

# Roseville Pre-K **2023 - 2024** Family Handbook



**Roseville Area Schools**

*Excellence, Innovation & Equity in All We Do*

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## MISSION

*Excellence, Innovation & Equity in All We Do*

Each learner experiences a sense of belonging and a joy of learning, is inspired and prepared to reach their potential, and contributes to our communities.

## VISION

## EQUITY VISION

Roseville Area Schools is committed to ensuring an equitable and respectful learning environment for every student, family, and staff member regardless of race, gender, gender identity, sexual orientation, socioeconomic status, ability, home or first language, religion, national origin, age, and physical appearance.

## GOALS & KEY STRATEGIES

#1

**Our graduates are prepared to achieve their goals and aspirations.**

- Ensure students are college- and career-ready
- Deliver a challenging, joyful, and safe learning environment
- Deliver innovative, effective practices and systems

#2

**Our learners contribute to an equitable, caring society.**

- Cultivate student engagement and joy in learning
- Support learner resiliency (student social and emotional learning and mental health)
- Amplify student leadership and voice in decision-making
- Prepare learners to be racially and socially responsive

#3

**We are a culturally responsive, inclusive, anti-racist district.**

- Ensure educator commitment to anti-racist practices
- Hire and retain a diverse workforce
- Develop equitable leaders
- Develop a culturally responsive evaluation system
- Build a culture of belonging where all feel welcome, included, and safe

#4

**The community is united behind meeting student needs.**

- Partner with families and the community to support student success
- Build a culture of belonging

#5

**We are financially secure.**

- Cultivate and maintain community trust
- Secure and allocate financial resources to support the district's mission and vision

# About Our Program

## CURRICULUM

The Pre-K curriculum is a child-driven and hands-on philosophy that has children learning through play with academics embedded throughout the day. Using play, exploration and discovery as a way of learning enables children to develop confidence, creativity and lifelong critical thinking skills.

Teachers intentionally plan instruction, centers and interest areas, small and large groups and daily interactions with each child to create positive relationships with each student. Themes are chosen based on children's interests and what is relevant to their lives. Teachers bring their own creativity and expertise into daily lesson planning while individualizing instruction to meet the needs of all children. Transition times between activities are used as a means of learning, not waiting.

Each day at school, your child will have the opportunity to participate in:



- Large group and small groups
- Free choice
- Read-aloud books
- Large motor activities
- Purposeful Play centers/interest areas: math, science, dramatic play, sand/water/sensory, blocks and building toys, puzzles and games, large and small motor activities, art/easel, writing, and reading/library
- Literacy: In alignment with the district goal of having all kids reading at grade level by third grade, we implement the LETRS framework into our program. We embed literacy activities into the daily schedule, routines and transitions. Teachers create learning opportunities to support the child's growth in these skills, which are strongly predictive of how children will learn to read:
  - Oral language
  - Phonological awareness
  - Print Knowledge: alphabet knowledge and writing skills
- Social/Emotional: The Second Step early learning program promotes success in the classroom, school and life by teaching children skills that increase their ability to learn, have empathy, manage emotions, make friends and solve social problems. We strive to set up our classroom environment based on positive relationships with adults and peers.
- Math: My Math Pre-K is the curriculum used to teach children about numbers, shapes, sorting, patterns, measurement, graphs and more. The learning standards are aligned with K-12 to help children learn the skills that will support math success through grade 12 and beyond.

## PARENT COMMUNICATION

- **Conferences:** There will be one formal conference with your child’s teacher each school year. The purpose is to inform families about learning and personal successes and to set goals for each child so the child can be successful in school and home.
- **Parent Information Night:** A parent information night is held in October to learn more about the Pre-K program, curriculum, assessment observation tools, expectations and to answer parent questions.
- **Concerns:** Teachers will contact families directly if or when a concern arises in the classroom. Parents can contact the teacher at any time to discuss concerns.
- **Injuries/illness:** Parents will be notified if your child is showing signs of illness or if your child sustains a significant injury.
- **Newsletters:** Parents will receive a program newsletter outlining the activities in the class and ways to extend learning at home every 3 weeks.
- **Family Engagement Nights and Parent Focus Parenting Topics:** offered at each site a few evenings throughout the school year.

## APPROACH TO DISCIPLINE

The general policy of the school district is to use a preventative and positive approach to discipline aimed at creating a safe and quality learning environment for students characterized by:

- Understanding and addressing the underlying function of behavior
- Resolving conflicts and repairing harm
- Teaching appropriate replacement behaviors
- Restoring relationships in the school community
- If disciplinary action is needed, our approach is restorative, not punitive.
- Disciplinary action may include any or all of the following, but are not limited to the following:
  - Reteaching the expectations
  - Redirection to an appropriate activity
  - Instruction in social and emotional skills
  - Provide a reflective activity
  - Modeling appropriate behavior
  - Parent/guardian conference
  - Modified school program or schedule
  - Assignment to another class/program
  - Request social emotional support and/or in-school support services
  - Implementation of behavior intervention plan or social emotional support action plan
  - Loss of school privilege
  - Referral to community service or outside agency services



# General Class Information

## CLOTHING

Children will be playing and exploring at Pre-K. Please dress your child in clothes that are comfortable and washable. Send a change of clothes, including socks and underwear, with your child in case an accident occurs.

## EMERGENCY CONTACTS

Please notify your teacher if you have a change in phone number and/or if you need to add or change information on your emergency contact form. It is very important that we have current information in case of an emergency.

## OUTDOOR PLAY

Children will be playing outside everyday even in the winter. Generally, when the temperature at recess time is below 0° Fahrenheit or the wind chill is -5° Fahrenheit students will remain indoors. Rain or sloppy playground conditions may also require an “inside” day. We ask students to wear the following clothing items during the winter months: warm jacket, snow pants, hat, boots and gloves/mittens. If you need support with winter clothing please call 651-604-3578 for confidential assistance.

## SCHOOL SUPPLIES

We ask for a one-time, voluntary donation of supplies at the beginning of each school year. Our program will supply the things needed in each classroom. If you would like to contribute more supplies throughout the year, contact your child’s teacher directly to see what would best fit the needs of the classroom.

Each child will need a backpack. If you need support with school supplies, please call 651-604-3578.

## TOILETING

Children must be fully potty trained, wearing underwear full-time, and independent in using the bathroom to attend a Pre-K class.

## VISITING THE CLASSROOM

Please contact your child’s teacher if you want to visit the classroom. We have parent activities (read a book, help with a small group, eat lunch, etc.) that you can participate in with the children in the classroom. If you are interested in volunteer opportunities with our program, please contact your child’s teacher for more information.

## BIRTHDAYS

Due to growing concerns with food allergies and in alignment with the District Equity Vision, birthday treats, food, gifts and cards will not be distributed at school.

## HOLIDAYS AND OTHER CELEBRATIONS

In alignment with the District Equity Vision, we are committed to ensuring an equitable and respectful educational experience for every student, family and staff member regardless of: race, gender, gender identity, sexual orientation, socioeconomic status, ability, home or first language, religion, national origin, age, or physical appearance. We strive to provide an inclusive learning community for all. Therefore, any classroom celebrations will not be directly linked to religious and/or calendar holidays. Holiday treats, food, cards and gifts will not be distributed at school.

## Transportation & Bus Policy

Transportation may be available for some of the Pre-K classes on a need basis. Call 651-604-3578 for more information. Please note that bus use must be consistent.



Pre-K bus policies are a little different than that of K-12 so that we can ensure the safety of the young children.

- Be ready and waiting at least five minutes before pick-up or drop-off time.
- Bus drivers will not wait more than 30 seconds at pick-up and drop-off times.
- The parent, another designated adult or older sibling **NEEDS** to be with your child at the pick-up and drop-off location and must wait with the student until the bus comes for pick up.
- Keep your child's bus tag provided by school attached and/or inside the backpack at all times throughout the entire school year.

If there is no one waiting to get your child off the bus at drop off time, your child will be brought back to school and you will need to arrange pick-up transportation. If this happens more than two times, a meeting will be arranged with a program coordinator and your child may not be able to ride the bus.

Please keep in mind that bus transportation is a privilege for Pre-K children and school district and safety guidelines are set in place to keep all kids and families safe. Failure to follow guidelines may result in a loss of bus privileges. Pre-K school bus guidelines will be given to families at the beginning of the school year.

**If the bus does not arrive at the scheduled time, contact Centerline Bus Company at 651-482-1794. You will need to give them your child's name and bus number.**

# Attendance

## SCHOOL HOURS

Class start and end times vary by site. Children should not arrive at school more than five minutes before their scheduled class starting time and must be picked up within five minutes of the ending time. It is important for your child to be at school during their scheduled school time. If your child will be absent from school, please contact your teacher directly by phone or email, especially if we are expecting your child on the bus.

## LATE PICK-UP POLICY

If you are picking up your child at the end of class, you must arrive at the time of dismissal. If you know you are going to be late, please contact the school and/or teacher right away.

## BEFORE AND AFTER SCHOOL CARE

Some classes have access to Friendship Connection. Please call 651-604-3505 to see if your child is eligible and to register if you need before or after school care. Your child must be age 4 before September 1, 2023 (one year before kindergarten) to get care.

## CLASS WITHDRAWALS

If you wish to withdraw your child from class, please notify your child's teacher AND call 651-604-3578 to inform the office. We request two weeks' notice for class withdrawal. You will be billed for two weeks of class from date of notification.

## PAYMENTS

Tuition payments are due by the fifth day of the month. A late fee of \$5 will be charged after the fifth of the month.

## SCHOOL CLOSINGS

When threatening weather is forecast or occurring, the district monitors both weather and roadway information to determine if school should be held.

If there is a day when parents believe that schools should be cancelled, they may decide to keep their children home even though schools are open that day. The district attempts to keep schools open if possible in order to minimize family scheduling conflicts and to provide as much educational opportunity for students as possible.

The district makes a decision to cancel school by 5:30 a.m., notifies the media, and posts the information to the district website. By 6 a.m., you can learn whether Roseville Area Schools will be closed from the following district resources:

**Website:** [isd623.org](http://isd623.org)

**Phone:** 651-635-1600

**Facebook:** [facebook.com/isd623](https://facebook.com/isd623)

You can also find school closure information on Kare TV 11, KSTP TV 5, WCCO TV 4, WCCO Radio at 8:30am, and KMSP TV 9.



# Food

## SNACK TIME

Snack time is a valuable learning experience for your child. The children learn to share, take turns and gain important language and social skills. Snack is provided.

## LUNCH

Lunch is available at no cost for most of our Pre-K classes, except for afternoon half-day classes. Children may also bring their own lunch from home and then a lunch from school will not be ordered. Though lunches are now free, we ask that you still submit an Application for Educational Benefits at <https://www.isd623.org/services/nutrition-services> if you have applied for a scholarship for Pre-K or other programs. To view monthly menus, visit [isd623.org](https://www.isd623.org) > Quicklinks > Menus and select your child's school.

## FOOD ALLERGIES/RESTRICTIONS

We are an allergen aware district. Please inform your child's teacher and indicate on your child's health form any food allergies or restrictions your child may have. Note: Children requiring an Epipen need to have an Individual Health Plan completed before starting class.

# Health & Wellbeing

## EARLY CHILDHOOD SCREENING

Early childhood screening is required for all children to complete before entering Kindergarten and also for participation in the Pre-K program. Screening is free and helps you:

- Find out how your child is growing and developing
- Connect with early learning programs and services
- Find resources for your parenting questions

Call 651-487-4378 ext. 1 to make an appointment.

## FIRE & EMERGENCY DRILLS

Safety drills will take place at each site scheduled by building administrators. Fire, tornado and lockdown drills are held throughout the year. The staff is knowledgeable in emergency procedures and will guide children accordingly. If you have questions about these drills, please call your classroom teacher.

## HEALTH CONCERNS

Return your child's health questionnaire with the most up-to-date information. It is very important that your child's teacher and other school staff know if there are any allergies, asthma or other health concerns that may require attention while they are at school. If your child has a health concern or allergies, additional paperwork to be completed will be provided.

## ILLNESS

Children who are ill or contagious should not participate in classes. Please do not have your child come to class if your child looks or acts differently, or is unusually tired, pale, irritable or lacking good appetite. If in doubt, call your health care provider. It is important to keep kids home when sick so they can rest and recover and so the illness does not spread to other children. Please report any illness and absence to your child's teacher. Keep your child home if they have:

- **CHICKEN POX:** Lesions need to be crusted over (5-7 days) before returning. Please inform your teacher immediately. It takes 10-21 days after being exposed until symptoms appear.
- **COLD SYMPTOMS:** Difficult, rapid breathing, severe coughing, high-pitched croup sound, thick green mucus or pus draining from the nose or eyes.
- **COVID SCREENING:** See daily screening at home checklist at [isd623.org/services/health-services](https://isd623.org/services/health-services).
- **DIARRHEA:** A higher number of abnormally loose stools in the 24 hours prior to class.
- **FEVER:** Axillary or oral temperature of 100° F or higher during the 24 hours prior to class.
- **FIFTH'S DISEASE:** A mild common rash which doesn't usually cause problems for children, but is most contagious before the rash appears.
- **FLU SYMPTOMS:** Cough and/or sore throat, a runny or stuffy nose, headache and/or body aches, fever of 100° F or higher, chills, nausea, vomiting, diarrhea or fatigue.
- **IMPETIGO:** If a child is diagnosed with skin lesions, golden-yellow discharge that dries, crusts and sticks to the skin around the nose, mouth, arms or legs, treatment with antibiotics for 48 hours is required before returning to class. Rashes should be seen by the child's doctor.
- **PINK EYE:** Eyes appear red with a discharge. Child needs to be treated with an antibiotic for 24 hours prior to returning to class.
- **RESPIRATORY SYNCYTIAL VIRUS (RSV):** A common cause for bronchiolitis and pneumonia in infants and children under age 2. Please keep your child at home until they are without fever for 24 hours. Please inform your teacher.
- **SORE THROAT:** If your child has been diagnosed with a strep infection, the child should be on antibiotics 24 hours before returning to class.
- **VOMITING:** Two or more episodes in the 12 hours prior to class.
- **HEAD LICE:** Your child is not required to stay home and you do not need to report head lice to your child's teacher. If lice have been found, treatment should be done at home.

## **IMMUNIZATIONS**

The State of Minnesota requires you to have a copy of your child’s most up-to-date immunization record on file or submit a signed notarized letter stating that you are a conscientious objector. Please give this to your teacher. Your clinic can email immunization records to [Elsa.Carlson@isd623.org](mailto:Elsa.Carlson@isd623.org).

## **LATEX-REDUCED ENVIRONMENTS**

Roseville Area Schools is committed to providing learning and work environments that are healthy and safe for all students and staff. To this end, all district schools and instructional support facilities have been designated as latex-reduced environments. The following guidelines are in place at all district schools and instructional support facilities:

- Latex balloons are restricted from Roseville Area Schools for the protection of students and staff who have latex allergies. They contain large amounts of latex residue and, therefore, carry the most danger for allergic reactions.
- Latex products of all kinds have been removed from health offices. The district will make every effort to order latex-free products (natural rubber products). In areas such as science classrooms, latex equipment may still be in use because latex free alternatives are unavailable. If a student has a known latex allergy, latex will not be used in that classroom.

We continue to develop awareness of other latex products that are being used in our schools. We either replace them with latex free alternatives, or if replacements are not available, we focus on reducing the use of these products.

## **CHILD ABUSE REPORTING**

State law requires that any staff person report suspected child abuse and neglect to the Ramsey County Human Services Department.



## **BULLYING PREVENTION POLICY**

In our program, we are committed to preventing and responding to acts of bullying, intimidation, violence, and other prohibited conduct. Roseville Area Schools has revised Policy 508–Bullying Prohibition to comply with the requirements of the Safe and Supportive School Act, MN Statutes 121a.031.

Bullying includes: repeated, intimidating, threatening, abusive, or harming conduct that substantially interferes with a student’s educational opportunities or performance, ability to participate in school functions or activities or receive school benefits, services or privileges. This includes cyber bullying, which is the use of technology or other electronic communication transmitted through a computer, cell phone or other electronic device to bully.

No teacher, administrator or other employee of the school district will knowingly permit, condone or tolerate bullying. The school district will investigate complaints of bullying by students and take appropriate action against any student who is found to have violated this policy.

You can find the complete Bullying Protection Policy 508 on our district website: [isd623.org](http://isd623.org). Click on About Us > School Board > District Policies.

## **Additional Resources**

### **ADVISORY COUNCIL**

The Advisory Council provides opportunities to advise program development, evaluation, and outreach. The council is also involved in outreach, advocacy and special events. Free childcare is available during meetings. For more information or to join the council, call 651-604-3578.

### **ECFE (EARLY CHILDHOOD FAMILY EDUCATION)**

ECFE is a program for families with children aged birth - 5. Classes provide time for parent-child engagement, learning activities, parent discussion and child interaction. ECFE also offers free Drop In and Play classes. If you are interested in additional information, please call 651-487-4378, extension 2.

### **TOY LENDING LIBRARY**

It’s like having new toys every week! Open to all individuals, families and childcare providers. Membership is FREE. You can check out: slides and riding toys, puzzles, toys and games, children’s books, parenting resources and more! To register, visit the library in the Early Childhood Center at Parkview.



## DIRECTORY INFORMATION

Directory information in Roseville Area Schools generally means information contained in the education records of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information shall include the student's name, parent's name, address, telephone listing, date and place of birth, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational institution attended by the student, pictures for school-approved publications, including yearbooks, newspapers, social media, or local cable-casts, grade in school, and other similar information. Directory information does not include identifying information on a student's religion, race, color, social position, or nationality.

This information will be public information that the district may disclose from student records without consent. If parents/guardians of a student or eligible student request, directory information will not be disclosed (except to school officials) unless the parent/guardian or eligible students provide written consent to school officials as provided under FERPA.

In order to make the directory information listed above private, the parent/guardian or eligible student must complete a Student Directory Information form (available in Central Enrollment at the District Center or the main office of your student's school).

