

Early Childhood

Columbia Heights Public Schools

PreK 3 • ECFE • Early Childhood Screening • Home Visits

FAMILY HANDBOOK 2023-2024



Welcome to Early Childhood Programs in Columbia Heights Public Schools! We look forward to working with you and your child(ren)! This handbook is to assist you in understanding our philosophy, practice and procedures. It outlines what you may expect from our Early Childhood Education programs and provides information that will be helpful to you throughout the year.

Mission Statement

We, the Early Childhood staff, are committed to serving all families through support, education, empowerment, and advocacy. We strive to help families achieve their own individual goals in their own unique style. We recognize that families and society change and we will be flexible and respond in ways that promote healthy families. Our goal is to provide a positive developmentally appropriate introduction to the school setting and ongoing support for all family members.

Contact Information, Location & Parking Info

Staff

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Kari Sawyer, Early Childhood Coordinator: 763-528-4518, sawyerk@colheights.k12.mn.us

Irene Ventura Solano, Community Education Administrative Assistant: 763-528-4517, venturai@colheights.k12.mn.us

Kristen Stuenkel, Director of Community Education & Communications: 763-528-4515, stuenkek@colheights.k12.mn.us

Early Childhood Screening Appointments/Registration: 763-528-4517

Visit our website at www.colheights.k12.mn.us/ec

Location

Family Center 1460 49th Avenue NE (enter in Door #2)

Community Education and District Office 1440 49th Avenue NE (enter in Door #2)

Dates and Hours of Operation

Dates and hours vary- please reference the calendar and individual class schedules during the school year and summer.

Parking - Please park in the Family Center Parking Lot. Please do **not** park in any numbered reserved spots in the U-Shaped drive or at the curb in front of the building. For the safety of all children, do not leave children unattended in vehicles and hold onto your child's hands in the parking lot and on the sidewalks.

Transportation-PreK 3 and ECFE programming does not provide transportation to and from the home. Please contact the Early Childhood Coordinator to discuss options if transportation is a barrier in attending ECFE.

Programming Overview

Early Childhood Family Education

Early Childhood Family Education (ECFE) is a program for all Minnesota families with children between the ages of birth and kindergarten enrollment. It recognizes that families provide children's first and most important learning environments and parents are children's first and most significant teachers. The purpose of the early childhood family education program is to provide parenting education to support children's learning and development. Classes meet once per week with some classes age specific and some multi age.

Why involve parents/guardians?

Research shows that early childhood programs involving both parents/guardians and children are more effective than programs centering exclusively on the child. Educators and psychologists contend that it is vital for early childhood programs to assist parents in their role as primary educators of their children. Involving families prior to kindergarten enrollment encourages parents to play an active role in their children's learning in the elementary years and beyond.

PreK

PreK focuses on students ages three years and four years. The purpose of a Prekindergarten program is to prepare children to enter kindergarten. The program enhances children's learning, development and future success in school through a variety of educational activities and enriched play experiences. Family engagement is essential to your child's success in school. You are your child's first and most important teacher and we support you in that role. We offer opportunities throughout the year for families to engage with their children in school.

Early Childhood Special Education

Children are able to receive educational services from the Early Childhood Special Education program in the district. Home-based instruction and classroom instruction are offered. For more information on how to arrange a developmental evaluation for your child or for any other questions you may have, call 763-528-4540 or contact Help Me Grow at <http://helpmegrowmn.org/HMG/index.htm>

Early Childhood Screening

Early Childhood Screening is required before children attend kindergarten and required for all PreK programming. Early Childhood Screening is a developmental screening that helps a school district identify children who may benefit from district and community resources. Through the screening process parents/guardians discuss their concerns and find out about resources. Children are eligible to be screened at age 3 and screening is FREE. Call 763-528-4517 to schedule your appointment.

One to One Visits

A licensed Family Educator will set up personalized visits with you in the home, school, or public space. Visits can be by phone or video too. You will have a chance to share your concerns, ask questions and receive information about how children grow and develop, learning opportunities,

and community resources. The educator may bring materials and activities as needed along with setting goals with families. Call 763-528-4546 for more information.

Early Childhood Advisory Council

The Early Childhood Advisory Council is composed of parents/guardians involved in the Family Center's programs. The council meets monthly to provide input and feedback about programming and community needs, plan events and raise funding for classroom materials. Please contact the Coordinator at 763-528-4518 for more information and/or to join!

Registration/Enrollment

Enrollment Requirements (not all documents required for ECFE)

All children are required to be screened through Early Childhood Screening for PreK if the child has not been screened. Please contact the office at 763-528-4517 to schedule.

1. Student Information Form
2. Copy of Birth Certificate
3. Emergency/Authorized Pick Up Form
4. Racial/Ethnicity Form
4. Early Education Student form
5. Copy of Current Immunization Record
6. Scholarship Information (if applicable)

Fees- All ECFE class yearly fees are based on a sliding fee scale. Activities and drop-in class fees are low cost or free. All PreK 3 fees are based on a sliding fee scale and due monthly. Financial assistance is available for those who qualify.

Parent/Guardian Badges – For security and safety purposes the Family Center doors are locked at all times. You will receive a parent/guardian badge that you will need to show the front desk staff upon entering the building. On your first day, please have your state-issued driver's license or ID ready to show the front desk staff. They will scan your license photo and create a security badge for you to use while dropping off and picking up. Please keep this with you and show it to the front desk person each time you pick-up/drop-off your child(ren). If you forget this badge or if there is an alternate person (who does not have a badge) dropping off/picking up your child, you/they will need to stop at the front desk in order to obtain a temporary name badge.

Parental Access- Any child's parent or legal guardian will be allowed access to the parent's or legal guardian's child at any time while the child is in our program, unless otherwise stated in a court order. Court order documentation needs to be provided to the Coordinator.

Changes to Registration Information - For safety reasons, it is imperative that children's files include current data at all times. Should a change occur to address, telephone numbers, employer, emergency contact information, or other data, please let your child's educator know of these changes.

Visitors to Program - Due to liability and staffing, children registered in the program may not bring friends or guests to the program who are not registered.

Absences- Please contact classroom teachers if your child will be absent. Contact through Seesaw or by phone.

Attendance – Consistent attendance is important in our Early Childhood Programming. If you miss 2 weeks of ECFE classes in a row without communicating with our staff, you will be unenrolled from our class to allow for families on the wait-list to join. If you know ahead of time that you will be absent, please communicate with our staff. For PreK3, if your child is absent for 2 full weeks (10 program days) of programming without communication about a reason for their absence, we will un-enroll your child from the program to allow for children on the wait-list to join. Connect with our staff via phone, email, or SeeSaw if you know of any absences from class that you may have.

PreK 3 Release of Children- **Your child will be released only to the people listed on your authorized pick up form.** Staff are required to ask for identification from anyone unfamiliar attempting to pick up your child. If an unauthorized person attempts to pick up your child, you will be contacted. If you cannot be reached, your child will be held until you or your emergency contact person arrives. Please notify the PreK teacher if you want to authorize additional adults to pick up your child.

Food and Nutrition

We believe that nutrition is very important for health and learning, because children who are given a variety of healthy food options during early childhood are more likely to continue healthy eating habits when they are older. We strive to provide a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating choices. Children need a variety of healthy foods, especially fruit, vegetables and whole grains with limited access to high sugar and high fat foods.

PreK 3: Snack will take place during PreK 3 class. Teachers will share a list at the beginning of the year of bulk snacks that parents can purchase and donate.

ECFE: Snacks will take place in classes. Families will be asked to provide snacks for the group from a list of approved snacks. There will be a sign up for families.

We ask that you do not bring food to share for celebrations, including birthdays. Please consider celebrating by donating a book or other non-food item (stickers, pencils, etc.)

General Information

As You Arrive for Class

In ECFE, we are preparing the learning environment for your child. Please come to class ready to learn. Leave your personal and work business at home. This includes calls and texts. **We ask that you refrain from cell phone use in the presence of your child whether in the classroom or the hallway.**

- Hooks or cubbies are provided for coats. They are located in the hallway near your classroom.
- Please do not bring toys and/or valuable items from home to ECFE and PreK classes. (You may bring a "security" item to help ease separation anxiety if needed.) If a toy from home is inadvertently brought to class, you will be asked to set it aside until after class. In accordance with school district policy, objects or toys resembling weapons of any kind are not permitted on school property; such items will not be allowed in ECFE/PreK 3.
- Some activities may be messy, please dress your child accordingly.
- There will be other district staff, including the Early Childhood Coordinator, who may attend or observe classes. We utilize mentoring and coaching experiences in our classrooms. We also provide opportunities for student teachers to work in the classes.

Circle Time in ECFE

If your child is ready to participate in circle time, that's great! Some children will be so excited that they will shout out the words to the songs. (Even when you may not want them to do so.) Gradually the children learn to take turns and wait until one child has finished talking before beginning.

If your child "freezes/clams up" and doesn't want to participate, be patient. Most parents are disappointed when their child doesn't get involved in the group. Encourage, but please don't force your child to participate. Often children warm up to the people/situation and eventually participate, (yet not always). Your child might feel more comfortable doing finger plays and songs in class if you practice some at home. Many parents/guardians say that their child won't do a song in class, but the minute they get in the car or get home!

Cell Phones

We ask that you refrain from cell phone use in the presence of your child whether in the classroom or the hallway.

Taking Photos

If you would like to take photos during ECFE class, we ask that you take photos only of your child. We respect the right for families who do not want their child's photo taken.

Parent/Guardian -Child Interactions (ECFE)

1. Focus on your child! Relax and enjoy the time with your child. Get down to your child's eye level and create a meaningful connection through words, smiles and loving touches.
2. **Process** is more important than **product!** At the Family Center, finishing an art project or puzzle is not the priority. Children need opportunities to choose the pace and activities, yet still have their parents' relaxed, full attention. You'll have time to visit with other adults during the class.
3. Encourage language, regardless of age. Talk about what you two are doing and what you notice. "I see you've picked up a red block." "Isn't it fun to paint?"
4. Stay positive. If your child misbehaves or doesn't want to participate, don't worry. Try talking with your child about what they can do. Instead of "Don't climb on that chair," say, "Feet on the floor." Remember that while you are in the room with your child, **you are fully responsible for your child's safety and limit setting. Stay close!**
5. At the end of class, please assist staff in cleaning up the room. Encourage your toddler or preschooler to help as well!

Parent/Guardian Discussion Guidelines (ECFE)

The purpose of parent/guardian discussion time is to offer education and support that will strengthen families. Everyone brings something to this time together. The parent educator brings an awareness of group process and facilitating skills, as well as knowledge based on reading, research and experience with families. As the best experts on their own children, parents/guardians bring a wealth of information, experiences and insights. From these combined resources, parents/guardians can choose which options best fit their parenting styles and family needs.

In order to create a safe, comfortable place for discussion, the following guidelines have been established.

1. Everyone shares responsibility for the group.
2. Support rather than judge.
3. Value differing opinions. Disagree with mutual respect.
4. Listen to each other, give everyone a chance to speak and avoid side conversations.
5. Respect confidentiality. Outside the group, share what you learn but please don't share names.
6. You have the right to pass.
7. You're an important part of our group. If you will be absent, please contact classroom staff.

Separation (ECFE/PreK)

Learning to separate is a necessary part of growth and development for families, and can be difficult for both children and parents/guardians. By working together, we can help children move more smoothly through this transition. These tips may be helpful:

1. Always tell your child that you are leaving and will come back. Your child needs to trust you and the staff.
2. Tell your child where you are going. Explain how long you will be gone.
3. Leave something special with your child. A "lovey," blanket, special toy or book work well. A family picture or something your child identifies with you, such as your sweater, can also be helpful. Please label with your child's name.
4. Talk with your child about feelings. "I see you're upset (worried, angry, etc.). We will keep you safe."
5. Get your child involved in an activity or with a staff member.
6. Finally, with a confident smile, say, "I am leaving," or "I'll be back soon." Then leave. If necessary, you can physically hand over your child to a staff member.
7. When you do return, greet your child with a smile and a tone of confidence. "See, I came back. I told you I would."

For ECFE: The parent/guardian discussion room is maintained as a safe environment for parents/guardians to learn and share. It is not an appropriate environment for children. Infants are allowed into the room until they reach the age of six months.

Toilet/Bathroom Independence

Families in ECFE are required to provide the diapering needs of their children following the posted guidelines. Most children are ready to start toilet learning between 22 and 30 months of age. We define toilet independence as having the ability to notify an adult when they need to use the bathroom, pulling pants up and down, wiping independently, and cleaning hands after using the toilet. PreK staff are able to assist students in PreK as needed. Please provide a change of clothes in case of an accident.

Outdoor Play – Outdoor play is an important part of our PreK program. We plan to spend time outside every day (weather permitting). Please have your child dressed in appropriate clothing including footwear. It is recommended to have athletic shoes available and discouraged to have children wearing flip flop sandals for safety reasons. Winter gear includes: snow pants, boots, mittens (not gloves), hats, and coats.

Weather Policy - No outside play time if the temperature is below zero degrees F or wind-chill below zero. 0 – 10 degrees F temperature and/or wind-chill: up to 10 minutes outside.

Emergency Preparedness

Lockdown/Tornado/Fire Drills

Each school in the district is required, by law, to conduct lockdown drills each year to determine how a crisis situation might be handled if one should occur at our school. Fire and tornado drills occur multiple times a year too. Drills are a necessary part of preparing for possible emergencies. We do this to ensure that all students and staff are safe and we take appropriate steps to deal with each situation. In the event of a drill, please be patient if you are on school grounds. ***Please note: if you are in the school during a drill, we ask that you do not take your child away from the class as we need to make sure all children are safe and accounted for.**

Inclement Weather Procedures

In the event of severe weather, ECFE and PreK 3 will follow the procedures listed below:

1. If the school district is closed, **Early Childhood programs are closed.** School closings are announced on: the district website, KARE-11 TV (Channel 11), WCCO-TV (Channel 4) and KSTP-TV (Channel 5). Please note: The Columbia Heights School District stands alone and is not a part of any other school district. When listening to school closings, specifically listen for mention of the "Columbia Heights School District."
2. If the school district is opening late, Early Childhood morning programming will be canceled. All afternoon programming will meet as scheduled.
3. If the school district closes early, during the school day, Early Childhood programming will close at the same time, with any remaining classes being canceled.

There is no reduction of fees or refunds given if Early Childhood programming is closed due to the weather. Classes will not be rescheduled.

Health

Is my child well enough to go to class? (not COVID-19)

Many parents/guardians are frequently concerned about when their child should stay home or attend class. Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and the community.

The following information is intended to help with this decision:

- Diarrhea: exclude from program until diarrhea-free for 24 hours
- Vomiting: exclude from program until vomit-free for 24 hours
- Persistent cough or breathing difficulty
- Cold related runny nose (green or yellow mucous)
- Ringworm: exclude from program for 24 hours after antibiotic treatment begins
- Undiagnosed rash or contagious rash
- Lice: exclude from program until first treatment is completed
- Pink eye (conjunctivitis) or eyes with pus or mucus draining from them: exclude from program until treated or cleared
- Fever of 100 degrees or more: exclude from program until fever-free without medication for 24 hours
- Sore throat, especially with fever or swollen glands
- Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable
- Streptococcal: exclude from program until 24 hours after treatment begins and child is without fever
- Hand, foot, and mouth disease: exclude from program until fever-free for 24 hours

When children are ill in class, an attempt is made to first contact the parents/guardians and then the name listed on the student emergency information. If you have any questions regarding the above information or your child's illness, please call your child's educator or family physician.

For COVID-19 specific guidance-separate information will be provided as needed.

COMMUNICABLE DISEASES

Please notify the school if your child has any of the following contagious conditions.

Chickenpox (Varicella)

Chickenpox is a viral illness. The symptoms include a rash beginning as red bumps turning into blisters, and possibly a fever. Exclusion from school is until all blisters have dried and formed scabs, about 6 days after the onset of the rash.

Fifth Disease

Fifth disease is a mild, common viral rash illness. Early symptoms are generally mild and may include a sore throat or low-grade fever. When the rash develops, it often appears on the cheeks (a slapped cheek look) and moves to the arms, upper body, buttocks, and legs. The rash on the body appears fine, lacy, and pink is more pronounced with exposure to heat or sunlight. Exclusion from school only if fever is present.

Hand, Foot, and Mouth Disease

Hand, Foot, and Mouth disease is a viral infection causing a blister-like rash. Symptoms include a low-grade fever, sores/blisters on hands, feet, in mouth, and sometimes on buttocks. Exclusion from school is until fever is gone and child is well enough for routine activities.

Impetigo

Impetigo is a contagious bacterial skin infection often occurring on the nose, arms, legs, or around the mouth. Sores begin as small fluid-filled blisters, but rupture quickly, producing a thick golden-yellow discharge that dries, crusts, and sticks to the skin. This infection is common in young children and is easily spread from person to person by touching the fluid from the sores. Exclusion from school is until 24 hours after treatment begins and sores are drying.

Influenza-like Illness

Influenza-like Illness is described as symptoms of a cough or sore throat and a fever of 100 degrees or greater. The recommendations from the Centers for Disease Control (CDC) is that children can return to school *24 hours after their fever is gone without fever-reducing medication*, and they are feeling well enough to participate in school. Flu symptoms may last 5-7 days.

Pink Eye (Conjunctivitis)

Pink eye is a common infection involving redness of the inner eyelids. Symptoms include redness, itching, pain and drainage from the eyes. Not all children are sent home from school because their eyes appear red. Red eyes can be the result of a common cold, allergies, irritants and viral or bacterial infection. Whether or not they are sent home depends on the cause of the redness, the age of the child, and if they have a fever or other symptoms. Exclusion from school until treated or cleared.

Ringworm

Ringworm is a fungal infection of the body, scalp, hair, or feet. Ringworm on the body appears as flat, spreading ring-shaped areas on the skin. If lesions can be covered, no exclusion. If lesions cannot be covered, exclusion from school is until 24 hours after treatment begins.

Scabies

Scabies is an infestation of the skin caused by a tiny, insect-like animal called a mite. The female mite burrows under the skin to lay her eggs. Symptoms include intense itching (especially at night) and a rash of pink bumps or tiny blisters most commonly seen between the fingers, on the hands, knees, elbows, armpits and around the waist. Exclusion from school is until 24 hours after treatment begins.

Strep Infections

Strep Throat and Scarlet Fever (a strep infection with a rash) are common bacterial infections in young children. Symptoms of strep throat often include a fever, red sore throat, and swollen glands. Headache, nausea, and stomach pain may also be more common in children. If your child is

positive for strep, they must be on antibiotics for 24 hours and fever free before they can return to school.

Whooping Cough (Pertussis)

Whooping Cough is a persistent bacterial cough illness. Common symptoms include a cough that occurs in sudden, uncontrollable bursts, high-pitched whooping sounds, and vomiting after a coughing spell. Exclusion from school is until they have finished five days of antibiotics, unless they have been coughing greater than three weeks. Whooping Cough is a reportable disease through the Minnesota Department of Health (MDH).

Allergies/Medical Conditions – Parents/guardians need to indicate if their child(ren) has an allergy or medical condition during registration. It is important that staff be informed as to the nature and severity of the allergy/condition. Some conditions will require a medical plan from your child's doctor.

A child's allergy information must be available at all times including on site, when on fieldtrips, or during transportation. Food allergy information must be readily available to staff in the area where food is prepared and served to the child.

Immunizations - Minnesota law requires that all school children be immunized, allowing for certain specified exemptions. Before beginning classes, proof of immunizations must be provided. Children may not attend programming without immunizations. Low cost immunizations are available in each county through Public Health.

Emergencies – The Early Childhood program will take whatever emergency measures that are judged necessary for the care and protection of your child while they are under our supervision. In case of a medical emergency a child may be transported to an appropriate medical facility by the local emergency resources before the parents, the child's physician, and/or other adults acting on the parent's behalf are notified. Any expenses incurred in emergency care will be the responsibility of the child's family.

Nurse – The Columbia Heights Public Schools has a district nurse available to answer questions or concerns as needed. The District Nurse can be reached at 763-528-4580.

Hand and Toy Washing

In order to help in the health of all participants, please wash your child's hands at the beginning and end of each class. This has been shown to significantly cut down transmission of the common cold and other germs! Many diseases are carried in mucous and saliva. Using a disinfectant, the staff washes toys and tables before and after snack. The staff assists children in washing hands before snacks.

Mandated Reporting

It's a state law that all staff must report any suspected child abuse or neglect to County Social Services or Law Enforcement.

PreK 3 Expectations

Room and Program Rules/Expectations

Rules for group time and room rules may vary. Expectations in the building, field trips, busing, and playground times may vary. Staff will provide rules and expectations to parents/guardians.

Behavior Practices:

The following is a description of model and behavior practices staff are expected to utilize in all classrooms:

- Develop and nurture positive relationships
- Provide supportive environments This includes the use of schedules, visuals, group times, planned transitional activities, clear rules created mutually and posted in the room.
- The intentional teaching of social emotional skills through the following strategies:
 - Developing friendships/positive relationships through the use of greetings and learning names of peers.
 - Teaching of emotion words/feelings.
 - Teaching children how to recognize feelings
 - Teaching the skills of how to calm down.
 - Teaching the skills of how to control anger and impulses.
 - Teaching and supporting students in learning how to problem solve.
 - Supporting children in practicing their solutions with one another: share, take turns, play together, ignore, saying: "please stop", get an adult, get a timer, say "please", and trade.

We will work with families to support children who may have challenging behaviors by creating plans and incorporating strategies in the home and in the classroom.

If a child endangers self and/or others, de-escalation strategies will be used. Depending on the severity, the child may be moved away from other children until the child is calm and not endangering self/others. Administrative staff may determine, with classroom staff, that a situation warrants the parent/guardian pick up the child from the program. The program reserves the right to make this determination.

Payment/Tuition: All PreK 3 fees are based on a sliding fee scale and due monthly. Financial assistance is available for those who qualify. Please keep accounts in good standing, as a delinquent account is grounds for termination from the program.

Employment and Services Criminal History Background Checks – Notice to Parents and Guardians

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of the students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive and offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

School Board Policies

For a complete listing of school board policies please see the Columbia Heights School District Website: www.colheights.k12.mn.us under School Board. For Directory Information of student photos and information, please see Policy 515.