in your ECFE classroom to come and assist your child.

Babies under five months of age attend class with a parent for no additional charge. By the age of five months, children are registered in sibling care. At the time of class registration, if your child will turn five months or older during class please call the office to register in advance for sibling care. If your child is not feeling well, please follow the same guidelines as described in the Infectious Disease Preparedness Plan.

Drop off procedure:

Parents may drop their child off five minutes before the scheduled class time. At drop off you will sign-in and put a name tag on your child. Please label items with your child's name including: diaper bag, clothes and bottles. A light snack will be provided during sibling care time.

Pick-up procedure:

It is a program expectation that all children in sibling care are picked up by their parent/guardian within five minutes of the class ending time. If someone other than you will be picking up your child from sibling care, please let staff know at drop off. Staff will not release your child to another adult without prior permission.

How many children are registered in sibling care?

Sibling care size varies depending on the size of the sib care room, and the ages of the children enrolled. We follow guidelines of four children to one adult.

What are the qualifications of sibling care staff?

Sibling care staff are experienced instructors or Educational Support Professionals (ESPs). Many have been school district employees for years and have extensive experience working with young children and families.

Who can come to sibling care?

All children must be registered. Because our sibling care space is limited, we cannot accommodate extra children who are not registered in sibling care. Limited child care (regular sibling care fees apply) will be available for school-age children enrolled in kindergarten or on school release days at Arbor View Early Childhood Center. Call 763-391-8777, in advance, to register.

Can I bring my daycare children to sibling care?

Priority for sibling care is given to brothers and sisters of class participants. If there is room and we receive written permission from the child's parent/guardian, children other than siblings can be enrolled in sibling care.

What if my child is not feeling well?

If your child is not feeling well, please stay home. Follow the recommendations from the **Infections Disease Preparedness Plan** in this handbook. If your child experiences illness while in sibling care, staff will follow the **Illness at School** guidelines in the **Student Health Services** section of this handbook.

Snack

Parents/guardians will be asked to provide snacks on a rotating basis for the class. Your child's teacher will give you a list of suggested snacks. During snack, students are learning self-help skills, engaging in conversation with each other, and exposed to new foods that engage their sense of taste and smell. This is also a time to practice healthy eating.

Additional accommodations may be required for your child's classroom if allergies are present.

If your child has multiple food allergies, you may be asked to supply a snack from home.

Read food labels:

- Some manufacturers clearly state if a product has peanut or tree nuts in it while others, it is almost hidden.
- All food is subject to manufacturer recalls and mislabeling. Manufacturers may have changed their equipment or product line and method since an item was last purchased so please read labels each and every time.

AVOID purchasing snacks that have this following information on the label:

1. "May Contain Peanut or Tree Nuts"
2. "Processed on shared equipment with Peanuts or Tree Nuts"
3. "Manufactured in a plant with Peanuts or Tree Nuts"
4. "Contains Peanut or Tree Nut Ingredients"

IMPORTANT: All allergies should be reported to the teacher and/or program nurse prior to the start of school. Individual Emergency Action Plans will be developed by the program nurse for these students. The Emergency Action Plan is used to direct staff on the management of a child's allergies while at school.

While we are unable to ensure our building will be 100% free of a child's allergen, we strive to create a classroom environment that is safe for students and manageable for staff. We work to limit potentially life-threatening allergens; however, we are not a nut-free school.

Before and after snack, the classroom ESP will clean and disinfect snack tables. Children will be offered water. If parents/guardians would prefer, children may bring their own water in a water bottle from home. Please label the water bottle with your child's name.

Social-Emotional Development and Learning

In our program, children develop skills to be a member of a group, build routines, work together and grow emotionally with others. We practice getting ready for kindergarten by modeling what a typical day might look like. We have three pillars of expectations: be respectful, be responsible, be safe. As an adult, you can help to teach your child our program expectations at home that scholars use at school.

Bathroom

Flush, wash hands and keep it clean.

Classroom

Watch for others, keep hands and feet to self and take turns

Gym or Motor Room

Watch for others, keep hands and feet to self and take turns

Hallway

Stay with your adult, walk and keep hands and feet to self.

Parking Lot

Stay with your adult, watch for cars and walk.

Playground

Watch for others and take turns.

Student Health Services

Emergency Contact and Health History form

Parents/guardians of Preschool or PreK students are required to complete an Emergency Contact and Health History form and return it to their child's teacher by the first day of school. Your child cannot attend school in person without this form completed. All parents/guardians need to communicate directly with their child's teacher any changes to the emergency contact and health history form. Forms can be obtained from your child's teacher, school office or on the district [website](#).

Health Needs/Medications

All allergies and medical needs should be reported to your child's teacher and the program nurse prior to the start of school. All medications that staff may need to administer require signed orders from the child's health care provider. Please contact the program nurse for details.

Illness at School

For ECFE families attending parent and child classes: If illness occurs during class time for a parent or child, parents will be asked to inform the teacher and the family will be instructed to return home.

For Preschool and PreK scholars: If illness occurs during the school day, a child will be separated from the rest of the class and attended to by program staff while parents/guardians are called for immediate pick up. If a parent/guardian is not available while a child is at school, a designated adult on a child's emergency contact/health history form will be called for pick up. Parents/guardians are responsible for keeping their child's Emergency Contact and Health History form up-to-date. To make updates or changes, a new Emergency Contact and Health History form can be provided by your child's teacher, school nurse or found on the district [website](#).

Emergency Health Issue or Injury

In the event of a health related emergency issue or injury involving your child we will call 911 for emergency assistance, and then the 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.

Immunizations

As required by Minnesota Immunization Law all students attending Minnesota schools must be completely immunized or meet one of the allowable alternatives (special medical condition or parent/guardian conscientious opposition) in order to attend school. A copy of your child's current immunization record or notarized conscientious exemption form must be on file with the program before the first day of school. Send updated records of your child's immunizations by fax: 763-391-8762 or ecfe@district279.org Immunizations are not required for adult participants.

Social Media

Like, follow, and share posts from our EC&FE program social media [Facebook](#), [Twitter](#), [Instagram](#)

Tennessee Warning

The information requested at the time of registration and emergency contact health history form is useful and important for us to be able to serve your child. Your child's name, address, date of birth, school of attendance, and dates of attendance is deemed "directory information". Release of "directory information" is permitted to the general public unless you submit a written denial of release. All other data on the form is private and will be used to identify the children's records, provide required data for state reports and enable program staff to coordinate and communicate with other district staff, including Early Childhood Special Education, and K-6 teachers and administrators, who have a legitimate interest (need to know) for our program to best serve the needs of your child and for preschool staff to communicate with parents (District Policy #515 - Protection and Privacy of Education Records). You are not legally required to provide any of the requested private information; however, failure to do so may prevent staff from meeting the needs of your child in our programs.

Toys

Our classrooms are set up to provide your child with fun and engaging learning experiences. There will be a variety of activities such as blocks, sand, paint, puzzles, dolls and cars for your child to enjoy. Please keep personal toys at home unless you have made special arrangements with your child's teaching team. The exception to this guideline: blankets, special stuffed toys, etc. that are security items for your child.

If these things will help your child feel more secure during transitions or separating time, please label the items with your child's name and bring them to school on class days.

Transportation

ECFE classes: Free, scheduled transportation is provided if needed. For more information call 763-391-8777.

Prekindergarten classes: FREE limited transportation may be available to scholars attending PreK classes who qualify based on home address and school attendance area. Transportation for the 2022-2023 school year is one way only: to school for morning classes or to home from school for afternoon classes. Routes will align with the early morning elementary start of school day or the afternoon elementary end of school day. There is no mid-day transportation. To make a request for transportation for your child contact our program office at 763-391-8777. In late summer, bus stop and route information will be sent to parents/guardians by email from the district Transportation department.

Important: Transportation will not be available on your child's orientation day. Transportation will start on the first day of your child's class.

If you have questions about PreK transportation, please contact the Transportation office: BusQuestions@district279.org

Tuition

Tuition for Preschool and Pre-kindergarten contracts are divided into nine equal monthly payments during the school year. Payment is due the 15th of the month for school held during the following month. Invoices will be emailed monthly to the account owner(s). The first tuition payment is collected at the time of registration. The next tuition payment is due on September 15 for school in October. If a scholar starts school after the first day in September, tuition is prorated based on the scholar's start date. A \$10 late fee will be added to accounts if payment is not received by the 20th of each month. To select autopay for your child's preschool account, sign-in to osseo.ce.eleyo.com. (Payment of tuition is not applicable for scholarship recipients). Payment of tuition can be made online in Eleyo at osseo.ce.eleyo.com, in person, by mail (check only-no cash) or by phone. Account owners can set up automatic payment in their Eleyo account (osseo.ce.eleyo.com).

Vehicle Parking

Vehicle parking is available in the main parking lot at each school building. The parking lot can be a busy public space. The safety of all students, staff and visitors is a priority.

- Drive slowly through the parking lot. Watch for other pedestrians and follow the posted signage and one-way directional arrows.
- Have a parking lot plan. Think about how you will move safely as a family from your vehicle to the building entrance door and back.

- Use the designated crosswalks and sidewalks. These are the safest areas to use as you and your family approach the building.
- Do not park in the buses only designated parking lot.
- For your safety, do not walk between buses, vans or other vehicles.

When you arrive at the parking lot for drop off or pick up, if you need support for a younger child (i.e. a child who is sleeping in a car seat) please contact the program office or talk to your child's teacher to discuss how we may be able to support you and your younger child.

Report any safety concerns to the main office of the school.

Volunteering

During the school year please consider joining a group of parent volunteers in our program! When you volunteer with Osseo EC&FE, you make a positive impact on our program. Parent volunteers contribute an average of 1,265 hours each year in many ways, including: take home projects, classroom helpers, events and fundraisers. Learn more about [how to become a volunteer](#) or call 763-391-8777 to speak to our Volunteer Coordinator.

Waiting Rooms

We want to give all parents/guardians an opportunity for their scholar to get in a class when spots open in our Preschool and PreK program. Office staff will manage waiting rooms for each preschool or pre-kindergarten class for the 2022-2023 school year.

How do the waiting room guidelines work?

Step one: When a spot becomes available in a class, the office will hold a lottery drawing of the scholars in the waiting room for the class.

Step two: Office staff will call and email parents/guardians to offer a scholar a spot in the class.

Step three: Parents/guardians will have forty-eight (48) hours to respond to the office by phone or email. If the parents/guardians do not respond by the deadline, another lottery drawing of scholars in the waiting room for the class will be held to fill the spot.

- If a parent/guardian accepts a spot in a class for their scholar and it is their first class choice, office staff will remove the scholar from all waiting rooms.
- If a parent/guardian accepts a spot in a class for their scholar and it is their second/alternate class choice, office staff will keep the scholar in the waiting room of their first class choice.
- A scholar who is registered in a class may be in one (1) waiting room.

A scholar who is not registered in a class may be in up to two (2) waiting rooms after registration has been fully completed (e.g., online Eleyo registration, required documents turned in and payment information on file).

Weather related guidelines for outdoor play activities

In Minnesota, weather conditions can be unpredictable year round. When making a decision about outdoor play time and activities for scholars during class time the Early Childhood & Family Education program will use information from The Weather Channel for the City of Maple Grove or Brooklyn Center. We will also consider weather factors such as: heat index, wind, air quality, snowfall and rain. In general, classes will not be going outside, the following weather conditions are present:

- The temperature with windchill is at or below 9 degrees fahrenheit
- The heat index is at or above 90
- Severe or inclement weather is forecast

In our Nature Play Area we have specific weather-related guidelines for our outdoor only classes. [View the Nature Play Area Preschool for 3-5s class weather related guidelines](#). View the [Nature Play ECFE parent-child class weather-related guidelines](#)

Websites

Osseoec.org

Our Early Childhood & Family Education (EC&FE) program [website](#) is a resource for families to learn more about our early childhood programs. Look to our website for videos, program calendars, brochures, family handbook, registration information and more.

Osseo.ce.eleyo.com

All registrations and collection of fees for Early Childhood & Family Education (EC&FE) is managed through [Eleyo](#). On the Eleyo website, an adult can create a log-in with a password to sign-up for ECFE classes or play times, preschool or pre-kindergarten classes and Early Childhood Screening appointments.