

# Early Childhood Family Education Family Handbook 2024 - 2025



Roseville Area Schools

*Excellence, Innovation & Equity in All We Do*

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## Contact Us

**Early Childhood Main Office:** 651.487.4378

### Tamy Reese

Early Childhood Program Supervisor  
651.604.3517 | Tamy.Reese@isd623.org

### Janina Haug

Early Childhood Lead Manager  
651.604.3771 | Janina.Haug@isd623.org

### Melissa Brady

Early Childhood Outreach Manager  
651.604.3578 | Melissa.Brady@isd623.org

### Lizann Villatoro

Early Childhood Social/Emotional Support Manager  
651.604.3738 | Lizann.Villatoro@isd623.org

## Locations

**Early Childhood Center at Anpétu Téča**  
1910 County Road B West, Roseville

**Early Childhood Center at Parkview**  
701 County Road B West, Roseville

**Prince of Peace Church**  
2561 Victoria St, Roseville





## 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

# 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 caregivers are a child's first and most important teachers. ECFE works to strengthen families. ECFE's goal is to enhance the ability of all caregivers 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.



## Our Program

- Provides support for a child's optimal physical, intellectual, social, and emotional development during the important first years of life
- Promotes informed, realistic attitudes and expectations about raising children
- Offers child development information and a variety of parenting techniques
- Provides support to parents in their efforts in raising children
- Helps create effective communication in families
- Provides information on resources available in the community
- Offers day and evening classes, drop in and play classes, early childhood screening, ECFE classes for 3-5 year olds, parenting classes, home visits, and more!

## Learning Through Play

Our philosophy at ECFE is to weave learning through play. Learning comes best when children are given space, materials, and time to play. We encourage learning through expressive activities, imaginative play, large and small muscle activities, and activities that encourage social and emotional skills. We utilize both our indoor and outdoor classrooms for our programs.

## Coming to Class

### ARRIVAL

Please try to arrive no earlier than five minutes before class time. A prompt arrival is important so your child is able to do all the activities.

- Families should go to their designated classroom upon arrival.

- Please avoid hanging out in the lobby. If you would like to chat after class, please do so outside the building, weather permitting.
- Hang coats and personal belongings in designated areas.
- Sign in.
- Put a name tag on yourself and your child every week.
- Wash hands with soap and water after entering class.

## **REGISTERED PARTICIPANTS**

All children must be registered and meet the age specification of the class.

## **GUESTS IN ECFE**

ECFE is a safe place for kids and caregivers, 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 plans to attend class in your place.

## **CLOTHING**

Please dress your child in comfortable play clothes – they may get dirty! Children must wear shoes in the classroom.

## **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.

## **SEPARATION**

When a child shows symptoms of distress by crying upon separation or after separation, we want to work with you. Separating from a caregiver is a skill that children learn over time and through repetition. ECFE staff will be happy to work with you and your child on separating. If your child cries, we will ask you to return to the class and soothe your child. Caregivers 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.

## **DISMISSAL**

At the end of class, please return to the early childhood classroom with the rest of the caregivers before using the restroom or picking other children up from sibling care. Children may become frightened if they don't see their caregivers when other caregivers arrive.

## **ABSENCE**

Please communicate with your teacher if you are unable to attend a class. If you are unable to reach your teacher directly, please leave a message.

## **NON-SCHOOL DAYS FOR OLDER CHILDREN**

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

# Class Structure

## **CAREGIVER/CHILD INTERACTION TIME**

This is a valuable time for you to follow, observe and interact with your child. A licensed early childhood teacher prepares the classroom with developmentally appropriate hands-on art, science, literacy and music activities for families to enjoy together. There is so much learning going on during this time!

Visit activities that your child is interested in by getting down on his or her level, use simple language to describe what is happening, and ask questions. Waiting for your turn, cooperating with others, and cleaning up after yourself are great skills for adults to model and children to learn.

## **CIRCLE TIME**

All caregivers and children are encouraged to participate in circle time. Circle time consists of welcome greetings, stories, songs, and other skill-building activities. You are asked to model desired behavior by staying in the circle. If your child doesn't want to participate or leaves circle time, a staff member will step in and try to redirect your child.

## **CHILDREN'S TIME IN SEPARATING CLASSES**

Children stay in the classroom with a licensed early childhood teacher. Children get a chance to practice their independence and peer interaction skills while caregivers separate to another room with a parent educator.

## **CAREGIVER EDUCATION TIME**

This time is planned to be relevant and tailored to the caregivers' needs, and children's ages. A licensed parent educator brings knowledge and information based on current research and past experience with families. The parent educator facilitates discussion and activities in the children's classroom during non-separating and Drop In and Play classes, and in the parent education room during separating classes. This time is also for caregivers to seek support from each other as we build our community.

## **PHOTO AND VIDEO CONSENT**

If you do not want pictures or videos of you or your child taken or used for publications or social media, please request a non-release of information from the ECFE teachers.

## **CONFIDENTIALITY**

Personal information discussed within the caregiver groups is confidential. If you would like to discuss personal information about your child privately with the teacher, please feel free to set up a meeting.

## **TOYS FROM HOME**

Bringing toys from home is discouraged, except for special comfort items or special theme days.



## Diapering

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

## Food

- If your child must eat during class time, please sit off to the side to eat as needed.
- If your child is bottle-fed, caregivers must mix and feed their infant. Staff are not permitted to mix or feed bottles to children.
- 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 - you can place them in the parenting room.

## Parent Communication

ECFE teachers will communicate with families via Seesaw. The district will communicate via various methods.

## Early Childhood Screening

Early childhood screening is a free check of children's height, weight, immunizations, hearing, vision, and development. State law requires that children are screened before they enter public kindergarten or within 90 days of beginning district ECFE. Screening identifies potential health and developmental areas where additional support can be provided well before a child enters kindergarten. A child can be screened any time after age 3. However, we encourage families to have children screened as close to 3 as possible. To schedule an appointment, call 651-487-4378 ext 2 or email [ecfe@isd623.org](mailto:ecfe@isd623.org). Daytime and Saturday appointments are available at Anpétu Téča Education Center.

## Toy Lending Library

Our Toy Lending Library is filled with books and toys for children ages birth through five years old. Membership is free. You can check out slides and riding toys, puzzles, toys, and games, children's books and parenting books. There are 4 simple steps: select an item, sign it out, enjoy, and return.

Visit the Toy Lending Library at the Early Childhood Center at Parkview to register (701 West County Road B, Roseville).



# Closing, Emergency, Health, and Safety Procedures

## WEATHER CLOSING INFORMATION

- Hazardous weather conditions may at times prevent us from holding classes. When Roseville Schools are closed or delayed, ECFE classes may not meet. Listen to your local news station for school closings or call 651.487.4378.
- ECFE classes canceled 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 canceled.
- If there is an early dismissal, all afternoon and evening classes are canceled. They will be announced as Community Education classes or ECFE classes.
- Even though classes may not be canceled by the school district, caregivers should consider the safety of themselves and their children before traveling in bad weather.

## FIRE

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

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

## TORNADO

Caregivers and children will remain in the building and go to designated tornado shelters.

## 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 the caregiver.
- For more serious injuries, ECFE staff will immediately notify the caregiver who will then take charge of the situation.



## ILLNESS

Please do not bring your child to ECFE classes or Sibling Care if they have any of the following symptoms:

- **Fever** – during the previous 24 hours – axillary 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
- **Runny nose** – green or discolored nose drainage
- Child looks or acts differently than usual – unusually tired, pale, lacking appetite, confused or irritable

Caregivers should notify the ECFE office if their child contracts a communicable disease and has been in school. This will allow us to inform the other caregivers that children may have been exposed.

## 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.

# 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.
- Feel free to talk to staff in your class, the office staff, or the supervisor at any time.
- Join the Early Childhood Advisory Council meetings. Upcoming meeting information will be posted on the Roseville Early Childhood Program Facebook page and will also be available during ECFE classes.

