

**Staples-Motley
School Readiness
Handbook
2022-2023**



**Staples-Motley Elementary School
1025 4th St NE - Staples, MN 56479
Phone: 218-894-5400**

Welcome to School Readiness!

We are so happy you have chosen Staples-Motley School Readiness for your child and family!

Attendance:

Attendance and participation is an important part of our program. By participating you and your child will learn to grow together!

If your child will be absent for any reason, please call their teacher and let them know the reason for being absent.

We understand that unexpected things come up, staff are here to support you and help find resources to support attendance.

What to Bring:

Please bring the necessary items for your child's day in a backpack, including:

- Appropriate **Shoes** for playing in the gym & on the playground (Shoes must be worn at all times in school)
- Appropriate **outdoor clothing**. (Ex. winter clothing including: snow pants, boots, hats, mittens and/or extra sweatshirt or jacket for cool days. These items should make sure to go home each day.

- Large zip lock bag with an **extra set of clothing**. This should include: shirt, pants, underwear, socks. In case of accidents or spills. We believe children learn best when they are doing hands-on exploring of their world. We encourage play with Jell-O, pudding, finger paint, shaving cream, dirt, water and mud among other messy items. Please dress your child in a manner that allows for comfort, movement, and exploration of their world. We will always try to have your child cleaned up before it is time to go home.

***Please label backpacks and all outdoor clothing with child's name.**

Our Day at School:

In School Readiness we do a variety of activities throughout the day! Each of these activities provides a unique opportunity to learn and grow.

We share **meal** times together where conversations happen and self help skills are encouraged.

We have daily **Gross Motor** time. This can be outside on the playground or in the big gym. They are encouraged to have free play as well as structured games.

In the classroom we have a variety of free play and structured learning times.

During **Free Play** children are encouraged to explore different areas of the classroom. They build, construct, design and imagine whatever they would like. Teachers take this time to expand learning based on the child's' interests.

During **Structured Learning** times we use Creative Curriculum. At large group we read stories and the children are introduced to new ideas and concepts as well as share what they know and want to know. During small groups they are taught new skills and get a chance to practice what they have learned.

If you have any questions about your child's day don't hesitate to contact me!

-Weapons and violent toys - Weapons, toys, or replicas that promote violence in any way (guns, knives, swords, weapon look-a-likes, fireworks, magazines, books, etc.) will be taken from the child by staff. A parent/guardian will be notified of the situation and the appropriate action will be taken. The Early Education Center supports the Staples Motley ISD #2170 Weapons Policy #501.

Toileting and Restroom Use:

Our classroom has a bathroom attached that is available for our students to use. If that bathroom is unusable for any reason, students will be walked to the bathrooms as a group or as needed by an adult.

If possible, please dress your child in clothing they can easily remove and dress on their own.

If your child is still in the toilet learning process, you will be asked to set up a plan with your child's teacher to accomplish this goal. You will need to keep an ample supply of pull-ups/diapers and wipes in your child's backpack.

Nap and Rest:

-Children are required to have a time of rest for at least 30 minutes. After this time, if the child has not fallen asleep and would like to get up, there will be quiet activities, such as puzzles or books to look at, until the other children are awake.

-Parents are responsible for providing a rest time mat as requested on the supply list at the beginning of the year. We will keep those here for the year. They will be cleaned at minimum weekly and stored in separate lockers for each child.

-Parents are also responsible for providing their child with a clean nap/rest time blanket that they will keep at the center during the week. The blanket will be taken home at the end of the week to be washed and returned with the child the beginning of the next week.

Behavior Guidance:

School Readiness uses a positive approach to behavior management. The staff provides positive role models of acceptable behavior tailored to the development level of individual children. Efforts are made to redirect children and groups away from problems toward constructive activity in order to reduce conflict. Staff provides immediate and direct behavior related consequences for a child's unacceptable behavior. AT ALL TIMES, the safety and well-being of children and staff are of primary importance. The goal of School Readiness is to provide each and every student with a secure and wholesome environment in which to spend his/her time. We realize that without parent and student support and commitment, we at School Readiness may not be able to achieve this goal. If we combine our energy, we can make School Readiness an environment that enhances the development of positive and appropriate attitudes and behaviors.

Discipline techniques used may include verbal prompts, encouragement, and redirection. Staff will attempt to discuss the situation with the child and, if deemed necessary, a consequence will be determined. In some instances, the child may be removed from the situation. Parents/guardians may be called to discuss the situation further. Certain inappropriate behaviors may require additional attention, a meeting with parents/guardians and staff. Behavior having a high frequency, duration, or intensity may result in suspension/expulsion from the program.

Prohibited Actions:

The following actions are prohibited by or at the direction of any staff:

1. Subjecting a child to corporal punishment is prohibited. Corporal punishment includes but not limited to:
 - *rough handling *shoving *biting
 - *pulling hair *ear pulling *hitting
 - *pinching *shaking *slapping
 - *spanking *kicking
2. Subjecting a child to emotional abuse is prohibited. Emotional abuse includes, but is not limited to:
 - *name calling *ostracism *Frighten the child
 - *shaming *humiliate the child
 - *using threatening language
 - *making derogatory remarks about the child or the child's family
3. No child will be separated from the group unless less intrusive methods of guiding the child's behavior, (a) have been tried and were found to be ineffective, and (b) the child's behavior threatens the well-being of the child or other children in the center.
4. No child will be punished for lapses in toilet habits.
5. Food, light, warmth, clothing, or medical care will never be withheld as punishment for unacceptable behavior

AT ALL TIMES, the safety and well-being of children and staff is of primary importance.

Arrival:

For your child's safety, bring your child into the entryway of door one. A staff member will meet them there and assist in getting them to their classroom. Due to the restrictions of COVID-19, we are limiting parent entry to the building based on guidance from MN Departments of Education & Health.

Children may not enter the building alone. For children using school transportation, we will have one of our staff members that will escort the children from the bus to their classroom.

Dismissal:

Children will not be permitted to leave with anyone other than parents, caregivers who enroll or bring them to class, or individuals listed on the emergency contacts or authorized pick up form who present I.D. Please make sure this is up to date. You will need to let your child's teacher know who will be picking them up if it is someone other than the enrolling guardian. Please provide the teacher with the name of the individual and inform that individual that they will need to present a picture I.D. before we will release the child to their care. Children may not enter the parking lot unaccompanied by an adult. When picking up your child please notify a staff member you will be leaving with your child.

Personal Items:

-Lost and Found - The Elementary school has a Lost and Found basket where they place items that have not been claimed. If you've lost an item, please talk with a staff member.

-Items from home - Please keep personal items such as toys at home. This helps to avoid disagreements, and loss or damage to the item.

STAPLES-MOTLEY ELEMENTARY WILL NOT ASSUME THE RESPONSIBILITY FOR LOSS OR DAMAGE TO PERSONAL PROPERTY.

You also have the option to send a lunch for your child. All meals from home require the following:

- The child's name clearly printed on the lunch bag.
- Packed in an insulated lunch bag including an ICE pack.
- No microwaving.
- Kids do better with nutritious meals! Please send a variety of food including fruit, vegetables, grains and meat/meat alternative.

Snack:

A snack is provided each day to all children. A child may choose to bring a nutritious snack of choice from home that can be eaten during snack time. Staff must be made aware of allergies by a parent/guardian on the child's *Emergency form*.

Birthdays:

We love to celebrate birthdays! Birthdays are a special event for children and we want to make this day as special as possible. In accordance with Staples Motley ISD #2170 policy, any snacks brought by children or staff to share for special occasions must be purchased from a commercial supplier--no home-baked goodies please! We encourage you to provide healthy food choices when picking a snack to share. We also ask that you notify your teacher in advance so we may plan for the occasion.

Conferences:

Parent conferences are an important part of understanding a child's development and a chance to discuss any development questions directly with your child's teacher. Conferences will be scheduled twice a year. You will be provided a written assessment of a child's intellectual, physical, social, and emotional development at that time.

Child Illness:

While attendance is important, if your child has any of the following please do not send him or her to school. Also, if any of these is noticed at school, you will be asked to pick up your child promptly.

- Children with chickenpox until the child is no longer infectious or until the lesions are crusted over.
- Children who have vomited since admission that day.
- Children who has had three or more abnormally loose stools since admission that day.
- Children who have contagious conjunctivitis or pus draining from the eye (i.e. pink eye).
- Children who have a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
- Children who have unexplained lethargy.
- Children who have lice, ringworm, or scabies that is untreated and contagious to others. In regard to lice, children must not have any nits.
- Children who have a 100-degree or higher temperature of undiagnosed origin before fever-reducing medication
- Children who have an undiagnosed rash or a rash attributable to a contagious illness or condition
- Children who have significant respiratory distress.
- Children who are not able to participate in preschool activities with reasonable comfort.
- Children who require more care than the program staff can provide without compromising the health and safety of other children in care.

The following is our policy for how long students should stay home after infection with the following contagious illnesses or conditions. These exclusions are based on Minnesota Department of Health Guidelines.

- Gastrointestinal Illness: 24 hours after the last episode of vomiting or diarrhea.
- Strep Throat: 24 hours after the antibiotic is started AND no fever.
- Conjunctivitis (Pinkeye): 24 hours after antibiotic drops are started.
- Fever over 100 degrees: 24 hours after the temperature returns to normal (98.6).
- Chicken Pox: Until all blisters have dried and formed scabs, about 6 days.
- Impetigo: Until treated for 24 hours with antibiotics.
- Influenza: Until symptoms and fever are gone for 24 hours.
- Lice: Until first treatment is completed and no live lice are seen.
- Ringworm: Until 24 hours after treatment has been started.

Children with colds should remain at home if they have a fever of over 100 degrees or uncontrolled coughing.

Child Abuse and Neglect:

Staff or affiliated partners who suspects child abuse/neglect is required to report it according to the Minnesota law. This law requires all people who work with children report suspected physical abuse, sexual abuse or neglect of children by their parent, caretaker or guardian, to the local police or Human Services Department.

Weather Announcements:

Weather closing: Your family should receive notifications through Skyward when there is a delay or closure due to inclement weather. The district also shares closure and delay information on local radio and television stations and on district social media platforms.

We will run delayed on the same schedule as the rest of the district on late start days.

Emergency closing: If schools have early dismissal due to inclement weather, we will dismiss at the same time as the Elementary School.

Outdoor Play:

Staff may take children outside if the wind-chill is above zero degrees. It is important that children have appropriate outdoor clothing so they may participate. Needed outdoor clothing includes: warm jacket, snow pants, boots, hat, and mittens.

PLEASE LABEL ALL OUTDOOR GEAR SO IT IS NOT MISPLACED OR MIXED UP.

Transportation:

Staples Motley ISD #2170 will provide transportation for your preschool child(ren) if **ALL** of these conditions are met:

1. Your preschool child(ren) is at least 4 years of age
2. Your preschool child(ren) must have a school aged sibling
3. That no additional mileage/Cost is incurred to pick up your preschool child(ren)
4. That a responsible caregiver will be there waiting to accept your preschool child(ren). Unruly or disruptive behavior will be grounds to revoke a child's permission to ride the bus

District #2170 reserves the right to revoke all or some of the transportation privileges if at any time the above conditions are no longer met.

Meals:

-Breakfast: Breakfast will be provided free of charge for all children through the free breakfast program.

-Lunch: The school district will be in charge of billing families for lunches. All families are asked to fill out the free and reduced meal form whether you qualify or not. Meal fees for the 2022-2023 school year are \$3.30 per meal or \$.55 for milk only.

(Cont'd)