Watertown Mayer
Community Education

Connections • Opportunities

Watertown-Mayer Early Childhood

2026-2027 Family Handbook

Early Childhood Family Education (ECFE)

Young Royals Preschool

313 Angel Ave NW
Watertown, MN 55388

TABLE OF CONTENTS

WELCOME 3

RESOURCES 4

VISION & MISSION STATEMENT 5

Program Information 6

Screening 7

Family Resources 8

EARLY CHILDHOOD

Early Child Family Education (ECFE) 9

YOUNG ROYALS PRESCHOOL

Program Information 12

Tuition & Payment 15

Student Information 16

Drop Off & Pick Up 17

PLAY/SAFETY 18

HEALTH & WELLNESS 19

MEDICATION 20

ALLERGIES 21

EMERGENCY & ACCIDENT PROCEDURES 22

HEALTH & SAFETY 25

CLASSROOM EMERGENCY PROCEDURES 27

EMERGENCY CLOSINGS, EARLY RELEASE & LATE STARTS 28

WELCOME TO WM EARLY CHILDHOOD PROGRAMMING

Dear Early Childhood Families,

Welcome! We are so glad you are here.

At Watertown-Mayer Early Childhood Programs, we believe that the early years are a time of wonder, growth, and connection—for both children and parents. Our **ECFE** and **Young Royals Preschool** programs are designed to provide your family with a **safe**, **supportive**, and **enriching** learning experience.

We value the importance of **collaboration between parents and teachers**, and we are committed to building **respectful partnerships** with every family. Your role in your child's learning journey is vital, and we're honored to be a part of it.

As you and your child begin this exciting chapter, we invite you to take advantage of the many opportunities available to you—whether through classes, events, or everyday moments of discovery.

We're confident that your time with ECFE and Young Royals will be both **fulfilling** and **rewarding**.

Warmest regards,

Mackenzie Borntrager
Early Learning Coordinator

WM Early Childhood Programs are sponsored by the Watertown-Mayer Community Education Department of Watertown-Mayer Public Schools

RESOURCES

Watertown-Mayer School District

District Overview

District-Wide Communication

WM Branding & Logos

New to the District

Mandated Reporting

Bullying Prohibition Policy

2028 Strategic Plan

Profile of a Graduate

School Board

District Calendar & Events

District Office

Special Education

Watertown-Mayer Community Education

Community Ed. Newsletters

Registration Site- Eleyo

Community Ed Advisory

Caring Hands Infant, Toddler & 3- Year Olds

Kids' Company Preschool Age 4-5yrs

Kids' Company School Age Gr. K-6

Watertown-Mayer Early Childhood Programs

Young Royals Preschool

- Registration
- Supply List
- Curriculum
- Schedules & Closing
- Early Childhood Special Education

Early Childhood Screening

Early Childhood Family Education (ECFE)

Early Childhood Advisory Council (WMEAC)

Additional Information

- Calendars
- Young Royals Flyer
- How to Register
- Forms

Vision

Creating environments where all students feel connected and experience opportunities to grow and thrive in their world.

EARLY CHILDHOOD FAMILY EDUCATION (ECFE)

The mission of Early Childhood Family Education(ECFE) is to strengthen families and enhance the ability of all parents/guardians to provide the best possible environment for the healthy growth and development of their children.

ECFE Staff includes:

- Parent Facilitators who have a four-year college degree and are licensed to teach parent education.
- Early Childhood Teachers who have a four-year college degree and are licensed to teach early childhood education.
- Paraprofessionals who are experienced in the area of early childhood education.

YOUNG ROYALS PRESCHOOL

The mission of Young Royals Preschool is for all students to learn and grow through intentional play and developmentally appropriate experiences. Students will gain fundamental social, emotional, academic, physical and creative skills for school and life successes.

Young Royals Staff includes:

- Early Childhood Teachers and Early Childhood Special Education teachers who have a four-year college degree and are licensed to teach early childhood education.
- Education Support Professionals who have obtained highly-qualified paraprofessional status.

EARLY CHILDHOOD: Program Information

DISTRICT POLICIES & PROCEDURES

Young Royals Preschool & ECFE are programs of Watertown-Mayer Community Education. As such, all District #111 policies and procedures apply. Parents/Guardians may refer to district policies, and district procedures at www.wm.k12.mn.us. If you would like a paper copy of any of these documents, please contact the district office at 952-955-0400.

ADMINISTRATION

For questions or concerns regarding your bill or other program issues please contact our community education department.

952-955-0280

wmcommunityed@wm.k12.mn.us

RELEASE OF INFORMATION

Young Royals & ECFE complies with school district policy regarding data privacy and confidentiality. We will only release information about a child to parents/guardians with legal authority. Records are treated as confidential and are stored in a locked location where they can only be accessed with individuals legally entitled to access it.

DATA PRIVACY

Program staff comply with school district policy regarding data privacy and confidentiality. This confidentiality must be observed for all program participants. Staff may not discuss children with individuals not legally entitled to disclosure. The enrollment form includes a section to obtain parental permission to share information with district staff. Written authorization from a legal parent/guardian is required to disclose any information or records. Families must have a consent to release form on file for staff to disclose any information. Before a child can participate in any occasion of research, experimental procedure or public relations activity a parental permission must be signed before each occasion.

EARLY CHILDHOOD: Screening

Early Childhood Screening

Screening is held at the Watertown Mayer Community Learning Center, and is a check of how your child is growing and developing based on their developmental age. Getting your child screened between the ages of **3 and 4 year** helps show you areas of strength and any areas of concern in your child's development. This will help your child be prepared for success in Kindergarten. At your child's screening we will check your child's:

Vision	Immunization Status
Hearing	Cognitive Skills
Height & Weight	Language Skills
Large & Small Muscle	Social & Emotional Development

An Early Childhood Screening is needed for any child starting kindergarten in any Minnesota public school. If your child has been screened by another school district, Early Childhood Special Education, or Head Start, they do not need to be screened again. You can also elect to be a conscientious objector if you would not like your child to be screened.

For more information or questions about screening contact our Screening Coordinator or WM Community Education Office

Screening Coordinator Mackenzie Borntrager 952-955-0290 mackenzie.borntrager@wm.k12.mn.us	**Watertown Mayer Community Ed Office** 952-955-0280 wmcommunityed@wm.k12.mn.us

Early Childhood Screening

Frequently Asked Questions for Early Childhood Screening

Screening Registration

EARLY CHILDHOOD: Family Resources

Parenting Resources

1-1 Parent Coaching is available to you at no fee. It is a call to support you and your child with specific and individualized challenges you may be facing. Whether at home or at school, 1-1 coaching calls will leave you with researched based strategies that will help support your child. Calls include a 2 week follow up call to monitor and support behavior changes. Possible Topics: Behavior struggles, tantrums, picky eaters, potty training, sibling conflict, fears, anxiety. Day and evening calls available. Email Mackenzie Borntrager, Early Learning Coordinator at mackenzie.borntrager@wm.k12.mn.us to request a visit.

HELP ME GROW

Help Me Grow Minnesota connects families to resources that help young children develop, learn and grow. Watch Minnesota parents share their stories about finding support through Help Me Grow. For questions about children under age three please call 952.933.GROW (HELP ME GROW)



EARLY CHILDHOOD FAMILY EDUCATION (ECFE)

ECFE is a unique parent-child education program for ALL families with children ages birth to Kindergarten. Weekly classes have three parts:

Learning Together

In the children's classroom parents and children have time to play and learn together. You may choose from many planned activities designed just for you and your child. Learn new ideas for activities to do at home. (This together time is planned by a licensed early childhood teacher.)

Purposeful Play For Children

Children enjoy learning activities planned by a licensed early childhood teacher. Activities are designed for children to learn through play with their peers. The goal is to help children develop a healthy self-concept and a love for learning.

Connecting With Others

While children are learning with their teachers, parents join together in an informal group setting for a discussion time led by a parent educator. The group discusses current family topics; they share ideas, learn more about their child's development and benefit from feeling connected to other parents.

Arrival

- Please enter Door 4. You will need your license to check in with the Raptor Security System. You will get a visitor's name tag.
- Please try to arrive no earlier than five minutes before class time, as staff are preparing the classroom.
- Hang coats and personal belongings in a locker.
- Wash your hands before entering the classroom.
- Parents/Caregivers are expected to stay in the school building at all times, unless it is a child only day for the Mini Royals or Preschool Sampler class. On child only days, particularly for Mini Royals, we can not accommodate early drop offs.

Parent Discussion Time

We all have different ways of being a parent. It's okay to disagree and still support each other. To ensure a valuable and supportive experience for everyone, keep these guidelines in mind.

- Personal information shared in the group is confidential.
- One person talks at a time; avoid side conversations.
- We all have different ways of being a parent. It's okay to disagree and still support each other.

In addition to the guidelines above each group will establish group norms.

Group Norms- spoken or unspoken rules that guide how we interact, collaborate effectively, and work efficiently.

Attendance

- Please call this number if you are unable to attend class 952-955-0233 or 952-955-0280. For parent and child classes, parents are expected to remain with their children or the parent educator for the entire class time.

Cell phones and coffee mugs

- Out of respect to all participants, avoid using your cell phone or texting during class.
- If you need to make an emergency call, please step out into the hallway.
- For the safety of the children, please leave personal coffee mugs on the counter in the classroom.

Clothing

- Come dressed to play. We often do messy art projects with paint, water or glue. We suggest you bring an extra set of clothing.

Positive Discipline

- The goal of discipline is to teach respectful behavior and personal responsibility. Discipline involves teaching children what to do as well as what not to do. Guidance techniques will be age appropriate and will include the following:
    - Positive role modeling
    - Redirecting behavior toward constructive activity
    - Problem solving with children to find a solution to the problem
    - Discussion of why certain behaviors are inappropriate.
    - Occasionally, an individual behavior guide plan may be utilized to support children and families.

Room Guidelines

- Notice the variety of activities in the classroom for parents/caregivers and children.
- Follow your child's lead. Encourage participation-but it's okay if your child is not willing to participate. At circle time, we expect that some children will get up and wander; that is okay.
- Stay with your child- you are in charge of their safety and behavior.
- Young children are not expected to share. Sharing is a learned behavior that will develop over time.
- We expect crying, fighting and other very normal behavior from children. It's okay; this is a time for learning!

Returning to the classroom

- Pick up your child in the classroom before picking up your child in sibling care.

Separation

- During the classes you and your child attend together; children and parents/caregivers generally separate from each other for discussion time. In some of the younger age classes separation is gradual. Staff will work with you to make the process of separating during these classes go smoothly for both of you. Feel free to bring a security item for your child to make him/her feel more comfortable.

Toileting

- For safety precautions members of our staff do not change diapers, you will be called back to the room if a change is needed For children in the process of potty training and those already trained, please visit the bathroom before class begins. We suggest you bring an extra set of clothing in case your child has an accident. Changing tables are located in the boys and girls bathrooms right outside the Community Learning Center office. Please bring your own changing supplies.

YOUNG ROYALS PRESCHOOL: Program Information

About the Staff

Young Royals Preschool teachers are licensed by MN Department of Education. They are highly trained in best teaching practices and strategies. Early Childhood Special Education teachers and paraprofessionals are also members of the teaching team.

Student Success

We aim to meet children where they are, as individuals and as a group. We help each child to reach challenging and achievable goals that will prepare them for 21st century learning by focusing on critical thinking, creativity, cooperation, communication and perseverance.

Young Royals Preschool Classes

Class options include; morning, afternoon, or full day for children ages 3, 4, & 5. Children must be the correct age as of September 1.

Attendance Expectations

Attendance is important. Please make an effort to get your child to school every scheduled day. If your child is unable to attend class please call or email your child's teacher. Teachers *do not* check emails during class time/student contact time. Teachers *will* respond to a phone call. Please call the attendance line if your child will not be at school. 952-955-0291

Conferences

Conferences are held two times a year. This is an opportunity for you to connect with your child's teacher. Your teacher will share about social, emotional and academic achievements for your child. Teachers will use the COR Advantage assessment tool to monitor and support your child's development.

Behavior Guidelines

Most children do very well in the preschool classroom. Our licensed teachers understand the developmental level and needs of each child. Teachers have appropriate expectations for young children. They are attentive to children and give verbal and often visual cues to teach children about behavior expectations. The Second Step curriculum provides a framework for problem solving, acknowledging feelings and offers strategies to teach self regulation. If a child's behavior escalates, parents will be informed and a behavior plan may be developed.

Open Door/ Parent Visiting

Parents/Caregivers are welcome guests to our program. Please check daily for posted notices or other information about program activities. We appreciate input regarding program expectations, including ideas and suggestions on ways to improve our service to you and your family. You may direct suggestions, concerns, compliments, and complaints to the Early Learning Coordinator.

Field Trips and Parent Activities

One field trip will be scheduled during the school year. Information regarding field trips will be sent home in advance for sign up and parent permission. Background checks are required for adult chaperones and are required to be submitted at least 2 weeks prior to the event. Watertown Mayer uses Raptor Technologies System for all visitors and volunteers.
Raptor Background Check Form

Participation and Volunteering

Families are encouraged to participate with their children in a variety of activities. Volunteers will need to complete a background check in order to volunteer in District #111.

Communication

Communication is important for a successful school year. We will communicate our classroom activities and want to hear from you anytime. Calendars are posted on the district website at wm.k12.mn.us. Emails will be sent from your child's teacher on a weekly basis with information regarding lesson plans, special events, alerts, etc. Kaymbu and Seesaw are two communication tools used by staff. We will do our best to inform you of staff absences. On parent/child days parents are always required to remain on site during class time.

Toys and other Items from Home

It is the policy of our preschool program to bring toys and other items from home only on designated days assigned by your classroom teacher. Please *do not* allow your child to bring personal toys from home unless assigned.

Snack

Families are invited to provide snacks for their child's classroom. This is completely optional and not an expectation—simply a way for families who are able to contribute to help support our daily snack needs. Examples of items include snack packs, fresh fruits or vegetables, or dairy items.

Please remember that we are a peanut-free school, so we ask that all snacks be free of peanuts and peanut products.

Backpacks

Children are requested to bring a school sized backpack to each class. Please check and empty the backpack daily. During winter months, it is recommended to carry an extra big bag for winter outside gear.

Calendar

Preschool will follow the Watertown-Mayer public school calendar, with the exception of the end of school. Young Royals will end one week prior to K-12 ending.

Social Networking Sites

Data privacy and confidentiality are important parts of our program. Please be respectful of the posts you make on Facebook, Instagram, Twitter, etc. about your child, as it relates to other participants in our child's class. Remember not all families want their child(ren) posted on Social Media.

Special Education Services

Extra support is available for students in need. Young Royals coordinates with the district's Early Childhood Special Education program to provide supports. Qualifying children will receive services to help them succeed at school.

Transportation

Limited transportation is available for 4 & 5 year old students enrolled in Young Royals preschool. Please indicate your bussing needs when registering online. You will be notified by the bus company of your pick up / drop off times and locations. Please do not call the bus company to arrange bussing. We *do not* provide mid day bussing.

YOUNG ROYALS PRESCHOOL: Tuition & Payments

Payments/Accounts

Invoices are generated on a monthly basis and emailed to account holders. Invoices indicate charges for the month. Payments are due on the 10th of each month and late fees are applied to accounts with balances on the 16th of the month. Failure to pay your tuition in a timely manner may result in termination from the program until the account is paid in full. Unpaid accounts will be sent to the district's authorized collection agency. Families are responsible for all costs associated with the collection, including legal fees.

Payment Options

All payments can be submitted to the Community Ed office or paid online. An autopay feature is available. Payments accepted include: check, cash or credit card (MasterCard, Visa or Discover). The school district charges a fee for checks returned due to insufficient funds. If repayment is not made within five business days of notification, services may be suspended. We reserve the right to accept payment only by cash or cashier's checks if a family has a history of insufficient funds. If you have questions regarding your account, please contact the Early Learning Coordinator at 952-955-0290.

Delinquent Accounts

All community education accounts for your family members must be paid in a timely manner in order to continue your enrollment or to begin future enrollment in Watertown-Mayer Community Education activities, programs, and services. If a family fails to pay their fees or make arrangements for a payment plan with the Program Coordinator, Community Education retains the right to terminate participation in community education programs/services and to refer the account to the district's authorized collection agency. Parent/guardian will be responsible for all collection and legal fees associated with the account.

Account Access Online

You can make payments online or access your year-end tax statements at wm.eleyo.com.

Custody Issues

Staff will not be involved in custody disputes between parents. If parents have custody issues, they must provide the staff with a copy of any relevant court orders. It is the parent's responsibility to work out the scheduling and payments for tuition. The person identified as the primary account user is responsible for making payments associated with the Young Royals account.

Child Files

Watertown-Mayer provides access to information to parents and guardians with legal authority for a child. Written authorization is required for the program to release information or children to any other person. Child records will be treated as confidential by program staff and will be stored in a locked location where they can only be accessed by individuals legally entitled to access it. Parents/guardians provide permission for District #111 staff to view new child records at the time of registration.

Updating Child Files

It is important that information is kept current for every child. We use this information to contact families in case of an emergency. Every child must have three emergency contacts identified as part of registration. Current work, home, and cell numbers are critical for us to have. Parents/guardians are responsible for updating their online profile as appropriate, as well as providing updated health summaries and immunizations.

YOUNG ROYALS PRESCHOOL: Drop Off & Pick Up

Drop-Off/ Pick-Up

Parents/guardians can access the building through Door #4. Children must be accompanied by a parent/guardian or an authorized adult at both drop off and pick up times. Children are not allowed to enter or exit the building without an authorized individual. Children must be signed in/out using the electronic attendance roster on the iPad.

- **All classrooms/families will be asked to use door #4 for entering and exiting the building.**

Children will not be allowed to leave with anyone except the custodial parents/guardians or a person authorized by the parent/guardian. If a staff member is uncertain about the person's identity, they will ask for a valid picture ID. Parents/Guardians dropping off or picking up outside normal class times are required to check in at the front desk and present a driver's license. At that time your license will be screened through our security system. Parents/Guardians are responsible for keeping profile current on the Eleyo registration site. This will include updated pick up authorizations. Staff will not add or delete authorized persons to your account.

*If during class time there is a change in who will be picking up your child, please call the **Attendance Line 952-955-0291** and leave a message with your **Child's Name** and their **Teacher**. Please DO NOT email Teachers with information regarding changes that may occur during class time because emails are only checked before and after class.*

Arrival

Children must be signed in each morning upon arrival in order to transfer responsibility of care from the parent/guardian to authorized staff. Once the child is signed in, parent/guardian may bring the child to the group, allowing staff to facilitate the transition and parent/guardian departure.

Departure

Upon departure, parents/guardians must sign their child(ren) out and let staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of the program.

Parents/Guardians are responsible for keeping profile current on the Eleyo registration site. This will include updated pick up authorizations. Staff will not add or delete authorized persons to your account.

Please DO NOT leave other children unattended in cars when dropping off and picking up. For the safety of students, running in hallways and thru offices is prohibited.

Late Pick Up

Accounts will be assessed a late pick up fee for children who are not picked up at the end of the contract time.

- A fee of **$2 per minute/ per child** will be assessed for 5-15 minutes at the end of the contract time.
- A fee of **$5 per/ minute/child** will be assessed for 16-20 minutes at the end of the contract time.

The clock on the ipad will be used in calculating late fees. The late fee will be added to your next monthly invoice. If we have not heard from a parent/guardian 15 minutes after the end of the contracted time, emergency contacts will be called. **If we are unable to reach anyone then the county sheriff will be contacted.**

It is understood that conditions beyond one's control exist (i.e. inclement weather). If these conditions arise you must notify the program staff as soon as possible and make arrangements for someone else to pick up your child.

Attendance Line (voicemail): 952-955-0291

CONTINUED LATE PICK-UPS WILL RESULT IN TERMINATION OF YOUR CONTRACT

PLAY / SAFETY

Indoor Play

Please dress your child in play clothes appropriate for preschool experiences. We ask that your child's shoes have non-skid soles, appropriate for running in the gym and playing on the playground. Clothes that allow easy movement are best for all the "action" in our classroom. It is recommended that you keep an extra set of clothes at school for those unplanned accidents.

Outdoor Play

During the winter we will go outside if the temperature is above zero. Please make sure your child has adequate cold weather apparel for outdoor play.

We follow the districts' guidelines for inclement weather and reference the Child Care Weather Watch chart and Air Quality Guidelines chart for temperature, wind factors and air quality restrictions.

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)

Wind Speed in mph

Air Temperature	Calm	5	10	15	20	25	30	35	40
40	40	36	34	32	30	29	28	28	27
30	30	25	21	19	17	16	15	14	13
20	20	13	9	6	4	3	1	0	-1
10	10	1	-4	-7	-9	-11	-12	-14	-15
0	0	-11	-16	-19	-22	-24	-26	-27	-29
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play | Caution | Danger

Heat Index Chart (in Fahrenheit %)

Relative Humidity (Percent)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
80	80	80	81	81	82	82	83	84	84	85	86	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100	103
90	91	93	95	97	100	103	105	109	113	117	122	127	132
94	97	100	103	106	110	114	119	124	129	135			
100	109	114	118	124	129	130							

Minnesota Air Quality Guidance for Schools & Child Care Facilities on Poor Air Quality Days for Ozone & Fine Particles

ACTIVITY	Air Quality Index (AQI) 0 to 50 GOOD	51 to 100 MODERATE	101 to 150 UNHEALTHY FOR SENSITIVE GROUPS (children & people with respiratory or cardiovascular diseases*)	151 to 200 UNHEALTHY	201 to 300 VERY UNHEALTHY
Recess or Other Outdoor Activities (15 to 30 minutes)	No Limitations	No Limitations	Sensitive groups should limit prolonged or heavy outdoor exertion.** Increase rest periods and substitute players to lower breathing rates.	Everyone should limit prolonged or heavy outdoor exertion.** Increase rest periods & substitute players.	Restrict outdoor activities to light or moderate exercise.
Physical Education Class or Outdoor Activities (30 to 60 minutes)	No Limitations	No Limitations	Sensitive groups should limit prolonged or heavy outdoor exertion.** Increase rest periods and substitute players to lower breathing rates.	Everyone should limit prolonged or heavy outdoor exertion.** Increase rest periods & substitute players.	Restrict outdoor activities to light or moderate exercise not to exceed one hour.
Scheduled Sporting Events or Outdoor Activities	No Limitations	Unusually sensitive individuals should consider reducing prolonged or heavy outdoor exertion.** Individuals with asthma or other respiratory/ cardiovascular illness (or their caregivers) should be medically managing their condition.	Sensitive groups should limit prolonged or heavy outdoor exertion.** Increase rest periods and substitute players to lower breathing rates.	Everyone should limit prolonged or heavy outdoor exertion.** Consideration should be given to rescheduling or relocating event/activity. Increase rest periods or substitute players.	Event should be rescheduled or relocated.
Athletic Practice and Training (2 to 4 hours)	No Limitations	Unusually sensitive individuals should consider reducing prolonged or heavy outdoor exertion.** Individuals with asthma or other respiratory/ cardiovascular conditions (or their caregivers) should be medically managing their condition.	Sensitive groups should limit prolonged or heavy outdoor exertion.** Increase rest periods and substitute players to lower breathing rates.	Limit prolonged or heavy outdoor exertion.** Consideration should be given to rescheduling or relocating practice or training. Increase rest periods or substitute players.	Sustained rigorous exercise for more than one hour must be rescheduled, moved indoors or discontinued.

*Individuals with asthma or other respiratory or cardiovascular conditions (or their caregivers) should be medically managing their conditions.

**Prolonged exertion means any outdoor activity that you will be doing intermittently for several hours and that makes you breathe slightly harder than normal. Heavy exertion means intense outdoor activities that cause you to breathe hard. For more information, visit the US Environmental Protection Agency air quality web sites www.airnow.gov and http://www.epa.gov/airnow/aqi_brochure_08-09.pdf.

EARLY CHILDHOOD: Health & Wellness

Illness

Sick children should remain at home **24** hours and be symptom free before they can participate without infecting others. Children with any of the following symptoms should not attend class:

- Fever (100 degrees is considered a fever)
- Diarrhea
- Thick nasal discharge
- Vomiting
- Enlarged glands
- Ear aches
- Sore throat
- Harsh cough
- Chills
- Any undiagnosed rash
- A contagious stage of any communicable disease
- Pink eye

In order to provide a healthy environment for everyone, you will be asked to leave if a child appears ill.

Immunizations

State law requires that families provide an immunization record for every child enrolled in classes.

You may provide immunizations on-line when you register or they can be faxed to 952-955-0201 attn: Early Childhood

MEDICATION

Medication Administration

Written permission must be obtained from the parent or legal guardian before staff will administer **prescription or over-the-counter medicine.** We use the district **Medication Administration Form** when administering medication that is prescription or over-the-counter. Prescription medication requires a doctor's signature before staff is able to administer the medication. We suggest keeping a blank copy of the Medication Administration form at home so it can be completed before coming to the program. This will help you have time to speak to staff about the medication.

Nonprescription products are administered according to the manufacturer's instructions unless provided with written instructions by a licensed health professional to use a product differently. Parent/guardian permission provided at registration will allow staff to administer the following products:

- Diapering Product
- Sunscreen Lotion

All medications or products must be:

- Kept in the original container with a legible label stating the child's first and last name.
- Given only to the child whose name is on the label and not given after the expiration date.
- Returned to the child's parent/guardian or destroyed if unused.

We will document in the child's record the administration of medication, including:

- Child's first and last name.
- Name of the medication or prescription number.
- Date, time, and dosage.
- Name and signature of the person who administered the medicine.
- Name and signature of the witness.

We will store medicines, insect repellents, and diapering products according to directions on the original container.

ALLERGIES

Preventing & Responding To Allergies

Before admitting a child for care, documentation must be provided of any known allergies from the child's parent/guardian.

We maintain current allergy information in each child's record. The allergy information must include:

- A description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction.
- Procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.
- Parent or legal guardian contact information.

Staff are informed of each child's allergy information. Information is updated annually or as needed when a change is made to allergy-related information in a child's record, the program must inform staff of any change. Documentation that staff were informed of the child's current allergy information will be kept on site.

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

Food supplements and medications will be given to children only with a signed statement from the parent and the physician.

EMERGENCY & ACCIDENT PROCEDURES

Administering First Aid

In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents/guardians will be informed of any such incidents upon pick-up. Accident reports will be filed any time it is necessary to call parents or if the incident requires treatment by a physician.

Accident Prevention Procedures

- **Injury:** Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.
- **Burns and Electrical Shock:** All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.
- **Poisoning:** All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. All plants displayed in classrooms have been confirmed as non-poisonous. Staff will know procedures for accessing the poison control center. Poison Control Number: 1-800-222-1222
    - ****Aspiration or Choking:** Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Children are only served food when seated at age appropriate tables and chairs. Choking posters are displayed in all areas where food is served. Toys will also be chosen for the appropriate age levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed.
    - **Suffocation:** Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.
    - **Traffic and Pedestrian Accidents:** Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting. Children will only cross the street with parent or staff person(s) present. A staff person at the front of the lines with another person at the end of a line. Children will be counted when leaving, returning and several times in between leaving the building.

Fire Prevention & Procedure

Fire Evacuation Plan: The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

Fire Drills: All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

Procedure in the Event of a Fire: Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

Natural Disasters

Tornadoes: In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

Blizzard: In the event that parents are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. We follow ISD 111 school closing policies.

Other Natural Disaster: In the event that there is a natural disaster, we follow ISD 111 policies and procedures.

Missing Child

When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Carver County Police Department and the child's parent/guardian.

Release Of Children

Children will be released only to their parent/guardian or persons authorized on the child profile. No one other than the authorized person will be allowed to pick up children. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called. Parent/guardians can add authorized individuals online in their Eleyo account. ***By law, program staff must release a child to a legal parent unless a court order has been provided.*** No child will be released to anyone who:

- Has not been named as an alternate pick-up for the day.
- Is not identified as an authorized pick-up person.
- Cannot verify identity with proper photo ID.
- Appears to be under the influence of alcohol or drugs.

Incapacitation, Intoxication Or Suspected Abuse

In the event a person who is incapacitated, intoxicated or suspected of abuse attempts to pick up a child, the staff is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated, intoxicated or a suspected abuser, the child must still be released. The staff is then mandated to report suspected neglect or abuse to the Carver County Police Department and/or Carver County Human Services Department.

Abandoned Child

If a child is still at the program after the regular closing time, the staff person will contact the parent/guardian. If the parents/guardians cannot be reached, the staff will contact all other people listed on the child's emergency contacts. If a child remains and no on can be reached, 911 will be notified.

Source Of Emergency Medical Care: Waconia Hospital

Accident Reports

The process followed for when a student/non-employee is involved in a serious incident or injury while participating in a program or on campus

- Staff attend to individual providing care as needed
- Staff communicate with parent/guardian, family or emergency contact
- An Injury/Incident Report is completed and submitted to the district office following the incident

HEALTH & SAFETY

Parking Safety

All parking laws should be followed to ensure the safety of all. Please park in designated parking spots and turn your car off before entering the school during drop off or pick up times. We want to keep the areas close to the site available for emergency vehicles in the event of an emergency. Children should not be left unattended in a vehicle.

Safety & Security

As a district we continually review and revise our policies and procedures around safety and security. Ensuring the safety and security of children is our primary mission. The WM Community Learning Center's main entrance is Door #4.

Non-Violence Policy

Guns, weapons of any kind, or toys that promote aggression are not allowed.

Safety Inspections

Staff conducts daily indoor and outdoor safety inspections to ensure areas are free of potential hazards. Inspection reports are kept on file and hazards are reported to maintenance.

Asbestos Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Watertown-Mayer School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the Watertown-Mayer School District shall continue to maintain a safe and healthy environment for our community's youth and employees. In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Pesticides

The Watertown-Mayer School District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the building. Their program consists of the following:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- Utilization of non-chemical measures such as traps, caulking and screening.
- Application of EPA-registered pest control materials when needed. (This means pest control materials are not necessarily applied on every service visit.)

Pests can sting, bite, cause contamination, damage property, and spread disease. Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law. *Pesticide Application Notice The school district may plan to apply pesticides on school property. A parent/guardian may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications and the long-term health effects of the class of pesticide on children can be requested by contacting the Building and Grounds supervisor at 952-955-0490.*

Pets

Because animals can be a source of allergens, asthma triggers, and microorganisms that can cause infectious diseases, Watertown-Mayer Public Schools restrict animals in school buildings. No dogs, cats, rodents, rabbits, reptiles, birds, exotic animals or other pets are allowed in the building without the prior permission of the building administrator.

If animals are present, they should be kept in an appropriate habitat when they are not being used for educational purposes. They should be kept away from carpeted areas in order to prevent the transfer of allergens to the carpets and the possible soiling of carpets.

Hazards

We protect children and adults from hazards including: electrical shock, burns or scalding, tripping or falling, floor coverings are secured to keep staff and children from tripping or slipping. This program excludes baby walkers. Areas in the building or classroom that have been recently painted, carpeted, tiled or otherwise renovated are ventilated before they can be used by children. Staff supervise all children by sight and sound in all areas with access to water in tubs, pails and water tables.

Written procedures are in place to protect children and adults from environmental hazards such as air pollution, lead, and asbestos, according to public health requirements. Watertown-Mayer School District 111 maintains a tobacco and smoke free environment as stated in Policy 419. The use of firearms and other significant hazards that pose risks to children and adults are not permitted, as stated in Policy 501.

CLASSROOM EMERGENCY PROCEDURES

Evacuation

Situations: bomb, explosion, fire, hazardous material, regional-specific crisis
Off-Site Shelter– Immaculate Conception Parish Office
Procedure:

- When alarm sounds prepare to exit – students do not bring anything with them.
- Close doors, windows and blinds in the room.
- Take roster and backpack, emergency contact info, and first aid kit.
- Report any missing students to administration.
- Report back to rooms when ALL CLEAR is given by administration.

Fire

Procedure:
R - **RESCUE** – Remove those in immediate danger & close the door.
A - **ALARM** – Pull alarm, if you are the first to see fire.
C – **CONTAIN** – Close doors & windows.
E – **EXTINGUISH** – Only if safe to do.

- Notify the Building Administration or Secretary, who will call 911.
- Follow the Evacuation Plan outlined on the map in the classroom.

Seek Shelter

Situation: *Severe Weather or for bringing people who are outside the building back into the building to protect them from a threat or hazard.*
Procedure:

- Follow posted Severe Weather routes and move students to severe weather locations.
- Students should move into the shelter and sit/stand in an organized group to allow for more individuals to occupy the area

Hold

Situation: Disturbances, fights (if out of control), medical emergencies, out-of-control individual, trespassing, etc.
Procedure:

- Clear hallways and remain in classroom.
- Close and lock doors.
- Account for students and adults.
- Staff will be notified via announcement when “all clear”.

Secure

Situation: Incident outside of building
Procedure:

- Return inside building.
- Lock exterior doors.
- Account for all students and adults.
- Staff will be notified via announcement when “all clear.”

Lock Down

Situation: hostage situation, shooting, weapon

Procedure:

- Close and lock windows and doors.
- Turn off the room lights.
- Individuals in the room should take cover in designated classroom area out of direct sight line of doors and windows, remain silent.
- Take attendance and report missing students/added students to the building administrator immediately through the school's lockdown email address. ***Type Red or Green in your subject line.***
- Cover exterior windows if possible, barricade doors if possible.
- DO NOT leave the classroom until instructed to do so by administration.

EMERGENCY CLOSINGS, EARLY RELEASE & LATE STARTS

Emergency Closings & Late Starts

Please listen to WCCO radio, AM 830, or any major Twin Cities TV stations for information regarding late starts, early closings, or cancellations due to weather, power outages, or other such events.

WM Early Childhood programs typically follow the school district's emergency closings, early release & late starts as outlined below.

School Closed for the day due to inclement weather

- Preschool is Closed
- No ECFE Classes

School is 2 hours Late due to inclement weather

- No AM Preschool
- No Morning ECFE Class
- Full Day Preschool will start at 10:15
- PM Preschool will be in session
- Evening ECFE Class will be in session

School has an Early Dismissal due to inclement weather

- No PM Preschool
- No Evening ECFE

Watch for communication from Community Ed via Text and Email for information on programming.

Early Childhood will run programming when possible.

Please make sure your account information is updated on Eleyo