



**EARLY
CHILDHOOD**

CENTENNIAL SCHOOL DISTRICT 12

CENTENNIAL PRESCHOOL FAMILY HANDBOOK 2023-2024

Early Childhood Center
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CENTENNIAL SCHOOL DISTRICT MISSION STATEMENT

By providing high quality educational opportunities, emotional support, and social development, Centennial School District prepares learners for excellence in their future.

Non-Discrimination Statement

Centennial School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

Centennial Community Education Mission

Making connections within the community to provide learners of all ages with accessible and enriching opportunities.

Centennial Early Childhood Mission

Our mission is to provide quality learning opportunities to parents and their children from birth to kindergarten entry.

CENTENNIAL PRESCHOOL ADMINISTRATIVE STAFF

At the Early Childhood Center, 575 Birch Street, Lino Lakes, 55014

Sara Ison, Early Childhood Family Education and Centennial Preschool Coordinator
763-792-6122 sison@isd12.org

Deb Klausing, Early Childhood Administrative Assistant
763-792-6120 dklausing@isd12.org

At the Community Education Office, 4707 North Road, Circle Pines, 55014

Cori Sendle, Director of Community Education
763-792-6101 csendle@isd12.org

Dawn Turnblad, Pre-K Kids Club Administrative Assistant
763-792-6193 kidsclub@isd12.org

CENTENNIAL PRESCHOOL CLASSROOM STAFF BY LOCATION

All early childhood teachers and parent educators have, at minimum, a bachelor's degree and are licensed by the Minnesota Department of Education. Assisting in the children's classrooms are site managers, assistant site managers, and paraprofessionals. Continuing education and staff in-service training are provided throughout the year.

To identify your student's teacher, please log in to your Eleyo account to review your contract details.

Staff lists are subject to change. Last updated September 2023

Blue Heron, room C106

Diane Plagens, teacher	Full-Day M-F	763-792-6283
Bell Bronson, site manager		dplagens@isd12.org
Marni Bland, site manager		

Centennial, room 5

Julie Heiden, teacher	Full-Day M-F	763-792-5324
Alena Plagens, site manager		jheiden@isd12.org
Chris Anderson, assistant site manager		

Centerville, room 107

Jordan Nelson, teacher	Full-Day M-F	763-792-5840
Jayita Sarkar, paraprofessional		jtnelson@isd12.org

Centerville, room 108

Maria Reisdorf, teacher	Full-Day M-F	763-792-5845
Mitch Carlson, site manager		mreisdorf@isd12.org
Tanya Lemon, assistant site manager		

Centerville, room 109

Shelley Bealka, teacher	Full-Day M-F	763-792-5845
Christina Hamman, paraprofessional		sbealka@isd12.org

Early Childhood Center, room 113

Molly Wrobel, teacher	Part-Day M-F	763-792-6118
Kristina Fredrick, paraprofessional		mwrobel@isd12.org
Cindy Singer, paraprofessional		
Amanda Baumann, parent educator	763-792-6126	abaumann@isd12.org
Angela Summers, parent educator	763-792-6116	asummers@isd12.org

Early Childhood Center, room 114

Emily Augustinack, teacher	Part-Day M-F	763-792-6135
Kristina Fredrick, paraprofessional		eauginack@isd12.org
Amanda Baumann, parent educator	763-792-6126	abaumann@isd12.org
Angela Summers, parent educator	763-792-6116	asummers@isd12.org

<p>Golden Lake, room 200C Maria Schommer, teacher Lisa Anderson, site manager TBD, assistant site manager</p>	<p>Full-Day M-F</p>	<p>763-792-5992 mschommer@isd12.org</p>
<p>Rice Lake, room B102 Samantha Rice, teacher Suzy Benford, site manager Zoey Hansen, assistant site manager</p>	<p>Full-Day M-F</p>	<p>763-792-5755 srice@isd12.org</p>
<p>Rice Lake, room B103 Ann Kelling, teacher Brogan DeBlieck, site manager Amy Soppeland, site manager</p>	<p>Full-Day M-F</p>	<p>763-792-5723 akelling@isd12.org</p>
<p>Rice Lake, room B130 Angie Kimball, teacher Jane McKoskey, paraprofessional Gretchen Ulvin, paraprofessional</p>	<p>Full-Day M-F</p>	<p>763-792-5745 akimball@isd12.org</p>

WELCOME

Early Childhood Programs in Centennial School District

Early Childhood in the Centennial School District encompasses Early Childhood Family Education (ECFE), Early Childhood Special Education (ECSE), Early Childhood Screening (ECS), and Centennial Preschool (CP). Early Childhood is a division of the Community Education department, which also oversees Pre-K Kids Club before/after school care.

Centennial Preschool (CP)

Centennial Preschool (CP) offers a high-quality preschool experience for children who are between three and five years of age. The goal is to help students enter kindergarten with the skills and behaviors necessary to be successful learners. The concept of “school readiness” includes both academic skills such as literacy, math, science, and art, and social/emotional skills such as listening, following directions, sharing, and problem solving. Centennial Preschool prioritizes parents’ involvement in their child’s education, as research shows that programs involving both parent and child are more effective than those that focus only on the child. All classes are taught by licensed teachers using play-based curriculum and assessment tools approved by the State of Minnesota. School readiness is a specific type of preschool based on Minnesota Department of Education (MDE) standards. For more information visit the MDE website [here](#).

Pre-K Kids Club

Full-day classes may be combined with before and/or after school and non-school day care through Pre-K Kids Club. Students have an opportunity to learn and play within small groups with preschool staff. Activities might include creative arts, choice time, social and emotional development, music and movement, outside play, and much more.

Care is contracted on a consistent basis, but custom schedules are allowed. More information can be found on the Pre-K Kids Club [website](#).

Early Childhood Education Philosophy

Early Childhood Education Goals Are For Students To:

- Develop a positive, lifelong love of learning and school
- Build a strong foundation of academic and social-emotional skills for success in kindergarten
- Learn to understand and express their emotions in healthy ways
- Build positive relationships with peers and other adults
- Practice school routines and transitions between activities

Learning Through Play

ECFE and Centennial Preschool weave a learning-through-play philosophy into each class. Since students learn by doing, we focus on the process of creating rather than the product created. Learning happens when children are given space, materials, and time to play. Students experience the following play and learning activities in the preschool classroom:

Expressive Activities	Students express their creativity with art materials and manipulatives by working with small groups or with a partner.
Imaginative Play	Dolls, blocks, puppets, transportation toys, dress-up clothes, and pretend play all help children use their imagination with role-playing activities.
Large Muscle Activities	Running, jumping, hopping, catching, throwing, etc. are all activities that encourage large muscle coordination.
Small Muscle Activities	Activities such as cutting, gluing, holding a pencil, painting, coloring, lacing, buttoning, zipping, kneading play dough, and fitting puzzles together provide students with practice in developing hand-eye coordination and small muscle development.
Activities to Encourage Social and Emotional Skills	Students develop their social and emotional skills by playing with other students and learning from adults which increases student-to-student conversations and collaboration.
Cognition (thinking) Activities	Vocabulary, shapes, colors, sizes, letters, and numbers are the basis of cognitive (thinking) activities. Teachers use books, music, stories, educational games, and puzzles to help students develop problem-solving abilities and acquire school readiness skills.

Curriculum/Assessment Tools

Centennial Preschool uses state-approved curriculum and assessment tools. We encourage parents to reach out to their child's teacher with any questions on the curriculum resources used in class.

Our Preschool curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling students to develop confidence, creativity, and lifelong critical thinking skills. Our curriculum utilizes multi-week studies rather than weekly themes which include in-depth investigation of meaningful topics students are interested in.

- Students raise questions, solve problems, and find answers.
- Students get first-hand experience in and around the school building.
- The curriculum is age-appropriate and relevant

- Learning is extended over a period of time (4 weeks) depending on interest levels of students.
- Families and community volunteers are involved.
- Classroom centers are connected to how students learn, inquire and explore.
- The curriculum is designed to challenge all students at their level.

Preschool assesses the whole student within 5 developmental domains:

- Approaches to Learning—Self-Regulation
- Social and Emotional Development
- Language and Literacy Development
- Cognition, including Math and Science
- Physical Development—Health

Measures are evaluated on a growth continuum. More information about assessment will be coming from your child's teacher.

Classroom Expectations: Behavior Procedure

At Centennial Preschool, we strive to ensure all students feel safe and welcome in their classroom. To address any challenging behavior in the classroom, we focus on a foundation of skill-building using the Pyramid Model framework (see next page):

- Building positive relationships with peers and other adults
- Developing classroom rules together
- Creating a safe and developmentally appropriate classroom setting
- Partnering with families
- Helping students become independent in their use of problem-solving, collaboration, cooperation, and compromise skills

We understand that it is developmentally appropriate for preschool-aged children to show big emotions and big behaviors, and that behavior communicates what a child needs. When these behaviors happen, our classroom staff work together to support your child in the following ways:

- The environment is arranged in a manner so that students may choose from many activities and materials
- Staff pre-teach and re-teach social-emotional skills; we focus on prevention rather than reaction
- We offer choices and help students develop problem solving skills (Can we take turns? Can we get a timer? Can we trade?)
- Staff will tell the student what they should do and why, rather than what not to do
- Staff will redirect the student to another activity or the calm-down corner if they need a break from classroom activities
- Staff will help the student reflect upon his/her actions and decide what a better choice might be so the student can return to the group when they are ready

- Students are encouraged to practice perspective taking and how their behaviors affect their peers (“You knocked their tower over. How do you think that makes your friend feel?”)

Staff will seek parent involvement if behavior concerns continue. Communication is important between staff and parents. We take a team approach and work together to create a behavior plan if necessary.

Pyramid Model

As part of the district’s Multi-Tiered Student Support (MTSS) system, we implement the Pyramid Model framework to support social-emotional learning. The Pyramid Model isn’t a curriculum or activity—it’s a whole way of thinking and planning the day-to-day structure of the classroom to better support students’ learning. Like Positive Behavior Interventions and Supports (PBIS) programs at the elementary school level, Pyramid Model is a framework for providing a strong foundation for all students and targeted support to struggling students.

Research has shown that a child’s social, emotional, and friendship skills are the best predictor of a child’s 3rd grade reading level, and we know that when students have social/emotional skills like self-regulation and problem-solving, they are better prepared to learn important academic skills like math, reading, and writing!

CENTENNIAL PRESCHOOL CLASS FORMAT

Arrival

Please refer to your child’s welcome letter for more specific information about drop-off and pick-up procedures.

Full-day students participating in Pre-K Kids Club (before school care) will be escorted from the before school care classroom to their preschool classroom by staff at the appropriate time. In most cases, before school care takes place in the preschool classroom and no transfer is necessary.

Morning Meeting

Students are asked by the teacher to gather on the classroom rug. Morning meeting can include a greeting, songs, stories, and concepts to build communication and listening skills. Students review the calendar, weather, and the plan for the day. The duration of this morning meeting will slowly increase as students become ready to attend for longer amounts of time.

Discovery Time

Because preschoolers learn through play, “learning centers” are a key component of our preschool classrooms. Learning centers focus on different aspects of your child’s learning and give them the opportunity to investigate new concepts, ideas, and experiences. During discovery time, students explore these centers with their classmates. What is available at each center changes throughout the year to provide new experiences for students. Learning centers also relate to our curriculum and what we’re learning about at the time (for example: clothing, balls, buildings, etc.)

Through their hands-on play at each center, students will learn a variety of academic and social-emotional skills:

Activity Center	Examples of Materials	What skills are children learning?
Science	<ul style="list-style-type: none">• magnifying glasses or microscopes• magnets• scales• plants• binoculars• non-fiction books	<ul style="list-style-type: none">• observation skills• planning, prediction, and comparison skills• testing ideas• learning how things work• cause and effect

Activity Center	Examples of Materials	What skills are children learning?
Math	<ul style="list-style-type: none"> • counters • pattern cards and blocks • puzzles • estimation jars • games with dice and spinners • rulers 	<ul style="list-style-type: none"> • classify, sort and compare • counting • recognize shapes and patterns • estimate • increase cognitive and language skills • measurement
Sensory	<ul style="list-style-type: none"> • cotton balls • water • sand • rice • dried beans 	<ul style="list-style-type: none"> • experimentation, discovery, and observation • develop fine motor skills • enjoy hands-on materials • cause and effect
Literacy	<ul style="list-style-type: none"> • age appropriate books • class made books • pencils, crayons and pens • dry erase markers and boards • journals • games 	<ul style="list-style-type: none"> • practice letter, and sound recognition • develop an appreciation for books • reading & writing skills • development of conversation and vocabulary skills • create and write stories
Art	<ul style="list-style-type: none"> • paint • glue • paper • scissors • collage materials • crayons and markers • stickers 	<ul style="list-style-type: none"> • explore self-expression • creativity and imagination • fine motor/gross motor skills • hand-eye coordination • colors, shapes, texture
Dramatic Play	<ul style="list-style-type: none"> • dress-up clothing and costumes • play kitchen (including play food and dishes) • dolls, and other themed playthings 	<ul style="list-style-type: none"> • communication skills • creativity and imagination • role-playing • socialization skills • expressing feelings and emotions • problem solving

Activity Center	Examples of Materials	What skills are children learning?
Building	<ul style="list-style-type: none"> • blocks • magnet tiles • manipulatives • transportation materials • Legos • action figures/animals 	<ul style="list-style-type: none"> • fine motor skills • hand-eye coordination • cognitive skills • cooperative and sharing skills • shapes • balance

Outdoor Play

Whenever possible, based on weather conditions, classes will go outside for playtime/large motor time. Families should provide proper clothing for the season, labeled with their child's name. In inclement weather, staff will lead students in activities in the classroom. Students are supervised at all times by staff.

Lunch (full-day classes only)

Students eat lunch in the elementary lunchroom while supervised by preschool staff. Lunch times and duration vary between buildings. Lunches may be brought from home or purchased via a Parent Portal account. See "Infinite Campus" below for more information on pre-paying for school lunches. See [Nutrition Services](#) on the district website for more information on lunch prices, how to apply for free/reduced lunch, and monthly menus.

Rest Time/Personal Time (full-day classes only)

Preschool students, even those who no longer take naps at home, need a quiet period to relax and refocus. Students are provided a cushioned mat and may bring a small blanket, pillow, and/or stuffed animal from home to ease their transition from active to rest time. During rest period, students are expected to rest quietly but are not required to sleep. A busy bag or books may be offered to those who are not sleeping.

Parent Education

The goal of parent education is to strengthen the parent-child relationship by providing relevant, effective education and support. Parent education is an opportunity for parents to discuss ideas and concerns ranging from child development to family relationships. Parent education opportunities include weekly discussions while students are in class, and/or evening virtual or in-person discussions and presentations. A licensed parent educator leads the discussion and provides information based on research and knowledge of child development and family education. Parents are encouraged to share their experiences and observations with the group.

Part-day morning classes include a **required** parent education day once a week. Part-day afternoon and full-day classes incorporate regular opportunities for parents to participate in parent education and classroom engagement.

Parent-Child Interaction Guidelines

Parents are a child's first teachers. Activities during parent-child interaction time promote healthy family relationships and offer parent teaching opportunities. The following guidelines will help you and your child experience a successful interaction time:

- Engage in activities with your child - get on their level, talk with them about what you are experiencing, and follow their lead
- Include other parents and children in your interactions and activities
- If an activity is full, encourage your child to try something else and come back. Waiting is a good skill to practice!
- Avoid using your cell phone during class

Please keep adult interaction to a minimum during Parent-Child Interaction. There are two good clues to know that it is time to end a conversation with an adult:

- Your child shows that they want your attention or moves onto another activity without you
- You become aware you have not noticed your child for the last few minutes

Parent Education Group Guidelines

Parenting is a time for you to share your joys and challenges of being a parent. Please remember:

- This is your group and much of what you get out of it depends on what you put into it
- There are many good ways to be a parent, so listen with an open mind
- Please silence your cell phones during class time and refrain from using cell phones for non-emergency calls and texts
- It is all right to share ideas from your discussions outside of the group, but please do not share names
- Please be respectful when someone is speaking and limit side conversations
- For in-person sessions, it is important that all parents return to the preschool classroom at the same time. Students may become upset if they don't see their parent when other parents arrive

Snack (full-day classes only)

During class time, students will help serve healthy snacks family style. Family-donated prepackaged snack items, as well as fruit, cheese, and other items from the school lunchroom are offered. Milk or water is served. Students learn conversation skills, turn-taking, and asking for help during this time.

Families are asked to note their child's allergies or food sensitivities at the time of registration. Any changes should be brought to the teacher's attention as soon as possible. If you have any concerns about what is being served at snack time, please contact your child's teacher.

Departure

Please refer to your child's welcome letter for more specific information about drop-off and pick-up procedures. (See also "Late Pick-Up Procedure".)

CENTENNIAL PRESCHOOL FROM A TO Z

Absences

Please use the Early Childhood Attendance Form to report an absence, late arrival, or early-pick up. The form can be found on our [website](#). When you submit the form an email will be sent to your child's teacher. Note that teachers have limited opportunity to check their email during the school day, so if reporting an early pick-up after 12:00pm please call or message the teacher on Seesaw as well.

For part-day classes, if a family illness or emergency prevents you from attending a parent attendance day with your child, another adult family member or caregiver can accompany your child to class. Please ask them to check in at the office.

If your child needs to take an extended absence (greater than two weeks), please contact the office to discuss.

Arrival

We appreciate your efforts to be on time for class, as learning begins the moment your child walks in the door. Late arrivals must check in at the office and may be asked to walk the child to the classroom.

Bathroom Needs

Preschool students must be toilet trained and able to use bathroom facilities independently. However, we understand that accidents may happen, especially when routines are unfamiliar at the beginning of the year.

Students must be able to:

- Pull pants up and down (staff can assist with buttons/zippers)
- Wipe on their own (staff CANNOT assist with wiping)
- Wash their hands after using the bathroom
- Change their clothing and underwear if an accident occurs, and clean themselves if needed (staff will assist with bagging soiled clothing)

If a student has an IEP with bathroom accommodations, please consult with your child's case manager to develop a bathroom plan.

All students should bring a labeled Ziploc bag containing a change of clothes (including underwear and socks) if a bathroom accident should occur. A family may be called for an early pickup if a student is unable to adequately clean themselves.

Celebrations

Birthdays will be recognized on or as close to a student's birthday as possible. Each classroom may celebrate birthdays in their own way. We ask families to not bring in a birthday treat. Instead, families may join our classroom by being a "special guest reader," or providing that day's healthy snack. Speak with your child's teacher for more information.

Centennial Preschool also recognizes our families may celebrate different holidays throughout the year. Preschool classrooms love to learn about all our students and families celebratory traditions at home. We invite you to share this information with your child's teacher!

Participation in classroom celebrations is optional for all families. Please contact your child's teacher if you would like to opt-out, or if you have any concerns about classroom celebrations.

Classroom Cleaning Procedures

We clean tables, toys, and equipment with a disinfectant regularly. Our clean-up procedure of bodily fluids follows school district guidelines.

Clothing

Dress your child in washable, comfortable play clothes so they will be free to participate in all activities, including messy ones. Sneakers allow your child to play and climb! Remember to bring shoes in the winter when your child wears boots to school. Any items that may be taken off during the day (coats, shoes, winter gear) should be labeled with your child's full name. If you need help securing winter or play clothes for your child, please contact our office.

Communication from the Program

Centennial Preschool uses a variety of methods to communicate with families:

Communication Folder

Each student will have a communication folder. This folder travels from the classroom to home and back again. Student work will be sent home each day, along with any messages from the teacher or notices from the program. Parents can send messages to the teacher or other items back to school. Communication folders will be checked by staff each day.

Email

Email will be the primary route of communication from the program office to families. Information about your contract, invoices, payments, and other announcements from the office can be expected by email. Please be sure that the email address associated with your Eleyo account is up to date and checked regularly.

Newsletter

Preschool classrooms will send a monthly newsletter via take-home folders, email, and/or Seesaw. Please review this newsletter carefully as it will contain important classroom information and upcoming events.

Seesaw

Preschool teachers use the smartphone app Seesaw to share pictures from class and communicate information to program families. Pictures on Seesaw are subject to the photo opt-out policy. (See “Photos”.) Please let your child’s teacher know if you are not able to access Seesaw; they will make sure to share Seesaw information with you by sending a notice home in your child’s communication folder. Newsletters and Flexible Learning Day information are also shared on Seesaw. (See “Flexible Learning Days”.)

Communication from the District

Centennial Schools relies on contact information from Infinite Campus for both regular district news (by email) and emergency communications (by phone, text, and/or email). After contract approval, each child’s family must complete an online Infinite Campus enrollment for the school district. Please be sure to provide accurate information on your enrollment. Note that changes to your contact information in Eleyo are not automatically updated in Infinite Campus, so please let the office know if there are changes to your contact information.

Conferences

Conferences are held twice a year (fall and spring) for full-day classes or by parent request for part-day classes. Dates and times of conferences will vary by classroom. At conferences, your child’s teacher will discuss the progress your child has made, what skills they are working on, and how they can continue to support learning at home.

Early Childhood Screening

Early Childhood Screening is a free check of children’s height, weight, immunizations, health, vision, and development. State law requires that children are screened before they enter school. Screening identifies health and developmental concerns that can be addressed before a child enters kindergarten. State statute requires that all Centennial Preschool students must be screened within 90 days of beginning school. Teachers may suggest to parents that a student be rescreened if concerns arise during the school year. To schedule an appointment, please go online via [Eleyo](#), email ecscreening@isd12.org or call the office at 763-792-6120.

Eleyo

[Eleyo](#) is the online system Early Childhood uses to manage registration and billing for the ECFE and Centennial Preschool programs. The system is also used by Community Education,

Kids Club, and Early Childhood Screening. Each preschool family should establish an Eleyo account, even if tuition payments are made in person or tuition is covered by a scholarship or an IEP.

Please note that Eleyo is not the same as Infinite Campus. See “Infinite Campus” for more information.

Field Trips

Preschool classes may take field trips to off-site locations during the school year. Permission slips and any associated fees must be returned to the teacher prior to the field trip. More information about field trips will come from the teacher.

All classes may take “walking field trips” to locations on and near school grounds without prior notice. In these instances, staff will notify the school office of their destination and carry a communication device.

Flexible Learning Days

When there are non-scheduled days off, such as for inclement weather, Centennial Schools may elect to hold Flexible Learning days. On these days, preschool students will be given *optional* activities to complete at home via Seesaw.

Guests

Children: Only children who are registered will be allowed to participate in class. Any exception must be approved in advance by the teacher. Classes with parent attendance may use drop-in sibling care with advance notice if space is available. (See “Sibling Care”.)

Adults: Parent volunteers are welcome in the classroom, but must be approved by the teacher in advance. For classes with parent attendance we ask that you notify the teacher in advance before bringing a second adult on parenting days.

Handwashing

Staff, parents, and students are encouraged to wash their hands before they enter the classroom. Students are expected to wash their hands during the day as needed – after using the toilet, after blowing their nose, before snack/lunch, and after playtime. Hand sanitizer may also be used.

Health and Emergency Information

All preschool students must have immunization records or a notarized exemption on file prior to beginning school. (See “Immunizations”.)

Medications

Unless approved by the nurse due to special circumstances, no prescribed medication may be transported by students. Medication will be disposed of in accordance with the medication policy.

Medication should always be administered at home, if possible. If a student must receive medication administration during the school day, the following is needed:

- Medications must be submitted by the parent/guardian with completed paperwork prior to the first day of school. Medications and required forms may be submitted during Open House, or on another day that you have coordinated with the office prior to the first day of school. Medication will not be accepted unless all requirements have been met.. Please visit our website for a list of required paperwork.
- Prescription medication must come from the pharmacy in a current pharmacy-labeled container. This includes epinephrine auto injectors, inhalers and insulin pens.
- Pharmacy labels must be attached directly to epinephrine auto injectors, inhalers and insulin pens.
- Over-the-counter medication must come in the originally labeled and sealed container with the student's name written on it.
- Only 30 tablets/capsules may be submitted at one time for prescribed medication.
- If tablets are required to be split, they must be split prior to submitting to the health office.
- All medications must be picked up at the end of the school year by the parent/guardian unless approved by the nurse due to special circumstances.
- Self-Carry/Administration of Emergency Medications such as Epinephrine Auto Injectors and Inhalers require specific paperwork to be completed. Please visit the website to access the required forms.

Health Plans & Chronic Conditions

The Health Staff at Centennial collaborate with students, guardians, providers, and school staff to support the needs of students with chronic conditions such as Allergies, Asthma, Diabetes, Seizures, and other complex medical conditions. Please notify the health office staff of your student's health conditions, and all health management needs.

If the student has the following conditions, please note items the school is required to have on file to ensure the student is safely supported while at school. All Medication Authorizations can be found on the Medications page of the Health Services Website.

Asthma/Life Threatening Allergies/Diabetes/Seizures

- Action/Emergency or Management plan completed by medical provider dated for the new school year (Example: Asthma Action Plan, Diabetic Management Plan, Allergy/Anaphylaxis Emergency Care Plan, Seizure Action Plan)
- Medication Orders from prescribing professional dated for the new school year (if medication administration is required at school)

- Centennial School District Medication Authorization signed by parent/guardian dated for the new school year (if medication administration is required at school)
- Authorization for Self-Carry/Administration of Emergency Medication signed by medical provider and parent/guardian dated for the new school year (if you would like to request that the student self-carry epinephrine auto injector or inhaler)

All Medication Authorization Forms can be found on Centennial School District [website](#) under Departments > Health Services.

Information for at least three emergency contacts is required at the time of registration. Parents should be vigilant about keeping such information up to date. Emergency contacts are assumed to be authorized pick-up persons. If you wish to authorize additional people, or if there are persons specifically *not* authorized to pick up your students, please contact the office.

Illness (see also “Absences”)

In order to maintain a healthy environment for students, parents, and staff, please follow this illness procedure. Students may not attend class or sibling care if they are ill or exhibit symptoms of an ongoing illness. Use the [Early Childhood attendance form](#) to inform your child’s teacher as soon as possible if your child receives a diagnosis of a contagious illness and has been in school while symptomatic.

Please keep in mind that there are medically fragile students in the program whose well-being relies on those around them being healthy. Please see Health Services’ [Should I Send My Child to School page](#) for a list of symptoms/conditions that would exclude a child from attending school. If your child exhibits any of the symptoms while in class or sibling care, they will be taken to the school nurse and you will be called to take them home. We know that children can come down with symptoms very quickly, and your child may have appeared just fine when you left home.

If your child needs medicine before school, he/she is not well enough to be in school. You are welcome to contact your site’s main office to be connected with the school nurse.

Immunizations

Minnesota law requires children enrolled in childcare, early childhood education, or school to be immunized against certain diseases, unless the child is medically or non-medically exempt. If proper documentation is not provided, students will be unable to attend school after November 1st. What you need to do:

- Contact your health care provider and review your child’s immunization status to make sure they are up to date.
- If you missed a required vaccination, make an appointment with a healthcare provider or local clinic as soon as possible.
- Follow up with your students’ school if they have reached out to you regarding your students immunization status.

- Turn in medical (must be signed by health care provider) and non-medical (must be notarized) exemption forms to your child's school.

Visit the [MDH website](#) for vaccine schedules, exemption forms and more information including where to get free/low cost immunizations today. Please reach out to your students' school for any questions.

Inclusion

Centennial Preschool classes are integrated with Early Childhood Special Education (ECSE). Some classes have an additional teacher and/or paraprofessional from the ECSE program to provide a greater staff-to-student ratio and ensure the additional support some students may need.

Infinite Campus

Infinite Campus (Campus) is the student information system used by the school district. After contract approval, families will be asked to complete an online enrollment in the Campus system to create a Campus record for their child (and family) and a Parent Portal account. Parent Portal accounts follow a student through their time with Centennial School District.

Students may not start class until the Campus enrollment is completed.

Because the Campus system is used to generate School Messenger alerts, it is important that families update their account or notify the office if contact information has changed. (See also "School Closings".)

Late Pick-Up Procedure

Late pick-ups cause anxiety for students and cause staff to lose important prep time or stay beyond their scheduled hours. If you are delayed in picking up your child, please call the office or classroom to let us know you are on your way. Habitual lateness may result in late fees of \$1/minute and ultimately your child's dismissal from the program.

Mandated Reporting

State law mandates all public school staff to report suspected physical abuse, sexual abuse, or neglect of children to Anoka County Child Protection Services or the county of the child's residence. It is our intent to support and provide resources to parents who may be experiencing difficulty in raising children.

Parent Organizations

Preschool parents in the elementary buildings are welcome to participate in that school's Parent Teacher Organization (PTO). Monthly meetings occur at each building. Yearly building events may include bingo, movie nights, book fairs, and the school carnival. Check in with your

school office/classroom for more information.

Parents of students at the Early Childhood Center may join the Parent Advisory Council (PAC). PAC includes both ECFE and preschool parents who plan events such as field trips, gym nights, Winter Wonderland, and Truck Day. PAC meets monthly; child care is provided. New members are always welcome. Call the office at 763-792-6120 for more information.

Photos

There are occasions when representatives of Centennial Preschool, ISD 12, and/or the media photograph or record students while in school or while attending/participating in school sponsored functions. Parents/guardians not wanting their child(ren) to be photographed or recorded must fill out a Photo Opt-Out form provided by the district. Copies are available in the Early Childhood or elementary school offices.

Picture Day

Each elementary school and the Early Childhood Center has its own picture day. Watch the class newsletter for more information on the date and time for your child's classroom. All students in attendance on picture day will have their photo taken. Purchases are optional. If your child does not attend on the scheduled picture day, you may bring them to the photographer that day. Please notify your child's teacher if this is your plan so that we can suggest a good time to come in.

Pre-K Kids Club

For full-day students only, preschool may be combined with before and/or after school and non-school day care. This care is offered through **Pre-K Kids Club** and is not managed by Centennial Preschool. Contact Dawn Turnblad, Pre-K Kids Club Administrative Assistant for more information. 763-792-6193 kidsclub@isd12.org.

Families who attend Pre-K Kids Club (6:30-9:30am and/or 4:00-6:00pm) will use a secured door with keypad access to the building before and after preschool. This access code will be emailed out to families before school starts in the fall.

Breakfast is served around 8:30am. Students can eat at home or school, or families can send a small snack to be eaten at school. All students go to the cafeteria at this time regardless of whether they will be eating breakfast.

Pre-K Kids Club care takes place in a preschool classroom with preschool staff. Before 7:00am and after 5:00pm preschool students will be located with the K-5 students.

Each school has a designated location (usually the cafeteria or gymnasium) for student drop-off and pick-up.

School Closings

Centennial Preschool follows the Centennial School District's procedure for school closings. An overview of school closures and delays can be found [here](#). If the District starts school late due to bad weather, morning classes will be canceled and full-day preschool will start at 11:30am. For information on closings or late starts, check the district [website](#), call the district office at 763-792-6000 or listen to local television or radio broadcasts. See also "Communication from the District" above.

Sibling Care

Sibling care is available only for part-day preschool parent attendance days at the Early Childhood Center. An additional fee for this care is charged monthly, and space is limited. The purpose of sibling care is to provide a safe, supervised environment staffed by paraprofessionals for children 3 months to 6 years while parents are attending a parenting day with their preschool student. Parents with babies up to 3 months old can keep their babies with them in class. Because preschool classrooms are not baby-proofed, we require that you enroll your baby in sibling care when your baby turns 3 months. This will also allow you to give your full attention to your preschooler.

Sibling Care Guidelines

These guidelines will make your child's stay in sibling care more enjoyable. If you have any questions, please ask.

- All siblings should arrive toileted and with dry diapers. Parents will be asked to change their own child's diaper if necessary.
- Please feed your child before coming to sibling care. You may provide a bottle or snack, but be sure to label everything with your child's name.
- Please bring along a blanket, pacifier, or any other comfort item your child uses at home. Be sure to label all items with your child's name.
- If your child is having a difficult time separating, you may be asked to return to sibling care to comfort your child.
- Please pick up your child immediately after class. Children may become frightened if they don't see their parent when other parents arrive.
- The sibling care room will not be staffed until five minutes before the start of class. Please give the sibling care workers time to prepare the room for your child.
- Children will not be allowed to stay if they are showing any signs of illness noted in "Illness (see also "Absences")".

Solicitations

Teachers will monitor soliciting of products or services by parents in the class so that other parents do not feel an obligation to buy. Early Childhood staff are prohibited from selling products or services during class time. Flyers for Scholastic Books may be sent home with students regularly; purchases are not necessary.

Special Events

Early Childhood and the Parent Advisory Council host a variety of events throughout the year. These include:

- Gym Nights
- Drop-In & Play classes
- Explore With Baby class
- Field Trips
- Truck Day
- Special themed classes

Look for notice of these and other events in the parenting room (part-day classes), in your child's communication folder, in the class newsletter, on Facebook (@CentennialEC), and on our [website](#).

Student Belongings

While there are cubbies or lockers for students to store their backpacks, outdoor clothing, and other items, a single cubby/locker may be used by multiple students. Therefore, unless otherwise noted, all student belongings must be brought from and returned to home each class day.

Supplies

All classrooms ask for students to come to preschool with tennis shoes and a backpack. Supply lists are available on the Centennial Preschool [website](#) and will be sent to families in the August welcome letter.

Toys

Please keep all toys, including violent toys such as guns, swords, action figures, etc. at home.

Some classrooms may have sharing and letter bags sent home each week. Students may bring items from home to share with other students within this framework.

Tuition

Each month's tuition is invoiced in advance. Invoices are sent on the 1st working day of the month and are due on the 15th of the month for the following month's tuition. (For example, September tuition will be invoiced on the first working day of August, and due on August 15th.) Auto-payments via Eleyo are recommended to avoid late fees; online payments may be made by credit card or electronic bank transfer. Payments by cash, check, or credit card may be made in the Early Childhood office. Change is not available for cash payments; overpayments will be applied to future invoices.

An automatic late fee is applied to all overdue accounts on the 17th of the month. If payment is not made by the end of the month, your child's contract will be suspended. After your account balance has been paid, a coordinator will confirm your child's return date.

If your financial circumstances change and paying your preschool tuition becomes difficult, please contact Sarah Holmboe or Sara Ison depending on your child's classroom location. (See "Centennial Preschool Administrative Staff".) Limited tuition assistance and scholarships may be available to help make this program affordable for your family.

Failure to make your tuition payments may result in your child's dismissal from the program. Please contact the office with concerns; we are happy to work with families as needed when difficulties making payments arise.

Volunteers

Early Childhood has volunteer opportunities. If you have talents you would like to share, please talk to your teacher, parent educator, or office staff. (See also "Parent Organizations".) Volunteers working in a classroom must be under the supervision of a member of Centennial Preschool staff. Volunteers may not use cellphones or take pictures in the course of their work with students. Volunteers will be asked to leave if their behavior does not meet Centennial Preschool standards for student safety.

Weapons

Weapons are not allowed on school district property.