



**EARLY CHILDHOOD  
FAMILY EDUCATION  
COMMUNITY EDUCATION**

ECFE is a program of the Community Education Department of Saint Paul Public Schools (SPPS).

**WE STRENGTHEN FAMILIES  
THROUGH EDUCATION.**

**WELCOME TO ECFE!**

## CONTACT US

**SPPS.ORG/ECFE**  
**ECFE@SPPS.ORG**

**English:** 651-793-5410

**Hmoob:** 651-744-4816, 612-590-8035 (cell)

**ကညီကိုင်း:** 651-216-8105 (cell), 651-744-4861

**Soomaali:** 651-744-2727, 651-216-7640 (cell)

**Español:** 651-744-4815, 612-306-2251 (cell)

## SITE CONTACTS CALL OR TEXT

**Bruce Vento:** 651-802-0283

**EC Hub (Butterflies):** 612-930-7778

**EC Hub (Ladybugs):** 763-388-3551

**Highland Park:** 612-930-7660

**Highwood Hills:** 651-802-0283

**J.J. Hill (Cardinals):** 651-802-3568

**J.J. Hill (Chickadees):** 612-237-1059

**Westside at 271 Belvidere:** 763-388-3440

**Wheelock (Green Frog):** 651-900-2039

**Wheelock (Yellow Duck):** 651-802-2668

**WE ARE HERE FOR YOU.  
CONTACT US WITH ANY QUESTIONS.**

**651-793-5410**

## ATTENDANCE

### ECFE CALENDAR

ECFE runs September through early June. We are typically closed when SPPS elementary schools are out of session.

Breaks include MEA, Thanksgiving, Winter Break, MLK Day, Presidents' Day, Spring Break, and Memorial Day, as well as SPPS professional development and conference days.

The ECFE Calendar can be viewed on the ECFE website page.



## ABSENCES

If you need to miss a class, connect with your Parent Educator. Space in classes and on busses is very limited and our programs frequently have waitlists.

If families miss 3+ consecutive classes, they may be removed from classes and/or transportation. Removed families may re-register for a class when they're able to commit to regular attendance, pending availability.

## TRANSPORTATION

### ECFE PROVIDES LIMITED TRANSPORTATION TO SOME CLASSES.

If you have access to your own transportation, please save transportation for families that could not participate in ECFE without bussing.

Get in touch with your parent educator or sign up for a "Transportation" class if you are struggling to attend ECFE due to a lack of transportation.

## TRANSPORTATION GUIDELINES

- No eating on the bus.
- Notify your teacher and/or driver if you will not be attending.
- You may lose transportation after 3 consecutive missed classes/rides.
- Only individuals registered with ECFE may ride the buses.
- Pick up and drop off times are subject to change as families add or drop from our programs.
- Be outside and ready for the bus 5 minutes before pick-up time.

### FAMILY PARTICIPATION

PARENT EDUCATION IS CENTRAL  
TO THE MISSION OF ECFE.

REGULAR PARTICIPATION IN  
PARENT EDUCATION IS REQUIRED.

## ENGAGEMENT

Parents/Caregivers should engage in all aspects of ECFE, which typically includes Parent/Child Interaction, Circle Time, and Parent Education.

During Parent Education, a licensed parent educator guides and facilitates group discussion, provides information and resources, and follows the MN MDE Parent Education Core Curriculum.

## GROUP GUIDELINES

**BE SAFE.** No hot beverages are allowed in the children's classrooms. Keep valuables with you.

**BELONG.** Be open and honest. Be responsible for your learning. Actively participate.

**BE RESPECTFUL.** There are many positive ways to parent. Maintain confidentiality. Clean up after yourself. Respect different opinions.

## PAC

The Saint Paul ECFE All-City Parent Advisory Council (PAC) is a group of parent volunteers in the ECFE program. Everyone is welcome (and encouraged) to attend PAC meetings.



### CHILDREN'S CLASSROOMS



## CLASSROOM DESIGN

ECFE provides an inviting, comfortable learning environment designed for infants, toddlers, and preschoolers with safe, age-appropriate equipment and hands-on activities. Classrooms and lessons are designed for young children by licensed teachers that follow Minnesota's Early Childhood Indicators of Progress.

## SEPARATION TIPS

Many ECFE classes include separation time, for children to learn through play while parents/caregivers are in Parent Education lessons. Anxiety around separation is common. We recommend these tips while working toward successful separation:

**Always say goodbye.** Once you say goodbye, it's important to separate quickly.

**Ask for help.** Staff are here to help you feel confident about separation so that you and your child will feel comfortable.

**Be patient.** Staff will comfort children that are upset for any reason, and will call for you if needed.

## HEALTH & SAFETY

### IMMUNIZATIONS

Minnesota Statute requires that ECFE has up-to-date immunization records on file.

### HEALTHY HABITS

- All family members must wash their hands when arriving at ECFE.
- Put mouthed toys in provided bins for the ECFE staff to sanitize.
- Change diapers only in the designated changing areas and follow posted sanitation instructions.
- The Board of Education policy strictly prohibits smoking or the use of tobacco on school district property.

### ILLNESS

Please stay home if you or your children are ill. ECFE may exclude families for illnesses such as:

- Oral temperature of 100 degrees or up
- Undiagnosed rash, or one with an illness
- Vomiting
- Significant nasal discharge
- Bacterial/viral infections
- Frequent sneezing or coughing
- Earaches
- Sore throat
- Red matter eyes
- Diarrhea
- Don't feel well enough to enjoy school

### EMERGENCY DRILLS

ECFE practices drills for emergency situations, including: Fire/Emergency Evacuation, Tornado/Severe Weather, Lockdown, Secure, Hold in Place.

## ADDITIONAL GUIDELINES

### REQUIRED PAPERWORK

Immunization Forms, Birth Certificates, Media Releases

### SUBSTANCE USE

Use of tobacco, alcohol, marijuana, or controlled substances is prohibited.

### SNACKS

Children's snacks are provided. Please do not bring snacks from home. Notify staff of any allergies.

### SPECIAL NEEDS

ECFE can support families in having children evaluated for special needs and/or receiving services. Please speak with your teacher about this.

### MANDATED REPORTING

State law mandates all ECFE staff to report any belief of physical, emotional, and/or sexual abuse.

### CLOTHING

Dress yourself and your children for play. Play can be messy.

### DIAPERING/TOILETING

Families should take their children to the restroom/change diapers before class. Facilities are provided for diaper changes. Please follow posted procedures at each site.

### SCHOOL CLOSURES

When SPPS cancels school, ECFE will be canceled. If additional cancellations are made for ECFE, families will be notified via text and/or email.

### VISITORS

We cannot accommodate individuals that are not registered for ECFE.

### FAMILIES STAY ENGAGED



Please silence and put away cell phones. Do not take pictures of other children.