



Early Childhood Family Education Parent Handbook



Early Childhood Family Center • 1111 Holcombe Street South • Stillwater, MN 55082
651-351-4000 • stillwaterschools.org/ecfe



Contact Us

General
651-351-4000

Registration/ Refunds/
Class Changes
651-351-4020

Attendance

If you need to miss a class for illness or vacation, please contact your teachers.

If families miss more than 3 consecutive classes without communication, we reserve the right to fill your spot with someone on the waitlist if the class is full.

Refunds for Semester-Long Classes

Withdrawal must be made one week before the first class to receive a full tuition refund minus a \$25 processing fee. A 50% refund will be offered after one week; no refund after three weeks.

All other Refunds

Refunds (minus a \$5 processing fee) for one-day and short-term classes are available if you cancel at least 5 business days before the class begins.

Registration

Families are invited to register for one semester-long class per child. If spaces are available one week after the start of class, families may register for an additional semester-long class. Exceptions may be made on a case-by-case basis. Please contact the teachers with questions.

Advisory Council

The Stillwater Early Childhood Advisory Council is a group of ECFE parent/caregiver volunteers who support the program through advocacy and community building. Everyone is welcome to join the Advisory Council. Meetings are held in the evenings, and children can attend if needed or desired.

Health and Safety

Illness

Please stay home if you or your children are ill. This includes:

- Oral temperature of 100 degrees or higher (without the use of fever-reducing medication)
- Undiagnosed rash, or one associated with an illness
- Vomiting or diarrhea
- Significant nasal discharge
- Bacterial/viral infections
- Frequent sneezing or coughing
- Earaches
- Sore throat
- Red eyes, or unusual discharge from the eyes
- Doesn't feel well enough to enjoy school

Children must be fever-free and symptom-free for 24 hours (without medication) before returning to class.

Healthy Habits

- All family members must wash their hands when arriving at ECFE.
- Put mouthed toys in the provided bins for the ECFE staff to sanitize.
- Change diapers only in the designated changing areas and dispose of them in the red bins.
- Use of tobacco, alcohol, marijuana, or controlled substances is strictly prohibited on school district property.

Immunizations

All children registered in ECFE sessions need to have an up-to-date record of immunizations or an exemption on file. No registration is complete without an immunization form. Families must provide immunization information before the first class, either via PowerSchool or to the school nurse.

Our youngest babies may not have started their shots when they are registered. When that is the case, please make a note on your registration form and bring in the immunization form when shots have been started.

Emergency Drills

ECFE practices drills for emergencies, including: Hold, Secure, Lockdown, Evacuate (fire), and Shelter (severe weather).

Drills are conducted in a developmentally appropriate manner, and staff support children and families calmly throughout the process.

Parenting Group Participation

BE SAFE.

Keep valuables with you. Please park strollers outside the children's classroom.

BELONG.

Be open and honest. Be responsible for your learning. Actively participate by speaking and/or listening.

BE RESPECTFUL.

There are many positive ways to parent. Maintain confidentiality. Clean up after yourself. Respect differing opinions.

Circle Time Participation

We have a circle time during each class that often includes songs, community connections, and a story. Please join us in our songs and activities! Children typically learn to participate in circle time when they see you join in the fun! It is common for very young children (2.5 and under) to participate in circle time while wandering in and out of the group.

Parent-Child Time Participation

One of our ECCE goals is to create community, and we love it when parents and families get to know each other! During Parent-Child Time, we encourage adults to prioritize interaction with their own child. This is a meaningful opportunity for connection.

There are two good clues to knowing that it is time to end a conversation with another adult:

- Your child shows that he/she wants your attention
- You become aware that you have not noticed your child for the last few minutes

Phones

Please silence and put away your phone while at school

For privacy and confidentiality, do not take or share photos of children other than your own.



In this handbook, the term "parent" refers to parents, grandparents, and other caregivers.



Additional Guidelines

Clothing

Hands-on learning is messy! You and your child will be exploring paint, mud, clay, and other sensory materials. Dress for a mess!

Shoes

Sneakers are best for active play at school. Please avoid open-toed sandals and Crocs.

Diapering/Toileting

Diaper changing tables are available in all restrooms. Diapers must be changed on these changing tables, and soiled diapers must be disposed of in the red trash cans.

Snacks

For safety and allergy reasons, do not bring food from home into the children's classrooms.

Mandated Reporting

ECFE staff are mandated reporters under Minnesota law. If we have reason to believe a child may be experiencing physical, emotional, or sexual abuse or neglect, we are required to report our concerns to the appropriate authorities.

School Closures

If Stillwater Area Schools cancels school, ECFE will be canceled. If Stillwater Area Schools has a late start, morning ECFE classes will be canceled. If additional cancellations are made for ECFE, families will be notified via text and/or email.



Outdoor Play

Classes noted in the registration guide with an asterisk go outside daily weather permitting. Temperature, children's ages and needs, wind, rain, and air quality will impact the decision as to whether classes will be outside on any given day. Outdoor gear is available as needed.

Hot Beverages

Hot beverages are allowed in the parent rooms only. If you have a hot beverage, please leave it on the shelves in the hallway outside the early childhood rooms until you move to the parent room.

Lobby

The lobby is a shared space, and it adjoins classrooms that are in use during the day.

Please keep your children with you, maintain a talking voice level, and avoid congregating for a long time.