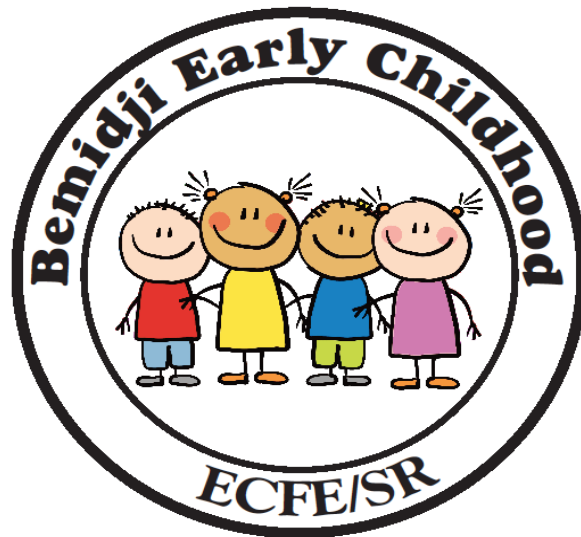


School Readiness/Preschool Parent Handbook



Paul Bunyan Center
3300 Gillett Drive NW
Bemidji, MN 56601
(218) 333-8329

Jack & Jill on the BSU Campus
1500 Birchmont Drive NW
Bemidji, MN 56601
(218) 755-3133

JW Smith Elementary
1712 America Ave NW
Bemidji, MN 56601
(218) 333-3290

Receptionists (Eileen Campbell & Sue Roetman): 333-3119

ECFE/SR Coordinator (Janelle Saiger-Slough): 333-3119, ext. 46303

3-year-old Preschool Teacher (Mariah Petersen) 333-3119, ext. 46406

Jack & Jill Preschool Teachers (Lisa Newhouse & Mackinzie Greenwaldt): 755-3133

JW Smith Elementary Preschool Teachers (Kayley Hannem & Emily Norris): 333-3290

Paul Bunyan Center Preschool Teachers: 333-3119

Alicia Samson (ext. 46306), Danielle Stittsworth (ext. 46317),

Deb Vikre (ext. 46319) & Ashley Theisen (ext. 46305)

Community Education Director (Rachel Amdahl): 333-3284 ext. 35311

School Age Childcare Secretary (Kate Mischke) 333-3284, ext. 35302

Fax: 333-8331

SBR 400-90-3
 ISD #31
 DATE: 16 MARCH 2020

Bemidji Area Schools 2021-2022 School Calendar

AUGUST 2021							SEPTEMBER 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	5	6	7	8	9	10	11	August 30-September 1.....Teacher Days
8	9	10	11	12	13	14	12	13	14	15	16	17	18	September 2.....Teacher Half-Day
15	16	17	18	19	20	21	19	20	21	22	23	24	25	September 6.....Labor Day
22	23	24	25	26	27	28	26	27	28	29	30			September 7.....Students' First Day
29	30	31												
<i>0 Student/2 Teacher</i>							<i>18 Student/19.5 Teacher</i>							
OCTOBER 2021							NOVEMBER 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	October 4.....Staff Development
10	11	12	13	14	15	16	14	15	16	17	18	19	20	October 21-22.....Education Minnesota
17	18	19	20	21	22	23	21	22	23	24	25	26	27	November 11.....Conferences
24	25	26	27	28	29	30	28	29	30					November 12.....No School
31														November 25-26.....Thanksgiving
<i>18 Student/19 Teacher</i>							<i>18 Student/20 Teacher</i>							
DECEMBER 2021							JANUARY 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	December 23 – January 2.....Winter Break
12	13	14	15	16	17	18	9	10	11	12	13	14	15	January 17.....Martin Luther King Jr Day
19	20	21	22	23	24	25	16	17	18	19	20	21	22	<i>(or Snow Make-up Day if Needed)</i>
26	27	28	29	30	31		23	24	25	26	27	28	29	
<i>16 Student/16 Teacher</i>							<i>20 Student/20 Teacher</i>							
FEBRUARY 2022							MARCH 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
6	7	8	9	10	11	12	6	7	8	9	10	11	12	February 18.....Staff Development
13	14	15	16	17	18	19	13	14	15	16	17	18	19	February 21.....Presidents' Day
20	21	22	23	24	25	26	20	21	22	23	24	25	26	<i>(or Snow Make-up Day if Needed)</i>
27	28						27	28	29	30	31			March 10.....Conferences
<i>18 Student/19 Teacher</i>							<i>21 Student/23 Teacher</i>							March 11.....No School
APRIL 2022							MAY 2022							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
3	4	5	6	7	8	9	1	2	3	4	5	6	7	April 15.....Spring Break
10	11	12	13	14	15	16	8	9	10	11	12	13	14	May 28.....BHS Graduation
17	18	19	20	21	22	23	15	16	17	18	19	20	21	May 30.....Memorial Day
24	25	26	27	28	29	30	22	23	24	25	26	27	28	
<i>20 Student/20 Teacher</i>							<i>21 Student/21 Teacher</i>							
JUNE 2022														
S	M	T	W	T	F	S								
5	6	7	8	9	10	11								June 3.....Students' Last Day
12	13	14	15	16	17	18								June 6.....Teachers' Last Half-Day
19	20	21	22	23	24	25								
26	27	28	29	30										
<i>3 Student/3.5 Teacher</i>														

End of 1st Term.....November 10
 End of 2nd Term.....January 21
 End of 3rd Term.....March 25
 End of 4th Term.....June 3

Parent Aware 4-Star Rated

Our school readiness preschool program has received the highest possible rating by Minnesota's quality rating system for early education settings. Licensed teachers use a variety of research-based curriculum to thoughtfully engage children in activities that build essential school-readiness skills. These skills provide children a smooth and successful transition into kindergarten.

Preschool children participate in a comprehensive curriculum designed around the Minnesota Early Learning standards.

Early Childhood Screening

In Minnesota, all 3 to 5 year old children are required to complete an Early Childhood Screening to determine if they need additional support or services to prepare them for kindergarten.

Early Childhood Screening is a FREE and simple check of your child's vision, hearing, height, weight, and development as well as a brief review of health history and immunizations.

We recommend that children be screened between their 3rd and 4th birthdays. This helps ensure that all young children are well equipped for learning and that families are aware of resources in the school and community.

The screening tools are designed to provide a snapshot of your child's motor, thinking, speech and language skills. This is not an IQ test, an achievement test or comprehensive medical exam. The results are based on your child's age at the time of the screening.

To set up an early childhood screening appointment, log onto the Bemidji Area Schools home page. Click on the "Early Childhood Screening" icon at the bottom of the webpage and fill out the Google form. Our secretary will call you to set up an appointment.



EARLY CHILDHOOD SCREENING

You may also call Secretary Eileen at 333-3119 to schedule your child's appointment.

Fees

There is a \$30 registration fee to register for a school readiness class. Log onto the Bemidji Area Schools home page (www.bemidji.k12.mn.us) and click on the Preschool Registration icon.

PRESCHOOL REGISTRATION

In order to register, you will need to set up a username and password. If you forgot your password or need additional assistance, call the Community Education Secretary, Eileen Campbell, and she will help you.

Payments for Preschool Tuition

Monthly tuition payments will begin in September. You will receive a tuition statement prior to the month your payment is due. If you have any questions, please call Eileen at 218-333-3119.

If you do not receive your invoice, please check your spam folder. The invoice will come from notifications@mail-cr.schooltoday.net and often goes into spam. If you add this address to your email contacts, you will probably avoid this issue. If you still cannot find your invoice, please call or email the community education office to request an invoice at eileen_campbell@isd31.net. You are expected to pay all invoices even if you say you did not receive one.

Payments can be made online. However, if you prefer to pay by cash or check, you may use the drop boxes at Jack & Jill or the Paul Bunyan Center.

*** If a financial situation is limiting your child's participation in a preschool class, please contact Rachel at 333-3119, ext. 35311 or at rachel_amdahl@isd31.net to discuss a reduced tuition rate and how we might support you. A written request is needed for this type of arrangement to be considered. No family is turned away for inability to pay. ***

How to make a payment online:

1. <https://www.bemidjicommunityed.com/>
2. Click on ECFE/SR - Registration
3. View My Account
4. Returning user (you will need to know your sign-in and password)
5. Green bar: View My Account
6. Green tab: Payment History
7. Left side toward top of page: Make Payment

Toileting for Children Enrolled in Preschool Programs

Your child must be independent with toileting without the use of a pull-up or diaper by September 1 of the school year. (Students with a disability, which may prohibit independent toileting, are exempt from this requirement).

Weather Related Closings

In the event of severe weather or other emergency conditions, it may be necessary to cancel or delay preschool classes.

Cancellations or changes will be posted on the Bemidji Area Schools district website at www.bemidji.k12.mn.us

Cancellations will also be announced on local radio and TV stations.

If school is closed all day:

Preschool is canceled.

If school is delayed 2 hours:

Preschool will start two hours after your regular scheduled class start time.

Early drop off will open at 9:45 a.m.

Weather Related Closings for After School Care

When school is canceled or dismissed early:

After school care is canceled.

When school continues until normal time, but after-school activities are canceled:

After school care will still operate, but only for **ONE HOUR**. For everyone's safety, we ask parents to pick up their child no later than 4:00 pm on these days.

Immunizations

School readiness requires an immunization record for each child. We do not guarantee that all students in class have been immunized.

Birth Certificates

All children are requested to have a copy of a certified birth certificate on file with the school district.

“Too Ill” to be in School

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Your child needs to be fever free without medication for 24 hours before returning to school.

For more information on our school district's medical policies, you may refer to the Bemidji Area Schools district website at www.bemidji.k12.mn.us
Click on the PARENTS link, then on Health Services.

Procedures for Student Behavior

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children and follow the direction of an adult other than their parent.

Unacceptable behavior:

Staff will focus on positive reinforcement and a caring approach with any unacceptable behavior. However, there are times when it is necessary to have consequences for behavior. This is for the well being of all children and for the child to learn how to develop self-control and take responsibility for their actions.

- Staff will encourage children to use their words when having a disagreement with another child or staff member.
- Staff will redirect children when appropriate.
- Children will “take a break” from the group when necessary. The one-minute/age guideline will be implemented for “take a break”.
- The staff will speak with the child about the behavior so they understand what it is that they did and how to make a better choice.
- This behavior will seldom require an incident report, but in severe or repeated cases, it may.

Disruptive behavior:

Disruptive behavior differs from unacceptable behavior in that it is more serious. It is often behavior that is considered dangerous to the well being of the child involved and others. It stops the classroom from functioning in a normal manner. Some things that would be considered disruptive behavior are:

- A student who requires constant attention from the staff.
- A student who inflicts physical or emotional harm on self, other children or staff.
- A student who disrespects others.
- A student who damages materials, toys, furniture, etc.

- A student who consistently and persistently disobeys the rules.
- A student who verbally threatens self or others.
- A student who diverts attention away from the learning process.

When a child has **unacceptable or disruptive behavior** over a period of time or does not seem to be responding to the staff's interventions, parents/guardians will be notified with a phone call and/or an incident form.

If the child receives a **second incident form** for their behavior, the staff will schedule a meeting with the parents/guardians to discuss strategies and consequences.

If a **third incident report** is completed, the family may be asked to adjust his/her school schedule in some way. This may include coming to school later in the morning, leaving earlier in the day or just taking a few days off from preschool.

If the behaviors continue and the staff determines that none of the interventions are working, it may be suggested that the child is not ready for preschool and should not be enrolled in the program.

Children cannot become self-disciplined unless adults teach them right from wrong. Children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in preschool.

Medications

There are certain guidelines the school district requires before a child takes any sort of medication.

The preschool teacher will refer you to our school district nurse, Emily Helm, for further guidance on administering medications. Emily Helm can be reached at 333-3119, ext. 37209.

Please refer to the Bemidji Area Schools district website at www.bemidji.k12.mn.us
Click on the PARENTS link then on Health Services.

School Calendar

Preschool classes follow the Bemidji Area Schools calendar.

Absence Policy

In the event that your child is sick or cannot come to school for another reason, please call:

- Secretary, Eileen Campbell (333-3119) if your child attends the Paul Bunyan Center
- Your child's teacher (755-3133) if your child attends Jack & Jill Preschool

If your child is absent from school due to sickness, they need to be fever free without medication for 24 hours before returning to school. We ask that you respect this policy to ensure a healthy environment for everyone.

Parents will be contacted if their child has been absent for seven consecutive school days without any communication between the teacher and the parent. At that time, parents will need to decide if they are voluntarily withdrawing from the program or if their child will return on the next school day. Parents are responsible for tuition during ANY absence.

Habitual absence may be considered a reason to withdraw a child from our program. (For example...continuing to miss one or more days of preschool per week, every week.)

Withdrawal Policy

We appreciate a 30-day written notice of intent to withdraw your child from Jack & Jill Preschool, JW Smith Preschool or the Paul Bunyan Center. The written notice can be given to your child's teacher or to Eileen Campbell at the Paul Bunyan Center.

Field Trips & Photographs

Occasionally children are photographed and photos are displayed in the classroom, used in art projects, put in the newspaper or on a social media page to promote or cover a special event.

Classes may go on field trips to places around the community. Parents will always be informed about where and when these field trips occur.

Please sign and date the photograph/field trip permission slips and indicate whether you do or do not want your child to participate.

School Readiness Tips

Please drop off your child when class starts unless prior arrangements have been made.

Children must be picked up promptly when class ends. Please arrive a few minutes early to allow for parking to ensure your child is not distressed at being the last one picked up.

Before School Care

Before and After School Care operates each day that class is in session.

Before school care begins at 7:45 a.m. If school starts late due to weather conditions, before school care will also start late. For example, if school is two hours late, before school care will open at 9:45 a.m.

After School Care

After school care is offered from class dismissal until 5:30 p.m.

A variety of activities will be offered for children to choose from. (Choices include quiet/free play, playground, art, board games, reading, etc.)

An after school snack is provided.

Cost and Registration for After School Care

The cost for after school care is \$8 per day. Set up a "School Age Child Care" account prior to the start of school if you plan to use this service. Call Community Education 218-333-3119, ext. 35302, if you need assistance setting up the account.

You will only be charged for the days your child attends after school care.

Payments may be made online or placed in the drop box at Jack & Jill or at the Paul Bunyan Center.

If mailing a payment, the address is:

**Bemidji ECFE/SR
Attn: Eileen
502 Minnesota Ave NW
Bemidji MN 56601**

If you are late picking up your child, staff will attempt to call parents beginning at 5:35 p.m. If we cannot reach a parent, emergency contacts will be called. If no one is coming to pick up the child by 6:00 p.m., law enforcement will be called to pick up the child and take him/her to an appropriate shelter. This is consistent with the Bemidji School District After School Care policy.

Procedures for Student Behavior in After Care

When a child has **unacceptable or disruptive behavior** over a period of time or does not seem to be responding to the staff's interventions, parents/guardians will be notified with a phone call and/or an incident form.

If the child receives a **second incident form** for their behavior, the ECFE/SR coordinator or the community education director will arrange a parental conference to discuss strategies and consequences.

If a **third incident report** is completed, the family may be asked to adjust his/her after school schedule in some way. This may include picking up your child at an earlier time or taking a day/s off from after school care.

If the behaviors continue and the staff determines that none of the interventions are working, it may be suggested that the child should not be enrolled in the after school program.

Parent Advisory Council (PAC)

The ECFE Parent Advisory Council (PAC) is a great way to give back to district early childhood programs, families and the community.

PAC works to support the school district early childhood programs and plans events for families to attend. Some of these events include the ECFE/SR Garage Sale and Bake Sales.

PAC discusses program fees, policy, program services and parents' perspectives on ways to improve quality and accessibility.

The group works to inform other parents, legislators and community members about early education, school district issues and other community concerns that affect children and families.

Members meet once a month during the school year. (Second Thursday of each month from 6:00 pm to 7:00 pm) If needed, childcare will be provided.

For more information, please contact our PAC co-presidents.

- Ruth Baker: ruth_e_baker@hotmail.com or (612) 214-2390
- Emily Coombs: emily.beliefy@gmail.com or (218) 358-0374

Facebook

Look and join our “**ECFE/SR Bemidji**” Facebook page. This page will keep you up-to-date on upcoming ECFE/SR and community events for families.

Special Events

Throughout the school year, special activities are planned for families. These events are held both during the day and evening hours.

Examples of the special events include:

1. Buena Vista with a family meal, climbing the hills, and wagon rides
2. Wheels event at JW Smith School
3. Santa Night at the Paul Bunyan Center
4. Movie at the Bemidji Theatre
5. Cabin Fever at the Bemidji High School to swim and play in the gym.

If you have an idea for a special event, tell your PAC representative.