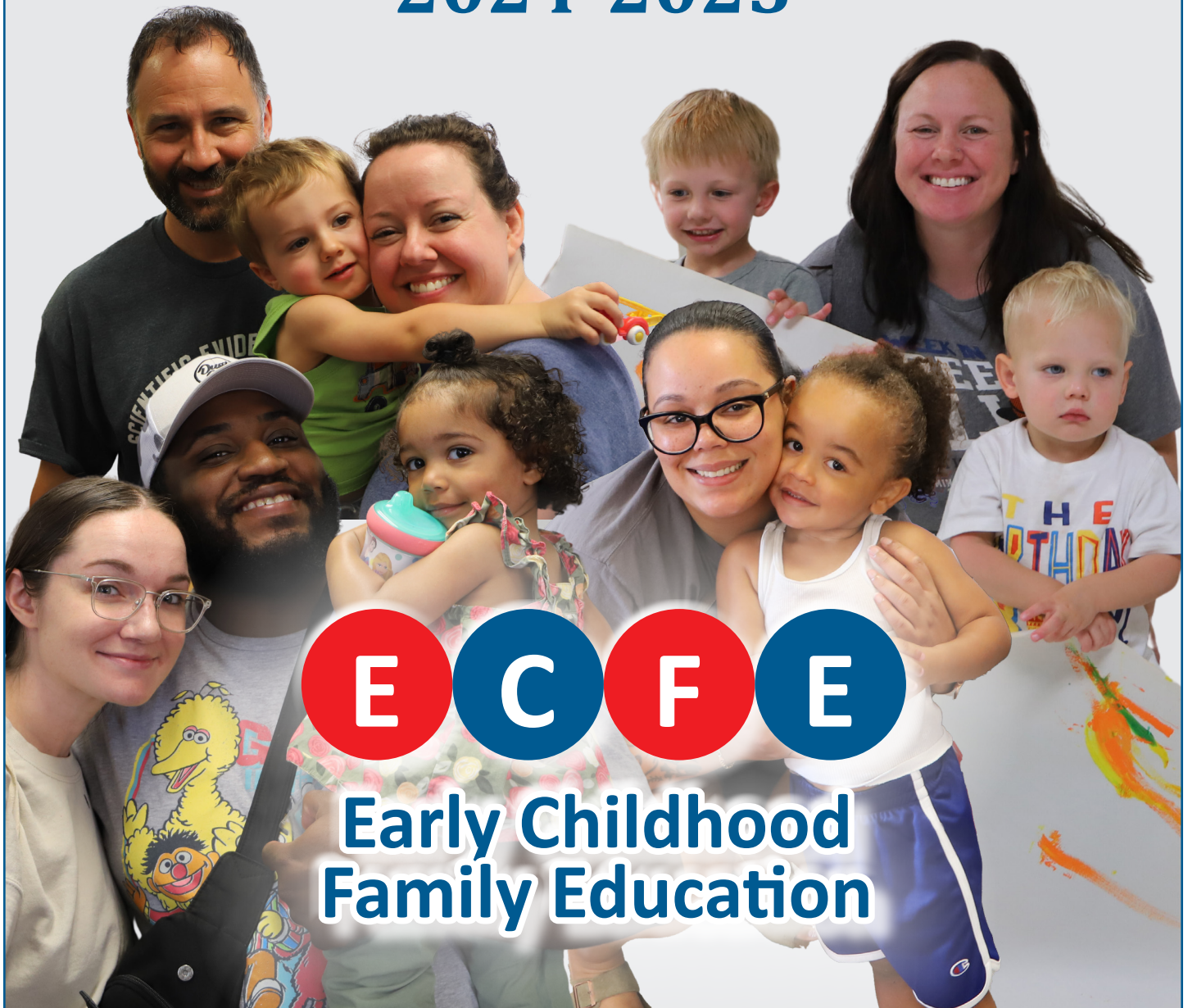


# Information Handbook for Participants 2024-2025



**Early Childhood  
Family Education**



[isd622.org/ecfe](http://isd622.org/ecfe)

 [facebook.com/isd622ecfp](https://facebook.com/isd622ecfp)

Gladstone Education Center: 1945 Manton Street, Maplewood, MN 55109  
Office hours: Monday–Friday, 8:00 am–4:00 pm

Phone: 651-748-7280  
Fax: 651-748-7271



## Early Childhood Family Education (ECFE)

Early Childhood Family Education (ECFE) is a program for all Minnesota families with children between the ages of birth to kindergarten entrance. The program is offered through Minnesota public school districts. ECFE is based on the idea that the family provides a child's first and most significant learning environment and parents are a child's first and most important teachers. ECFE works to strengthen families. ECFE's goal is to enhance the ability of all parents and other family members to provide the best possible environment for their child's learning and growth.

The Minnesota Department of Education provides support to local school districts to provide high-quality parenting education to families within their communities.

~Minnesota Department of Education



## CONTACTS

### Program Location

Gladstone Center  
1945 Manton Street  
Maplewood, MN 55109  
Attendance Line: 651-748-7288



### Office Staff

Tracy Tessier, Program Coordinator  
Brenda Gilbert, Clerk

651-748-7284  
651-748-7280

ttessier@isd622.org  
bgilbert@isd622.org

# S A F E T Y & E M E R G E N C Y

## P R O C E D U R E S

### Closing of Schools

- Closings will be announced over local news and the school district website at [www.isd622.org](http://www.isd622.org).
- Parents may call the Early Childhood and Family Programs office at 651-748-7280 after business hours (M-F, 8:00 am-4:00 pm) to hear a message about classes cancelled due to weather.
- If bad weather or other emergencies cause the closing of District 622 (North St. Paul-Maplewood-Oakdale Schools) all ECFE classes will also be cancelled.
- ECFE classes cancelled due to weather will not be made up and no refunds will be given.
- If school opening is delayed for 2 hours, ECFE classes starting before noon will be cancelled.
- If there is an early dismissal, all afternoon and evening classes are cancelled. They will be announced as Community Education classes or early learning.
- Even though classes may not be cancelled by the school district, parents should consider the safety of themselves and their children before traveling in bad weather.

Parents may call the Gladstone office after hours  
to hear a message about any classes cancelled due to weather.

**(651) 748-7280**

### Fire

We are in full compliance with fire code safety and procedures. Five fire drills are scheduled during the year. The fire drill procedure is as follows:

- Parents in classroom: Each parent will take their child and exit the nearest exit.
- Parents not in classroom: Teacher and paraprofessional will gather children and lead them outside. Parents will exit Parent Discussion classroom and meet their children outside.

### Lock-down

Lock-down drills are scheduled during the year and procedures will be discussed in the parent education groups. Lock-down procedures will be used in situations determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

### Tornado

Parents and children will remain in building and go to designated tornado shelters. Designated shelters include the inner hallways.

### Injuries

The rooms are checked for safety and staff follow safety guidelines and precautions, but occasionally accidents happen and injuries occur. Any injury which requires doctor's treatment must be recorded on an accident report form. If the injury is minor, the ECFE staff will use the first aid kit and notify parent. For more serious injuries, ECFE staff will immediately notify the parent who will then take charge of the situation. If the parent is out of the building, 911 will be called.



## Illness

Please do not bring your child to ECFE classes if he/she has any of the following symptoms:

A fever—during the previous 24 hours—auxiliary or oral temperature of 100° or higher

A constant cough—high pitched or whooping sound and if child is unable to lie comfortably due to continuous cough

Diarrhea—three or more abnormally loose stools per day

Communicable diseases including:

- “pink eye” (conjunctivitis)—the eye is red with some burning and a thick yellow drainage is secreted
- impetigo—shows up as red pimples. Eventually become small cysts or blisters which break and weep
- chicken pox—child may return to class when all the blisters have dried and formed scabs, about 6 days after the onset of the rash

Vomiting—two or more episodes within 24 hours

Sore throat—accompanied with fever or swollen glands in neck, or a positive strep test

Rashes—that have not been diagnosed by a doctor

Bacterial infection—child may return after they have been on medication for the infection for 24 hours

Child looks or acts differently than usual—unusually tired, pale, lacking appetite, confused or irritable

Runny nose—green or discolored nose drainage

Parents should notify the ECFE office at 651-748-7280 if their child contracts a communicable disease and has been in school. This will allow us to inform the other parents that children may have been exposed.

## COVID-19 Guidelines and Procedures

Current COVID-19 guidelines and procedures are posted on the School District 622 website at [www.isd622.org/covid-19](http://www.isd622.org/covid-19)  
A district-provided snack such as Cheerios, graham crackers or goldfish crackers will be provided to classes that are two hours or more. Water will be available and offered for ALL classes with an open-cup option. No snacks may be brought from home.

### Attendance Line

Gladstone Center.....651-748-7288



# SCREENING

## Early Childhood Screening

Early childhood screening is recommended for children who are 3 years old and is required for District 622 Preschool and kindergarten entrance. Screening offers a snapshot of your child's health and development and may indicate the need for further health or developmental assessment. This early screening allows time for intervention before the start of kindergarten.

Make an appointment by calling:

English: 651-702-8468

Español: 651-788-3664

Hmong: 651-748-7453

Somali: 651-748-7453



## Non-Discrimination Policy

The North St. Paul-Maplewood-Oakdale School District provides its services without regard to race, color, age, religion, creed, gender, national origin, sexual orientation, disability, marital status, parental status, economic status, or status regarding public assistance.

Inquiries regarding compliance with this policy may be directed to the Director of Human Resources at the District Education Center, 2520 E. 12th Avenue, North St. Paul, MN 55109, 651-748-7622.

Inquiries can also be made to:

The Commissioner of Human Rights, Minnesota Department of Human Rights, Griggs Midway Building, 540 Fairview Ave N, Suite 201, St. Paul, MN 55104, 651-539-1100.

## Socks/Shoes

Safety is our number one priority. New walkers may be in socks, but any child walking comfortably must be in shoes. Footwear must be worn at all times by staff and students with the exception of non-walkers.

## ECFE is a Safe Place for Children

ECFE and school district staff are mandated to report suspected child abuse and neglect. Children may not be physically punished, threatened or spoken to in an abusive manner.

## Guests in ECFE

ECFE is a safe place for kids and parents, and having guests in the classroom or the parent room can create discomfort and confusion. Please consult with your child's teacher or parent educator if someone other than you (the registered guardian in the class) plans to attend class in your place. Accompanying guests attend parenting group.

## Registered Participants

All children must be registered and meet the age specification of the class. For example, If you are enrolled in a Multi-Age class with your two-year-old, and you have a newborn, you may bring your infant into the parenting class with you for up to 12 weeks. If your baby will be joining the Multi-Age class you must register your baby right away to obtain a spot.

## Non-School Days For Older Children

Any child that is not registered for the ECFE class cannot attend the class for any reason. On non-school days for older children, please make other arrangements for that child.

## Fragrance Free School

To ensure the comfort and well-being of every student, we have implemented a fragrance-free school policy. This policy prohibits the use of scented products such as perfumes, colognes, scented lotions, and other fragranced items on our premises. By adopting a fragrance-free approach, we aim to create a safe and accommodating space for children who may have sensitivities, allergies, or respiratory issues.

## Separation

When a child shows symptoms of distress by crying upon separation or after separation, we want to work with you. Separating from a parent is a skill that children learn over time and through repetition. ECFE staff will be happy to work with you and your child to master this important skill. **If your child cries for more than 10-15 minutes, we will ask you to return to the class and soothe your child.** Parents are encouraged to bring a child's "lovey" or blanket to help ease the transition. We will do everything to help foster a trusting relationship with your child. Please always say goodbye and do not sneak out of class.

## Diapering

Parents are encouraged to use the changing tables located in the bathrooms. If a child needs a change of clothes, parents must take the child into the bathroom. Parents will be called in the Parenting room to take their child to the bathroom during class.

# S N A C K S

## Provided Snacks

A district-provided snack such as Cheerios, graham crackers or goldfish crackers will be provided to children in classes. Water will be available and offered with an open-cup option. No snacks may be brought from home.

If your child must eat during class time, please take them into the hall.

Snack time provides a valuable learning experience for the children as they experiment with taste, smell, color, texture, taking turns, making choices and helping themselves. Children are encouraged to throw their own cup and napkin away when they are finished with their snack.

Some classes may have parents sign up to bring snacks to the parent group. Parent snack may be store bought or homemade. All food and drink for the adults should be brought to the Parent Education Room. For the safety of the children, we ask that you not bring any personal drinks or food into the children's classroom or leave on the hallway coat rack/shelves.

If your child is bottle-fed, parents must mix and feed your infant. Staff are not permitted to mix or feed bottles to children.



## Nut Free Environment

We are a peanut and tree nut-free environment, reducing the risk of potential allergies and promoting a safe space for all our little ones.



# COMMUNICATION

## Online Information

You can access the ECFE catalog with the most current schedule as well as upcoming events on the school district website: [www.isd622.org/ecfe](http://www.isd622.org/ecfe).



Open your smartphone's camera and scan this code to visit the website.

## No Cell Phone Use During Class

Please do not use cell phones, including texting, during class time. Be kind to your fellow attendees and your child and silence your cell phone before entering the classroom.

## Home Visiting

Do you have questions about potty training, setting limits, sibling relationships, bedtime routines or healthy eating? District 622's licensed parent educators can provide

- Parenting support
- Referrals to community resources
- Ideas to support your child's cognitive, social, emotional, language and physical development

We offer confidential, one-on-one parent consults at no cost to families with children birth through 3rd grade. To request a visit with a parent educator, call 651-748-7280.

## Feedback

It is important for you to let us know how the ECFE Program is working for your family...

- We want this program to be a positive experience for you and your family
- Feedback is always welcome
- Parents will have the opportunity to complete program evaluations after each semester
- Feel free to talk to staff in your class, the office staff, or the coordinator at any time
- Program Advisory Council members are also willing to bring comments to monthly Early Childhood Advisory Council meetings—or better yet, come to a meeting yourself



# E A R L Y C H I L D H O O D A D V I S O R Y C O U N C I L

Early Childhood Advisory Council Members participate in fundraising, make suggestions and share ideas for programming and outreach efforts for all families with young children. We need parents who value ECFE, District 622 Preschool and other early learning programs, and who are willing to share their energy, ideas and suggestions with our Early Childhood and Family Program staff. It is also a great way to learn more about school district programs and make personal connections with other families.

Early Childhood Advisory Council meetings are scheduled various times throughout the year. No previous experience is necessary—everyone has something to offer. We are very informal. Complimentary child care is provided. Come join us! We value your support and input. At every meeting you attend, you will receive a free Pop-in and Play coupon.

## Early Childhood Advisory Council Fundraisers

Each year our Early Childhood Advisory Council members sponsor fundraisers and events and parents are encouraged to participate. Proceeds from fundraisers are used to purchase items that directly benefit families in the Early Childhood and Family Programs. Thanks for your help and support!

## District 622 Census

Every baby, toddler and preschooler (birth through age 4) in the district is important for ECFE funding. Being on the district census ensures that parents receive ECFE program materials, information about early childhood screening and kindergarten, and will help the district plan for the future.

If you have a new addition to your family call 651-748-7280 to fill out a form.

### Census = \$ for ECFE

Please encourage your friends and family members who live in District 622 to complete a census form.

