



# Early Childhood Family Education Family Handbook 2018-19

Early Childhood Center  
575 Birch Street  
Lino Lakes, MN 55014

Office Hours  
8:00 am - 4:00 pm  
Monday - Friday

763-792-6120  
Fax: 763-792-6130

[www.isd12.org/srp](http://www.isd12.org/srp)

Find us on Facebook [@Centennial.ECFE](https://www.facebook.com/Centennial.ECFE)

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**Centennial School District Mission Statement:** Through academic, emotional, and social development, Centennial School District 12 prepares students for life.

**Centennial Early Childhood Mission:** Our mission is to provide quality learning opportunities to parents and their children from birth to kindergarten entry.

## Early Childhood Family Education Staff

All early childhood teachers and parent educators have, at minimum, a bachelor's degree and are licensed by the Minnesota Department of Education. Paraprofessionals assist in the children's classrooms. Continuing education and staff in-service training are provided throughout the year.

### Program Coordination

Cori Sendle	<i>Director of Community Education</i>	763-792-6101	<a href="mailto:csendle@isd12.org">csendle@isd12.org</a>
Sarah Holmboe	<i>Early Childhood Family Education Coordinator</i>	763-792-6122	<a href="mailto:sholmboe@isd12.org">sholmboe@isd12.org</a>
Lynn Dierks	<i>Early Childhood Office Secretary</i>	763-792-6120	<a href="mailto:ldierks@isd12.org">ldierks@isd12.org</a>

### Early Childhood Teachers

Leanne Abraham	M, F	763-792-6126	<a href="mailto:labraham@isd12.org">labraham@isd12.org</a>
Linda Prom	M-Th	763-792-6133	<a href="mailto:lprom@isd12.org">lprom@isd12.org</a>
Kathy Sullivan	T	763-792-6133	<a href="mailto:ksullivan@isd12.org">ksullivan@isd12.org</a>

### Parent Educators

Stephanie Gerads	T	763-792-6133	<a href="mailto:sgerads@isd12.org">sgerads@isd12.org</a>
Diane Roman	T-F	763-792-6125	<a href="mailto:droman@isd12.org">droman@isd12.org</a>
Angela Summers	M	763-792-6137	<a href="mailto:asummers@isd12.org">asummers@isd12.org</a>

### Paraprofessionals

Christine Anderson	M-F (sibling care)
Val Ebeling	M-F (sibling care)
Shelly Kruger	M-F
Hydee Murray-Corbin	T
Melissa Nelson	M-F (sibling care)
Cathy Schmidt	M-F (sibling care)

# Welcome

Early Childhood Family Education ([ECFE](#)) is a program for all Minnesota's families with children between the ages of birth to kindergarten entrance. The program is offered through Minnesota public school districts. ECFE is based on the idea that the family provides a child's first and most significant learning environment and parents are a child's first and most important teachers. ECFE works to strengthen families. The goal of ECFE is to enhance the ability of all parents and other family members to provide the best possible environment for their child's learning and growth. ECFE is funded through state aid, local levy, and participant fees.

## Early Childhood Programs in Centennial School District

Early Childhood in the Centennial School District encompasses Early Childhood Family Education (ECFE), Early Childhood Special Education (ECSE), and School Readiness Preschool (SRP). Early Childhood is a division of the Community Education department, which also oversees KC Preschool and Kids Club before/after school care.

## Early Childhood Education Philosophy

### Early Childhood Education Goals Are For Students To:

- Develop and express imagination and creativity.
- Express feelings and energy in healthy ways.
- Build strength and control of their bodies.
- Increase ability to concentrate.
- Develop a positive attitude toward learning.

### Learning Through Play

ECFE weaves a learning through play philosophy into each class. Since students learn by doing, we focus on the process of creating rather than the product created. Learning happens when children are given space, materials, and time to play. Students experience the following play and learning activities in the ECFE classroom:

- Expressive Activities: Students express their creativity with art materials.
- Imaginative Play: Dolls, blocks, puppets, transportation toys, dress-up clothes, and pretend play all help children use their imagination with role-playing activities.
- Large Muscle Activities: Running, jumping, hopping, catching, throwing, etc. are all activities that encourage large muscle coordination.
- Small Muscle Activities: Activities such as cutting, gluing, printing, painting, coloring, lacing, buttoning, zipping, kneading play dough, and fitting puzzles together provide students with practice in developing hand-eye coordination and small muscle development.
- Activities to Encourage Social and Emotional Skills: Students develop their social and emotional skills by playing with other students and learning from adults.
- Thinking Activities: Language, shapes, colors, sizes, letters, and numbers are the basis of cognitive (thinking) activities. Teachers use books, music, stories, educational games, and puzzles to help students develop problem-solving abilities and acquire school readiness skills.

## **Early Childhood Special Education (ECSE)**

While all young children grow and change at their own rate, some children experience delays in their development. If you have concerns about your child's talking, playing, behavior, ability to learn new things, or interaction with other people, we can help. We can observe your child at home in a comfortable setting and answer questions about your child's development. Your child may be eligible for services from the Early Childhood Special Education program. Please call Renee at 763-792-6123 if you have questions.

## **School Readiness Preschool (SRP)**

School Readiness Preschool (SRP) offers a high-quality preschool experience for children who are three and four years of age. The goal is to help preschoolers enter kindergarten with the skills and behaviors necessary to be successful learners. The concept of "school readiness" includes both academic skills such as literacy, math, science, and art, and social/emotional skills such as listening, following directions, sharing, and problem solving. SRP prioritizes parents involvement in their child's education, as research has shown that programs that involved both parent and child are more effective than those that focus only on the child. All classes are taught by licensed early childhood teachers using play-based curriculum and assessment tools approved by the State of Minnesota. School Readiness is a specific type of preschool based on Minnesota Department of Education (MDE) standards. For more information visit the MDE website [here](#).

# ECFE Class Format

## Circle Time

Circle time is led by the teacher. Circle time can include a greeting, songs, stories, concepts, or finger play to build communication and listening skills. We realize that sitting and listening may be difficult for some children. If necessary, parents and staff will devise a plan to help a student ease into appropriate circle time behaviors.

## Playground/Motor Room

Whenever possible, based on weather conditions, classes will go outside to the Early Childhood playground. Families should provide proper clothing for the season. In inclement weather, classes will go to the motor room where indoor activities are provided. Students are supervised at all times by the teacher and/or paraprofessional.

## Parent-Child Interaction Guidelines

A parent attends class with their student. The class is divided between parent-child interaction time and parent education time. Parent-child interaction provides parents and children opportunities to try developmentally-appropriate play and learning activities. Language development, literacy-based activities, and math readiness activities are introduced.

Parents are a child's first teachers. Activities during parent-child interaction time promote healthy family relationships and offer parent teaching opportunities. The following guidelines will help you and your child experience a successful interaction time:

- Smile, laugh, relax, and enjoy the experience.
- Follow your child's lead. Visit activities your child is interested in first.
- Follow your child's pace and continue to try other activities, too.
- Include other parents and children in your interactions and activities. This shows your child how to be friendly with others.
- Verbalize. Use simple language to describe what is happening.
- Get down to your child's eye level by stooping or sitting on the floor.
- Reinforce. Stay positive. Establish a firm basis of support and trust.
- If an activity is full, encourage your child to try something else and come back. Waiting is a good skill to learn.
- Avoid using your cell phone during parent-child time.

*Please keep adult interaction to a minimum during Parent-Child Interaction. There are two good clues to know that it is time to end a conversation with an adult:*

1. Your child shows that they want your attention.
2. You become aware you have not noticed your child for the last few minutes.

## Parent Education (Weekly)

The goal of parent education is to strengthen the parent-child relationship by providing relevant, effective education and support. Parent education is an opportunity for parents to discuss ideas and concerns ranging from child development to family relationships. A licensed parent educator leads the discussion and provides information based on research and knowledge of child development and family education. Parents are encouraged to share their experiences and observations with the group.

## Parent Education Group Guidelines

Parenting is a time for you to share your joys and challenges of being a parent. Please remember:

- There are many good ways to be a parent, so try not to judge others.
- Please silence your cell phones during class time and refrain from using cell phones for non-emergency calls and texts.
- It is all right to share ideas from your discussions outside of the group, but please do not share names.
- This is your group and much of what you get out of it depends on what you put into it.
- Please be respectful when someone is speaking. Side conversations make it difficult for the person talking.
- It is important that all parents return to the ECFE classroom at the same time. Children may become frightened if they don't see their parent when other parents arrive.



# ECFE from A to Z

## Absences

Please call your classroom teacher or the office to report absences. ([Early Childhood Family Education Staff](#)) We recognize that a family illness or emergency may prevent you from attending an ECFE class on occasion with your child. If this happens, another adult family member or caregiver can accompany your child to class. Please ask them to check in at the front office. If you or your child are absent more than two consecutive class times, your teacher will call or email you to check in.

## Arrival

**Please be on time for class.** It is easier for your child to transition into class and be successful when he/she can participate in the same things as everyone else. Because teachers are preparing their classrooms, the doors will not be open until five minutes before class time. If you arrive early, please wait inside the double doors.

## Bathroom Needs

Diapering your child should only be done on the changing table in the children's bathrooms. If your child is still in diapers you will be called from parenting to change them. If your child is toilet learning, please let your teacher know if staff can take your child to the bathroom or if you should be called.

## Behavior

Centennial ECFE believes in positive discipline. When difficulties arise, we encourage you to talk calmly and redirect your child to other choices. We realize it is not always easy to remember this during a difficult situation! That's why we are always available for more ideas, information, and support.

## Cell Phones

Cell Phone calls or texting can be disruptive to the classroom and to the flow of the parenting session. Please turn off or silence your phone when you come in.

## Classroom Cleaning Procedures

We clean tables, toys, and equipment with a disinfectant after each class. If you notice your child mouthing a toy, place it in the sink when he/she is done playing with it, and it will be washed. Our clean-up procedure of bodily fluids follows school district guidelines.

## Clothing

Dress your child in washable, comfortable play clothes so he/she will be free to participate in all activities, including messy activities. Tennis shoes allow your child to play and climb! Remember to bring shoes in the winter when your child wears boots to school. Bring extra clothes if your child is toilet learning.

## Early Childhood Screening

Early childhood screening is a free check of children's height, weight, immunizations, health, vision, and development. State law requires that children are screened before they enter school. Screening identifies health and developmental concerns that can be addressed well before a child enters kindergarten. A child can be screened anytime after age 3, but we recommend screening your child before their fourth birthday,

especially if you have concerns (ie: hearing, vision, speech, behavior, development). Please don't wait until a child is five to have them screened. To schedule an appointment, please go online to [isd12.ce.eleyo.com](http://isd12.ce.eleyo.com), email [ecscreening@isd12.org](mailto:ecscreening@isd12.org) or call the office at 763-792-6120.

### **Early Childhood Special Education**

While all young children grow and change at their own rate, some children experience delays in their development. If you have concerns about your child's talking, playing, behavior, ability to learn new things, or interaction with other people, we can help. We can observe your child at home in a comfortable setting and answer questions about your child's development. Your child may be eligible for services from the Early Childhood Special Education program. Please call Renee at 763-792-6123 if you have questions.

### **Eleyo**

Eleyo (formerly known as FeePay) is the online system Early Childhood uses to manage registration and tuition for the ECFE and SRP programs. The system is also used by Community Education and KC Preschool. Each SRP family should establish an Eleyo account, even if tuition payments are made in person. The website for Eleyo is [isd12.ce.eleyo.com](http://isd12.ce.eleyo.com). Please note that Eleyo is not the same as Infinite Campus, the data management system used by the school district. Information provided by families on their enrollment form will be used to create a Campus record for the student (and family). Because the Campus system is used to generate School Messenger alerts, it is important that families notify the office if contact information has changed.

### **Family Resources**

Take-home totes with games and learning activities are available in the office for check out. You may keep totes for one week at a time and books for three weeks at a time. Please return all borrowed materials to the front desk.

### **Guests**

Children: Only children who are registered will be allowed to participate in class. Guests will be expected to use sibling care. (See [Sibling Care](#).) Any exception must be approved in advance by the teacher.

### **Handwashing**

Staff, parents, and students are encouraged to wash their hands before they enter the classroom. Students are expected to wash their hands during the day as needed – after using the toilet, after blowing their nose, and after playtime.

### **Illness**

In order to maintain a healthy environment for students, parents, and staff, please follow this Illness Procedure. Children may not attend class or sibling care if they are ill or exhibit symptoms of an ongoing illness. Notify the office at 763-792-6120 as soon as possible if your child has been in school with a contagious illness.

The following information will help guide you as you make your decision on whether or not your child is well enough to go to school. Please keep in mind that we do have some medically fragile children in our building whose well-being relies on those around them being healthy. Please keep your child home from class if he/she:

- Has had a fever of 100 degrees or more. Please keep your child home until his/her temperature has been normal (98.6) for 24 hours.
- Has vomited or has diarrhea. Please keep your child home until 24 hours have passed since the last episode.
- Has an undiagnosed rash, discharge from eyes, or yellow or green nasal discharge. Keep your child home until you are sure it is not contagious.
- Has an earache, harsh or persistent cough, or sore throat.
- Has been diagnosed with Strep Throat, or another bacterial infection requiring antibiotics. Please keep your child home until he/she has been on antibiotics for 24 hours or more.
- Has head lice. Please keep your child home until the first treatment is completed and no live lice are seen.
- If your child needed Tylenol or Motrin before school, he/she is not well enough to be in school and would really rather be home with you!
- If your child exhibits any of these symptoms while in class or sibling care, you will be asked to leave immediately. Please don't be offended. We are only trying to maintain a healthy environment for all. We recognize that children can come down with symptoms very quickly, and your child may have appeared just fine when you left home.

If you have questions about when your sick child may return to school, district policies can be found [here](#). You may also call your teacher ([Early Childhood Family Education Staff](#)).

### Immunizations

Immunizations are important for your child's good health. Children need immunizations to protect them from diseases such as diphtheria, tetanus, pertussis, chickenpox, hepatitis B, influenza, measles, mumps, rubella, and polio. The immunization schedule recommended by the Centers for Disease Control may begin with the first Hepatitis B injection in the hospital shortly after your baby is born. Following the recommended schedule will give your child the best protection against childhood diseases.

The State of Minnesota requires all children to have certain shots before they enter licensed daycare, preschool, kindergarten, and seventh grade. The number of immunizations required varies with a child's age. If you are not sure your child is up to date on immunizations, call your family physician's office. If your insurance does not cover the cost of immunizations, Anoka County offers immunizations for \$10 per immunization.

### Late-Start Days

The school district establishes 3-4 days per year as late-start days. On these days, all ECFE classes that **begin before 10:30am** will be cancelled. Afternoon and evening classes will take place as usual.

For the 2018-19 school year, late start days are as follows:

- Thursday, November 1
- Tuesday, December 4
- Tuesday, January 29
- Tuesday, February 26

## **Mandated Reporting**

State law mandates all public school staff to report suspected physical abuse, sexual abuse, or neglect of children to Anoka County Child Protection Services or the county of the child's residence. It is our intent to support and provide resources to parents who may be experiencing difficulty in raising children.

## **Newsletter**

A monthly newsletter including information on classroom activities, upcoming events, Parent Advisory Council activities, and other applicable district news will be sent to all families via email. Please note that because of the volume of recipients, newsletters often get caught in email spam filters. If you do not receive a newsletter at the beginning of each month, please check your spam or junk mail folder and mark *CentennialSchools@enews.isd12.org* as an approved sender. You may update or delete your subscription at any time. Printouts of the current newsletter will be posted on the bulletin board, and past issues will be available in the parenting room.

## **Parent Advisory Council - PAC**

The Parent Advisory Council is a group of Centennial parents who provide input for Early Childhood program development, including class design and family and community events such as Gym Night, Winter Wonderland, and Truck Day. The Advisory Council meets the first Tuesday of every month from 10:30 to 11:30am. Child care is provided. New members are always welcome. Call the office at 763-792-6120 for more information.

## **Photos**

There are occasions when representatives of Early Childhood, ISD12, and/or the media photograph or record students while in school or while attending/participating in school sponsored functions. These photographs/recordings may be used in class newsletters, brochures, website, etc. and are used without identifying information about the students pictured. (Additional permissions are required for any uses in which students are identified.) Parents/guardians not wanting their student(s) to be photographed or recorded must fill out a Photo Opt-Out form provided by the district in the back-to-school mailing. Copies are available in the office.

## **School Closings**

Early Childhood follows the Centennial School District's procedure for school closings. If the District starts school late due to bad weather, morning classes will be cancelled. For information on closings or late starts, listen to local television or radio broadcasts or call the School Closing Information Line at 763-792-6030. See also [School Messenger](#) below.

## **School Messenger**

School Messenger alerts families by phone, email, and/or text in the event of an emergency or weather-related closing. Before the start of school, each student's family must complete an enrollment form for the school district. Please be sure to provide accurate information on your enrollment form, as the contact information is used for the School Messenger system. Note that changes to your contact information in Eleyo are not automatically updated in the School Messenger system, so please let the office know if there are changes to your emergency contact information.

## Sibling Care

Sibling care is available for most ECFE classes. An additional fee for this care is due at registration, and space is limited. The purpose of sibling care is to provide a safe, supervised environment staffed by paraprofessionals for children 3 months to 6 years while parents are in class with a sibling. Parents with babies up to 3 months old can keep their babies with them in class. So that you may give your full attention to your student who is registered for class, we ask that you enroll your baby in sibling care after your baby turns 3 months.

### Sibling Care Guidelines

These guidelines will make your child's stay in sibling care more enjoyable. If you have any questions, please ask.

- All siblings should arrive toileted and with dry diapers. Parents will be asked to change their own child's diaper if necessary.
- Please feed your child before coming to sibling care. You may provide a bottle or snack, but be sure to label everything with your child's name.
- Please bring along a blanket, pacifier, or any other comfort item your child uses at home. Be sure to label all items with your child's name.
- If your child is having a difficult time separating, you may be asked to return to sibling care to comfort your child.
- Please pick up your child immediately after class. Children may become frightened if they don't see their parent when other parents arrive.
- The sibling care room will not be staffed until five minutes before the start of class. Please give the child care workers time to prepare the room for your child.
- Children will not be allowed to stay if they are showing any signs of illness noted in our [Illness Procedure](#).

## Solicitations

Teachers will monitor soliciting of products or services by parents in the class so that other parents do not feel an obligation to buy. Early Childhood staff are prohibited from selling products or services during class time.

## Special Events

ECFE and the Parent Advisory Council host a variety of events throughout the year. These include:

- Gym Nights
- Drop-In & Play
- Explore With Baby class
- Field trips
- Truck Day
- Special classes

Look for notice of these and other events in the parenting room, in the monthly newsletter, on the bulletin board, on [Facebook](#) and on our [website](#).

## Toys

Please keep violent toys such as guns, swords, action figures, etc., at home.

**Weapons**

Weapons are not allowed on school district property.

**Volunteers**

Early Childhood has volunteer opportunities. If you have talents you would like to share, please talk to your teacher, parent educator, or office secretary. See also [Parent Advisory Council - PAC](#).