

# ECFE



Early Childhood Family Education

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## Parent Handbook

### Welcome to Early Childhood Family Education

#### **What is Early Childhood Family Education?**

Buffalo-Hanover-Montrose Schools ECFE is an Early Childhood Family Education and School Readiness program. It provides parent education together with early childhood education for parents and their children ages birth to kindergarten enrollment and includes expectant parents. Parents and children participate in classes, parent discussion groups, home visits, special events or field trips. It is a part of Community Education and is funded by a local tax levy, state aid, and fees. Classes are led by licensed Early Childhood or Parent Educators. Call the ECFE office at 763.682.8780 with any questions.

**301 2nd Avenue NE**

**Buffalo, MN 55313**

**763.682.8780 or 763.682.8770**

**[bhmschools.org](http://bhmschools.org)**

**Hours: M-F 8:00-4:30 pm**



# Welcome to ECFE!

Dear Parents,

Parenting is a wonderful, exciting, joyful - and frustrating - job. I know. I have three children of my own! At Early Childhood Family Education (ECFE), we know how tough parenting is, and how important the first five years of a child's life are. That's why our programs are designed to support families and to help parents help their kids grow. We value all parents and caregivers, whether a dad, mom, grandparent, relative, foster parent, or child care provider, and we understand the uniqueness of each family. At ECFE, each child is accepted and encouraged to develop in his or her own way. We're here to help you raise happy, healthy children and build strong families.

At ECFE, we celebrate each one of you!

Devonna Tierney

Coordinator, Early Childhood Family Education & School Readiness



## ECFE and School Readiness Classes & other ECFE Services

- ❖ Parent/Child Classes-for parents and children birth to 5 years
- ❖ Parent Discussion Groups
- ❖ Sibling Care for siblings of registered families
- ❖ Preschool Classes/School Readiness with Parent Involvement
- ❖ Phone Consultation or Email with Early Childhood or Parent Educators
- ❖ Special Events
- ❖ Home Visits to families with children birth to 5 years by a Parent Educator
- ❖ Referrals to other special services or support groups when needed

For a full description of these services see the current Community Education Catalog, "ECFE News" the ECFE newsletter, go online at **bhmschools.org** or call 763.682.8780.



"Like" ECFE on Facebook: **BHM Schools Early Childhood Family Education**

## Mission and Goals of ECFE

The ECFE Advisory Council members and staff members believe

*“The ECFE mission is to support and strengthen parents – the first and most important teachers in a young child’s life.”*

and support these following goals:

- Support parents in their child-rearing efforts
- Teach parents about child development and parenting techniques
- Give children opportunities to discover and learn with their parents
- Provide inclusive developmentally appropriate preschool classes with parents participation
- Encourage a smooth transition to kindergarten and parent involvement during the school-age years
- Provide information on community resources available to parents and children



### ECFE Advisory Council

The ECFE Advisory Council invites dedicated parents to join us to help make ECFE the best program possible for our families! We meet the second Monday of the month, September through May, from 6:30 - 7:45 pm at ECFE sites. Child care is provided for no fee.

**Purpose:** Support BHM schools early childhood programs and services to families, including advice, regarding policy, program fees and services, and parents' perspectives on ways to improve quality and accessibility.

**Sponsor Events:** The Council has been involved in a fall fundraiser, One Stop Shop, the ECFE Family Fair and a silent auction fund-raiser held during the fair, an ECFE staff appreciation event, and ECFE summer park events, or other local outreach events.

**Fundraising:** Raise funds for the ECFE classroom supplies and equipment, special events and field trips.

**Inform:** Inform parents, legislators, and community members about early childhood education, school district issues and community concerns that affect children and families.

Note: Advisory Council members receive a discount on fees for Community Education and ECFE classes. Please contact the ECFE office with any questions or if you are interested in joining!



## **General Information**

### **Illness and Accident Procedures**

1. If a child becomes ill at school the parent or emergency contact person will be called to take the child home. Please keep your child home if she/he has had the following symptoms within the last 24 hours or appears too ill to participate in class:
  - fever over 100 degrees (before medication)
  - vomiting/diarrhea
  - excessive coughing (especially with whooping sound)
  - untreated ear infection
  - strep throat
  - head lice until treated
  - undiagnosed eye infections
  - chicken pox
  - other communicable diseases (ex., impetigo, hepatitis A, pink eye, etc.)
2. Antibiotic treatment for bacterial infections must be given for 24 hours **before** returning.
3. Please alert ECFE staff if your child is confirmed with a communicable illness. This allows staff to monitor others for symptoms as well as tracking reportable communicable illness. In some instances, families will be notified of a confirmed communicable illness while respecting the privacy of all students.
4. In case of minor injury staff will give first aid and contact the parent. Please be sure your emergency contact information is up to date.
5. If the emergency is more serious, staff will call 911; call you and/or the contacts you have indicated on your registration materials.
6. Medical insurance coverage for children is the parents' responsibility.
7. Staff members are required to report accidents and injuries to Community Education administration.
8. Please call ECFE at 763.682.8780 if your child will not attend class due to illness.

### **Health and Emergency Information Form**

For classes where the parents are not on site, students receive a blue health and emergency information form. This form provides the necessary contact information should the ECFE staff need to reach parents. It is the parents' responsibility to update and return this form before class or during the first week of class.

### **Emergency Information Changes**

Please call and let the teacher know when you have changes in phone numbers, work location, daycare providers and/or emergency contact persons so that you can be reached quickly in the event of an emergency.

### **Chronic and Potentially Life-Threatening Conditions**

When a student has a diagnosed chronic condition (i.e. asthma, diabetes, seizures, heart condition or severe allergies) it is necessary for parents to provide information on the health and emergency information form before beginning class. If appropriate, students will receive a medical management plan stating what steps typically will be taken if an emergency situation occurs. This plan will be developed in collaboration with the school nurse, physician, parent and child. Student health information will be shared with appropriate school personnel with respect to confidentiality.

### **Medications**

The MN Departments of Health and Education have legislation regarding medications being administered in school.

Before *prescription medication* can be given at school, the health office must have:

- Written permission from physician and parent indicating medication, dose, frequency, side effects and termination date.
- Medication in **original bottle** with correct student name and medication instructions

Before *over the counter medications* (Tylenol, Ibuprofen etc.) can be given at school, the health office must have:

- Parent signature indicating medication, dose, frequency of medication and why the medication is needed.
- Medication in **original container** with label that includes instruction for appropriate dosage. *Medications transported in baggies, envelopes, etc. will not be accepted.*

### **Potassium Iodide**

The Department of Homeland Security has recommended that facilities within a 10 mile radius of a nuclear power plant have potassium iodide (KI) available to all people in the event of a nuclear incident. Permission to administer KI is on the emergency/health form. No KI will be administered without the written consent of the parent/guardian.

### **Immunizations**

For each child enrolled in a class or in sibling care we must have a completed Registration form and an Immunization form on file. Minnesota Statutes 1980, sec. 123. 70, requires that all children enrolled in a Minnesota Education program be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hib and Hepatitis, pneumonia and varicella.

### **Affirmative Action**

The Buffalo-Hanover-Montrose Schools Community Education Department complies with all Federal and State laws prohibiting discrimination. Religious, racial or sexual harassment is a violation of state law and school district policy. If you believe that you have been a victim of harassment or violence or have information about the harassment or violence of any adult or student, report it to ECFE staff or Community Education Director.

### **Active Play**

Daily active playtime is provided for children when possible. This may be held in a gym, outdoors, or in the classroom.

### **Abuse/Neglect Reporting**

Staff members and volunteers are required by state law to report instances of observed or suspected child abuse or neglect.

### **Breast Feeding Families**

Please let us know if you need a quiet space for breastfeeding or pumping breast milk. You are welcomed to store labeled breast milk containers in the ECFE refrigerator if needed.

### **Clothing/Shoes**

Please dress your child in play clothes. Paint smocks are provided for messy activities, but accidents can occur. Children need to use project materials without worrying about their clothes. Children need safe, flexible shoes. Slippery dress shoes, flip flops and cowboy boots are not safe for climbing and running. Please send shoes when your child wears boots to class.

### **Challenging Child Behaviors**

When addressing challenging behaviors in children the ECFE staff members will focus on the strengths of each child and her/his parents/family and encourage positive behavior and self-esteem. ECFE Staff will follow MN seclusion and restraint law.

ECFE Staff Member and Coordinators will:

- Work as a team to problem-solve challenging behaviors, identifying individual roles for team members.
- Plan for challenging behaviors during regular team meetings or request additional time to do so.
- Observe the situations in which challenging behaviors occur and assess for possible changes to the classroom environment, educational activities, schedule of activities, children's understanding of classroom rules/expectations, triggers to behavior etc.
- Model and intentionally teach children socialization and problem solving skills.
- Employ alternative methods such as grouping, additional staff or volunteers to ensure the success of each child within the classroom environment.
- Inform parent(s) when child's behavior is causing concerns and/or adaptations are needed to address child's behavior, especially for aggressive behavior.
- Plan with parents short and long term goals for addressing challenging behaviors and a process for ongoing review and revision.
- Offer parents resources if they want to address challenging behavior of their children and assist families in connecting with other community agencies through referral, follow-up and continued support.
- Offer parent(s) clear and consistent information for dealing with challenging behaviors through informal and formal dialogue and individual conferences.
- Use a variety of tools to assess the reasons behind behavior (interviews with parents, charts, home visits, use of outside observers).
- Consult with community professionals, as needed, in managing challenging behaviors, including observing children with parent permission.
- Encourage parents to support each other by sharing similar stories about challenging behaviors and strategies for managing these situations.
- Assist parents in problem-solving, exploring the consequences of parenting behaviors and encourage parents to discover their own solutions and to implement changes.
- Participate in training and coaching that enhance their knowledge and competency in working with children's challenging behaviors.
- ECFE Staff will offer home visits for families who are dealing with children's challenging behavior.

### **Fee/Scholarships**

No individual or family who resides in Buffalo Hanover Montrose will be excluded from participating in the ECFE program because of inability to pay. If you are having financial difficulty, you are invited to discuss the situation with the Coordinator so arrangements can be made. The parent child ECFE classes have a sliding fee scale. Ready Set Grow and Spring Into Preschool have annual fees and the choice of one payment or 8 - 9 payments. The Ready Set Grow and Spring Into Preschool classes have financial assistance based on income guidelines for free or reduced lunch.

### **Forms, Family Files/Attendance Records**

ECFE keeps files with basic enrollment forms, release and immunization forms for registered families. Please fill out and return all required forms. If forms are not filled out and on file, this may limit your child's participation. Parent/guardians are welcome to review these files except records that are made confidential by state or federal law. The MN Department of Education requests family/child information and attendance records for school district planning, funding eligibility, and/or research on program effectiveness.

### **Fire, Severe Weather and Safety Emergency Procedures**

In order to be prepared for a building emergency:

- \*Ready Set Grow and ECFE classes will participate in fire drills, tornado drills and safety procedures as planned by the school building.
- \*Exit maps are posted in parent education and children's rooms by the exits.
- \*Staff in each area will escort children out of the building. The staff will be responsible for the evacuation and will make sure each child is accounted for.
- \*During a tornado, the building occupants will go to designated shelters as posted.
- \*During a lockdown, staff and children go to nearest secure room or location

### **Latex Balloons**

All latex balloons, band aids, gloves, and other latex products are prohibited in any school building due to health and safety reasons. Mylar balloons are allowed.

### **Lost & Found**

Call the classroom or the ECFE office for assistance if items are lost at ECFE.

### **Pets/Animals In School Setting**

BHM district policy requires that any visits with animals be held outdoors due to air quality and allergy issues. For special occasions, permission must be granted from the Community Education Director and/or building principal before any animal is brought into the building. Ensure that the safety of the children is priority and proper hand washing techniques are followed.

### **Positive Discipline**

Discipline involves teaching children what to do as well as what not to do. We believe in a positive, non-aggressive discipline policy ex., no physical and verbal punishment. In general, physically or verbally aggressive behavior will not be allowed. Classroom limits are set by each teacher to protect children's physical and emotional health. Guidance techniques will be age appropriate and will include the following:

- \*Positive role modeling by the staff
- \*Redirecting behavior toward constructive activity
- \*Problem solving with children to find a solution to the problem
- \*Discussion of why certain behaviors are inappropriate

The goal of discipline is to teach respectful behavior and personal responsibility. Recurring concerns about behavior will be documented and parents will be contacted.



### **MN Restraint Seclusion Law**

In accordance with Minnesota Statute 1125A.0942, Subd. 1, BHM School District has a public plan that discloses its use of restrictive procedures. This plan specifically outlines the list of restrictive procedures that the school intends to use; how the district will monitor and review the use of restrictive procedures, including post use debriefings and convening an oversight committee; and a written description and documentation of the training and staff that have completed the training. A copy of this plan is available upon request at each school principal's office.

### **Referrals for Child Needs**

If concerns regarding a child's development arise, ECFE teachers will document observations and discuss them with parent/guardian following the District referral policy. Parents must sign a release before a child is observed or assessed further by school or community professionals. Parents may request assessments by contacting Special Education.

### **Children Served by Early Childhood Special Education (ECSE)**

ECFE staff request that parents of children being served by Special Education inform ECFE of their children's needs. Parents may be asked to sign a release for ECFE Staff to consult with ECSE staff.

### **Snack/Classroom Food**

ECFE families may be asked to donate snack items. Families who bring snack to share in their classroom must follow the state law that all food should be wrapped and commercially prepared; no home-prepared food can be shared at school. ECFE policy requires healthy snacks to provide the nutrition and energy for optimal health and learning. Snack ideas include: fresh fruit or vegetables, canned fruit, unsweetened apple sauce, yogurt, cheese, whole grain crackers, mini bagels, cottage cheese, muffins, low sugar cereal.

### **School Closing**

ECFE programs will follow late start or school closing due to severe weather. These closing are announced on KRWC 1360 AM and WCCO 830 AM radio, the school website at [www.bhmschools.org](http://www.bhmschools.org) or TV channels 4, 5, 9, and 11. If school is late there are no morning classes or Family Learning. If school is cancelled in mid-morning or noon there will be no afternoon or evening classes ECFE will not make up snow/inclement weather days unless more than 1 week of class/semester is missed due to weather conditions beyond our control. If a class has been cancelled more than 1 week, the teacher will notify students regarding a make up day or credit voucher.

### **Visitors To ECFE Classes**

Only registered children are allowed to attend ECFE parent child or preschool classes; therefore, visiting, drop in children are not allowed. Grandparent, aunts, uncles, may take the place of parents or are welcome to attend class but may be limited from attending parent group or the childrens group as teachers decide is appropriate. The first priority is the needs of the registered family members.

### **Volunteering With Younger Children**

Please find other care for siblings when volunteering in ECFE classes to prevent distractions in the classroom. If that's not possible, talk to the teacher about volunteer projects that can be done at home.

## **ECFE Curriculum**

ECFE Parent Educators use the MN ECFE Parent Education Core Curriculum in planning parent groups.

### **Parent Group Guidelines**

Children over 6 months of age are not allowed in parent groups. Please see separation policy.

1. You are invited to be as open and honest as possible. You also have the right to pass.
2. Please share your FEELINGS as well as your THOUGHTS.
3. Be respectful of each person as they speak. Our time is limited. Avoid sub-conversations.
4. Please maintain confidentiality. What is said in the group stays in the group.
5. Be respectful of each person's beliefs and also feel free to disagree with each other.

Exploring our differences can lead to exciting growth as parents!

### **Evaluations**

Parent child classes have parent evaluations at least once a semester. ECFE staff members and advisory council members review the ECFE program using the MN ECFE Program Enhancement process.

### **Cell Phones**

Please turn off cell phones during class. Cell phone use is not allowed in class.

### **Confidentiality**

Confidentiality is very important. While attending class or volunteering, you may observe, read or hear things about individual students and their school or home experience. Do not discuss your observations or opinions about a student with anyone other than the student's teacher or school principal. All information about student abilities, behavior, relationships, grades or background is confidential. We depend on our parents and volunteers to maintain confidentiality of our students, staff and volunteers.

### **Registration Guidelines**

Please sign up for classes or special events as soon as possible so plans can be finalized. Include the names of all persons attending the class or event AND those needing sibling care. If you are unable to attend an event or class you have registered for please notify ECFE staff as soon as possible. You will be issued a refund (minus a handling fee) UNLESS the class has already begun or if the deadline to register has passed. Classes are filled on a first come, first-served basis after any registration lottery. There will be no confirmation of registration. You will be notified if a class is cancelled. Fees will be listed along with the class offerings in the Community Education catalog and ECFE newsletter and in the website registration program. Due to class sizes ECFE may limit registrations for parent child groups to 1 per family.

### **Tobacco Free/Chemical Free**

Smoking and use of tobacco products, alcohol, and chemicals are prohibited on school district property.

### **MN School Dangerous Weapon Law**

Bringing a dangerous weapon on school property is a violation of Minnesota law. This is any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. School property includes on a school bus, in a school building, in a private vehicle on school property, or on a school-sponsored trip. Parents please remember this when attending classes and/or entering school property. Children are discouraged from bringing toy weapons to school; these toys will not be allowed in the classroom.

## Ready Set Grow Preschool

Ready Set Grow is for children ages 3 to 5 years old to strengthen social and learning skills.

- ✓ Enrolled children must have completed Early Childhood Screening or do so within 90 days
- ✓ Orientation and pre-conference offered before beginning of class start date
- ✓ Conferences are offered twice a year
- ✓ Two, or three day classes are offered (See current ECFE newsletter or call office for exact dates and times)
- ✓ Field Trips for children 4 and 5 years
- ✓ Creative Curriculum, Teaching Strategies Gold Assessment, MN Preschool Indicators of Progress, Teacher Child Interaction Training (TCIT), LANA, PATH are used.
- ✓ State of the art classroom equipment (Smart Board, iPads, etc.)
- ✓ State of MN Licensed Teachers
- ✓ 4 Star Quality Rating by MN Parent Aware



Learning occurs through free play, circle time/group activities, cleanup, bathroom, hand washing and snack time routines. Children learn best through exploration and play. Your child will be encouraged to try a variety of developmentally appropriate activities throughout their day. Children with special needs will be integrated into our program. We will encourage all children/families to respect the abilities and differences of all people. ECFE and Early Childhood Special Education (ECSE) staff will work together to meet the needs of all students.

It is recommended to have the following supplies at your home as additional learning opportunities: crayons, markers, children's blunt end scissors, glue sticks, plain paper, lined paper, colored paper, stickers, ruler, string/yarn, and a hole punch.

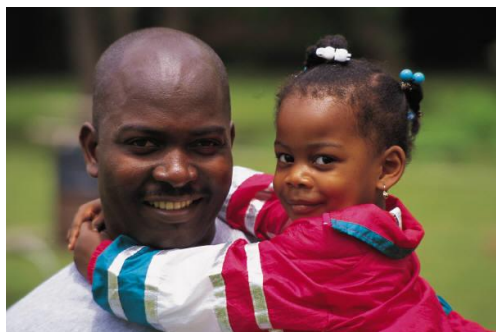
### Ready Set Grow Parent Involvement

Participation is **required** in one of the following each semester for Ready Set Grow.

- ECFE Parent/Child Classes (additional fee charged)
- ECFE Parent Class (fees may be charged)
- Parent Take Home Packets/Book Study (fees may be charged)

If the above options do not work for your family, contact the coordinator to make other arrangements.

The schedules for parent involvement options and your choice of parent involvement will be confirmed when the class schedules are released at Fall and Winter/Spring semesters. There may be an additional fee on these classes. We will also confirm the orientation time and the remainder of all fees owed.



## Spring Into Preschool

Spring Into Preschool Parent Involvement is the Parent Child day where a parent or guardian is required to attend. Spring Into Preschool will provide an orientation and two conferences.

# Ready Set Grow and Spring Into Preschool

## General Information

### Birthdays

Teachers may celebrate your child's birthday with a crown, singing at circle time, etc. Please follow the healthy snack list if you would like to share a "treat" or consider a toy or book for the classroom.

### Book Bag

Children are required to bring a large book bag each day to take home school projects and school notes. Please label with your child's name.

### Communication

Teachers and assistants will be available before and after class, and by appointment either on the phone or in person to discuss any concerns you may have. Ask your child to share his/her school bag notices & projects. Teachers may ask for parent email addresses, if available, for notices and updates.

### Custody/Communication Information

ECFE teachers recognize that preschool children may live with one parent or guardian, possibly at more than one address. The following policy is an attempt to assist ECFE and parents in communication with each other under these circumstances.

Until a parent or guardian presents the teacher with an *official* document of custody, communications will be sent home with the child or to the address of the child's residence. Unless the teacher receives and verifies official notification that a court order exists to prohibit such actions, the non-custodial parent or guardian may:

- receive, upon request, copies of any and all communications from the school about the student;
- receive, upon request, information about the student's health, attendance or school progress;
- attend, upon request, a school-scheduled conference to review the child's program.

A copy of the court order will be kept on file.

If information is requested for child custody issues, generally, ECFE teachers are allowed to only report attendance.

### Evaluations

Preschool classes have evaluations at least once a year.

### Field Trips

Parents will need to sign a field trip permission form for walking field trips within the downtown area. For bus field trips (for 4 and 5 year old children only), a separate permission form will be required at the time of the trip. There may be an additional charge for some field trips. **NOTE:** Parents who are bus drivers are not allowed to drive bus while attending for their children's class trips.

### **Late Fee Policy**

ECFE preschool has a late fee policy similar to other schools/daycares. A late fee will be implemented as follows: 5-15 minutes late = \$5.00. More than 15 minutes late = \$10.00. Payment is due by the next class session in order for your child to attend class. If you have a special circumstance, please contact the ECFE Coordinator.

### **Sharing Time/Pets**

Sometime during the quarter your child may have the opportunity to bring something special to share with the class. Each teacher will send home specific information regarding their sharing routine and guidelines. **Please ask permission before you would like to share a pet at ECFE.** School health policy requires that pets/animals be shared while the class is outdoors and the animal is safely restrained. Some animals are not allowed to be shared at school.

### **Snacks**

A snack schedule will be sent home with your child each semester. State law requires use of only commercially prepared foods. ECFE policy requires nutritious snacks, such as, fresh or dried fruits, fresh vegetables, canned fruit, unsweetened applesauce, cheese, yogurt, crackers, pretzels, mini bagels, popcorn, bread sticks, muffins or low sugar cereal. Please do NOT send candy, cupcakes, cake, gummy treats, fruit rollups, juice, or juice drinks. Please alert staff of any food allergies so requests for snacks without that ingredient can be made.

### **Teacher Child Interaction Training (TCIT)**

TCIT are techniques used within the classroom to strengthen positive relationships with children and to provide effective ways of responding to children's behavior through consistent child management techniques. The goal is to promote a child's independence and foster self-regulation skills. The staff is trained and coached to communicate using the PRIDE skills (Praise, Reflect, Imitate, Describe, and be) Enthusiastic).

### **Transportation and Pick-up Authorization**

Parents are responsible for transporting their children to and from school. Please send a note when someone other than the parent is going to pick up your child or call ECFE at 763.682.8780 if an emergency arises during class time. If there is someone who is NOT authorized to pick up your child we need to know this in writing. We need a copy of the restraining order/divorce decree if the non-authorized person is a biological parent. Due to tight schedules, please plan to arrive no more than 5 minutes prior to class time, stay with your child until the class opens and pick up your child promptly when class ends. When parents use car pools or local transportation, ex., Trailblazer, they are responsible for informing both Trailblazer and class teachers of changes, especially if a child will not be riding. **Please do not drop off children unless there is a staff person available to receive your child!**

### **Toileting**

All children who attend preschool classes are expected to handle their own toileting needs. Exceptions are made for children with Special Education services.

### **Volunteers and Criminal History Background Check**

Parents are welcomed to assist the teacher, share their interests or professions, or just come to observe. Please arrange your visit with the teacher ahead of time. Buffalo Hanover Montrose Schools is required to conduct a criminal history background check for school volunteers and chaperones. The cost of this background check is \$14 and is paid by the person requesting to volunteer in the District. Potential volunteers/chaperones will need to fill out a Volunteer Background Authorization Form. You can pick up a form in any school office or access it from the school website. This can then be given to the school secretary for processing. If a background check has already been done for the District at another school, an additional background check will not be needed. Volunteers will only need to complete one background check, which at this time, will be (Volunteers and Criminal History Background Check, cont.)

good for the entire time that their children are attending a district school. Applicants will be notified if they are not eligible to volunteer. Any questions can be directed to the building principal. The background check will include a county, state, and national search. If you have been charged or convicted of anything, please answer yes to the question on the consent form and give specifics. If something shows up on the Criminal Background Check and you did not answer yes, even if it was dismissed, it may prevent you from volunteering. Final approval will be up to the Community Education Director. For other volunteer opportunities call the ECFE office at 763.682.8780. We depend on volunteers to maintain confidentiality of students, staff and volunteers. Do not discuss your observations or opinions about class members with anyone other than the teacher or ECFE Coordinator.

### **Visitor/Volunteer Badges - Sign In/Out**

**You are required to sign in before you volunteer or visit. Stop in the school office immediately upon arrival each time you volunteer.** Visitors/volunteers must wear a visitor/volunteer badge while in the building. Badges identify you to students, staff and other volunteers as a registered visitor/volunteer. For the safety of everyone, we need to know who is in the building and where to locate you in case of an emergency. Don't forget to sign out when you leave the building.

### **Winter Clothing**

In winter children need boots, snow pants, mittens, and hats to allow for spontaneous outdoor activities. Please label your child's clothing.

## Early Childhood Screening

Early Childhood Screening is mandated by Minnesota State Law within 90 days of beginning preschool and prior to your child entering Kindergarten. The intent of this law is to see that all children are healthy and ready for learning by preschool age. The screening also helps you learn more about how your child is doing developmentally. Your child will be screened for speech, vision, hearing, height and weight as well as general development. In addition your child's health history will be reviewed. Families whose names are on the school census will be contacted when their child reaches 3 years 10 months. Screening in the Buffalo-Hanover-Montrose Schools is held at three sites on approximately 40 days during the school year. Records from screening in another district should be transferred to the elementary school nurse. If you are new to this district, call 763.682.8737 to be listed on the census. **Note: All Ready Set Grow and Spring Into Preschool children must be screened within 90 days of enrollment.**



## Separation Policy



Our sibling care area and classrooms are safe places to practice separation. We pay close attention to whether a child is temporarily angry or becoming distraught. We will contact you if your child needs you. Young infants may stay with parents during parent group until 6 months of age. Separation allows you the time to enjoy and learn from your parenting group, and/or to spend some one-on-one time with another child.

### Suggestions for Dealing with Separation

Walk with, rather than carry, your child to the sibling care area/class.

It may help to bring a favorite object, such as a blanket or stuffed toy, as a comfort item. Show and tell your child where this item is if they need it.

Involve your child in an activity—ask them to show you what they will do while you are gone.

When it is time to leave, please don't sneak out!! Instead, make your farewell brief and cheerful! Don't expect your child to say good-bye to you, or to be happy about your leaving. Acknowledge that your child may feel sad, and assure them you will be back as soon as class is over. If you express confidence in your tone and manner that your child is safe, they will feel better about being left.

If your child does not settle down after 10 minutes, the sibling care/teaching staff will seek your assistance. Checking on your child sooner will only prolong their discomfort.

Remember: Separation anxiety is a normal developmental process, and indicates healthy bonding!

Please speak to sibling care/teaching staff when concerns about your child's adjustment arise.

If your child is not able to separate, parents are welcome to stay with their child in the children's group. If a child in sibling care is continuing to have difficulty after attempting the above suggestions then you may need to change to a mixed age group where you may remain with your child in the children's group.



## Sibling Care Section

A ratio of 5 to 6 children to one caregiver is followed to assure quality care for this mixed age group of children. More sibling care staff may be added due to the needs of young infants and toddlers.

Registration must be made in advance for sibling care. Please indicate on your class registration form the number and ages of children for which you will need sibling care. Sibling care fees are to be paid at time of registration in order to reserve room for children in sibling care.

Please speak with the ECFE Coordinator, if payment is a concern. We cannot accommodate drop-ins or elementary-age children on no school days, unless prior arrangements have been made and space is available. Day care children can attend if prior arrangements have been made and space is available.

Parents must remain on-site at ECFE while your children are in sibling care, unless special arrangements have been made in advance with the ECFE staff.

Please complete and return the sibling care information cards and immunization forms before leaving your child in sibling care for the first time. Update this information as needed. We especially need to know about special needs of your child in order to better serve them.

You must sign your child in each time you bring a child to sibling care. Also make a name tag for each child, and place it on them where they cannot remove it. Please label any other items your child has brought along (such as diaper bag, blanket, and stuffed animal).

Timely pick-up of children, within 5 minutes of the end of class, is expected. If you wish to discuss a concern with a Parent Educator or your child's teacher, please have them alert the sibling care staff. Please knock on door when picking up child from sibling care so we can bring your child to you and avoid upsetting children whose parents are not coming yet.

Separation anxiety is a normal part of development for all children. Please read the Separation Policy for further information.

Sick children are not allowed to attend sibling care (or any other ECFE programs). See the School District Illness Policy for more information. Please call to let us know if your child will be absent.

We will bring your child to you for diaper changes and/or if they need you for toileting. Parents are expected to change their own children's diapers on the changing table in the restrooms. Please alert staff if your child is toilet learning.

A snack of crackers and water will be offered to all children who are old enough. Please be sure to notify staff if you don't want your child to have a snack and/or if she/he has food allergies.



## **Annual Notifications from Buildings & Grounds**

### **Asbestos: Annual Notification of Availability of the Management Plan and Related Activities**

ISD 877 has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the Principal's Office at each school site. Copies of the management plan are available from the District for a nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. The most recent survey was completed in June 2011. A comprehensive inspection is conducted every three years. The latest three-year inspection was completed in December 2008. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. Asbestos-containing floor tile and mastic were removed from Discovery, Parkside, Tatanka, and Hanover elementary schools during the summer of 2011. There are no current plans to remove the remaining asbestos unless its condition deteriorates or it becomes necessary due to renovation. If you have any questions or concerns, please address them to the District "Designated Person" for asbestos management, Director of Buildings and Grounds, at 763.682.8773.

### **Janet B. Johnson, Parents Right-To-Know Act, August 2003**

A Minnesota state law went into effect in the year 2000 that requires schools to inform school employees and parents if they apply pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact John Heltunen at 763.682.8773.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

ISD 877 is continuing to work closely with its health and safety resources to comply with integrated pest management guidelines. If you have any questions or concerns, please address them to John Heltunen, Director of Buildings and Grounds.

### **Indoor Air Quality Management Plan**

As an additional requirement by the Department of Education, ISD 877 has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walkthroughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at <http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html>. If you have any questions or concerns regarding indoor air quality, please contact the District's IAQ Coordinator.

# Early Childhood Family Education Staff

## **ECFE Coordinator**

Devonna Tierney

## **Secretary**

Connie Boonstra

## **Parent Educators**

Andrea Jonasson

Peggy Koegler

Diane Mastel

Jen Robeck

## **Children's Educators**

Jennifer Dismang

Jackie Fautsch

Laurie Francello

Patty Lammers

Carol Moore

Annette Rabusch

Jen Robeck

Brenda Roberts

## **Assistants/Sibling Care**

Bridget Barton

Patti Curran

Renee Kalinowski

Lisa Kretsch

Lucinda McCoy

Diane Rethke

Char Torgerson



## **Early Childhood Screening**

Andrea Jonasson

Patti Curran

## **Early Childhood Special Education**

Rebecca Burmeister – Early Intervention

Linda Carlson – Early Intervention

Jodi Guckenberg – Early Intervention

Courtney Gusel – Early Intervention

Julie Hohenstein-Speech

Patty Landsberger - Speech

Jill Loomis – Early Intervention

Pam Melenich – Adaptive Physical Ed

Heather Meysemboug – Early Intervention

Sally O'Malley - Speech

Camryn Scherber – Early Intervention

Kristin Vaughan – Early Intervention

Kristin Vogeler – Early Intervention

Nicole Yost – Speech





ECFE

Early Childhood Family Education

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