



**CENTENNIAL**  
SCHOOL DISTRICT 12  
CONNECTING. ACHIEVING. PREPARING.

# School Readiness Preschool Family Handbook 2019-2020

Early Childhood Center  
575 Birch Street  
Lino Lakes, MN 55014

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

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Find us on Facebook @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.

### School Readiness Preschool 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, Director of Community Education  
763-792-6101      [csendle@isd12.org](mailto:csendle@isd12.org)

Sarah Holmboe, Early Childhood Family Education Coordinator  
763-792-6122      [sholmboe@isd12.org](mailto:sholmboe@isd12.org)

Lynn Dierks, Early Childhood Office Secretary  
763-792-6120      [ldierks@isd12.org](mailto:ldierks@isd12.org)

#### Early Childhood Teachers

|                   |              |              |  |
|-------------------|--------------|--------------|--|
| Julie Aardahl     | Full-Day M-F | 763-792-6118 | <a href="mailto:jaardahl@isd12.org">jaardahl@isd12.org</a> |
| Amanda Hondl      | Part-Day M-F | 763-792-6135 | <a href="mailto:ahondl@isd12.org">ahondl@isd12.org</a>     |
| Stephanie Stevens | Full-Day T-F | 763-792-6131 | <a href="mailto:sstevens@isd12.org">sstevens@isd12.org</a> |

#### Parent Educators

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

# Welcome

## 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 and School Readiness Preschool weave 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 school readiness preschool 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.

## **Classroom Expectations: Behavior Procedure**

It is important that all students feel good about themselves, develop good self-discipline, and consider other people's needs. We have established the following behavior guidelines:

- The environment is arranged in a manner so that students may choose from many activities and materials. However, staff will offer choices if disagreements arise between students while engaged in these activities.
- It is important for students to play both cooperatively and independently. Cooperation, however, is emphasized over competition.
- It is important that staff help students identify their feelings and manage them appropriately. We want students to know that it is okay to have good and bad feelings. We also want students to learn to express their emotions appropriately.
- Staff strive to state rules clearly and positively to students. It is important to focus on a student's positive behaviors. However, when a student's behavior becomes inappropriate, we will take the following steps:
  1. Staff will tell the student what they should do and why, rather than what not to do.
  2. If necessary, staff will redirect the student to another activity and offer choices.
  3. In rare circumstances, staff will remove the student from the situation to a different area of the classroom.
  4. Staff will help the student reflect upon his/her actions and decide what appropriate behavior is needed so the student can return to the group.
  5. Staff will seek parent involvement if the child is unmanageable. Communication is important between staff and parents.

## **Early Childhood Family Education (ECFE)**

Early Childhood Family Education ([ECFE](#)) is a program for all Minnesota 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. ECFE's goal 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 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](#).

## School Readiness Preschool Class Format (Part-Day Classes)

### Arrival

When dropping off your child for SRP, do not leave other children unattended in your car. (For safety reasons, we cannot meet your child at the car.) Families should wait in the entry vestibule; Early Childhood staff will open the doors when the classroom is ready. Parents will walk their student to their cubby to hang up coat, backpack, etc., then say a quick goodbye. If the student is showing distress at separation, parents may wish to guide their child to a classroom activity before saying goodbye. Most children calm down quickly once parents leave. If you are concerned, you are welcome wait in the front office to confirm that your child has settled in before you leave.

### Learning Centers

Because preschoolers learn through play, “learning centers” are a key component of our SRP classrooms. Learning centers focus on different aspects of your child’s learning and give them the opportunity to explore new concepts, ideas, and experiences. During free choice time, students have the opportunity to explore these centers with their classmates. What is available at each center changes throughout the year to provide new experiences for students. Learning centers also relate to our curriculum and what we’re learning about at the time (for example: clothing, balls, buildings, etc.)

Through their hands-on play at each center, students will learn a variety of academic and social-emotional skills:

**Science Center:** Using magnifying glasses, magnets, balances, and other tools, we learn observation, planning, prediction, comparison, testing ideas, learning how things work

**Math Center:** Using counters, pattern cards, puzzles, and estimation jars, we classify, count, sort, compare, recognize shapes and patterns, estimate, increase cognitive and language skills, measure, weigh, and pattern

**Sensory Center:** Using fun materials like cotton balls, water, sand, rice, and beans, we experiment, discover, observe, develop fine motor skills, and enjoy hands-on materials

**Literacy Center:** Using books, pencils, dry erase markers and boards, and notebooks, we practice letter recognition, sound recognition, concepts of print, and reading & writing skills.

**Art Center:** Using art materials like paint, glue, paper, scissors, collage materials, crayons, markers, etc. we explore self-expression, creativity, fine motor/gross motor skills, and hand-eye coordination.

**Dramatic Play Center:** Using materials like dress-up clothing, our play kitchen (including play food and dishes), dolls, and other themed playthings, we learn communication skills, creativity, imagination, role-playing, and socialization skills.

**Building Center:** Using materials like blocks, magna-tiles, and other manipulatives, we practice fine motor skills, hand-eye coordination, cognitive skills, and cooperative skills.

### **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-Attendance Days: Parent-Child Interaction**

A parent attends class with their student once a week. 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.

#### **Parent-Child Interaction Guidelines**

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 SRP classroom at the same time. Children may become frightened if they don't see their parent when other parents arrive.

## **Departure**

Teachers assist students in transferring take-home items from their classroom mailboxes to their backpacks and help them put on coats and backpacks. Weather permitting, class will often dismiss from the playground. In this case, families should park in the west lot and come to the playground fence at dismissal time. Otherwise, teachers will bring students to the front doors of the Early Childhood Center. Please wait for your student in the front vestibule. The teacher will match each adult with the appropriate student. **Please arrive on time to pick up your child.** Your child is excited to see you and will experience anxiety if they are waiting after all the other students have gone home. (See also "Late Pick-Up Procedure".)

## School Readiness Preschool Class Format (Full-Day Classes)

### Arrival

When dropping off your child for School Readiness Preschool, do not leave other children unattended in your car. (For safety reasons, we cannot meet your child at the car.) Families should wait in the entry vestibule; Early Childhood staff will open the doors when the classroom is ready. Parents will walk their student to their cubby to hang up coat, backpack, etc. Lunch boxes must be placed in the basket outside the classroom door; this speeds the process of going to lunch. Parents will then say a quick goodbye. If the student is showing distress at separation, parents may wish to guide their student to a classroom activity before saying goodbye. Most children calm down quickly once parents leave. If you are concerned, you are welcome wait in the front office to confirm that your child has settled in before you leave.

Children participating in before school care will be escorted from the before school care classroom to the School Readiness classroom by Early Childhood staff at the appropriate time.

### 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.

### Learning Stations

Because preschoolers learn through play, “learning centers” are a key component of our SRP classrooms. Learning centers focus on different aspects of your child’s learning and give them the opportunity to explore new concepts, ideas, and experiences. During free choice time, students have the opportunity to explore these centers with their classmates. What is available at each center changes throughout the year to provide new experiences for students. Learning centers also relate to our curriculum and what we’re learning about at the time (for example: clothing, balls, buildings, etc.)

Through their hands-on play at each center, students will learn a variety of academic and social-emotional skills:

**Science Center:** Using magnifying glasses, magnets, balances, and other tools, we learn observation, planning, prediction, comparison, testing ideas, learning how things work

**Math Center:** Using counters, pattern cards, puzzles, and estimation jars, we classify, count, sort, compare, recognize shapes and patterns, estimate, increase cognitive and language skills, measure, weigh, and pattern

**Sensory Center:** Using fun materials like cotton balls, water, sand, rice, and beans,

we experiment, discover, observe, develop fine motor skills, and enjoy hands-on materials

**Literacy Center:** Using books, pencils, dry erase markers and boards, and notebooks, we practice letter recognition, sound recognition, concepts of print, and reading & writing skills.

**Art Center:** Using art materials like paint, glue, paper, scissors, collage materials, crayons, markers, etc. we explore self-expression, creativity, fine motor/gross motor skills, and hand-eye coordination.

**Dramatic Play Center:** Using materials like dress-up clothing, our play kitchen (including play food and dishes), dolls, and other themed playthings, we learn communication skills, creativity, imagination, role-playing, and socialization skills.

**Building Center:** Using materials like blocks, magna-tiles, and other manipulatives, we practice fine motor skills, hand-eye coordination, cognitive skills, and cooperative skills.

## Snack

Twice a day, students help serve healthy snacks. Family-donated prepackaged snack items, as well as fruit, cheese, and other items from the school lunchroom are offered. Milk or water is served. Families are asked to note their student's allergies or food sensitivities at the time of registration. Any changes should be brought to the teacher's attention as soon as possible. If you have any concerns about what is being served at snack time, please contact our office or your child's teacher.

## Lunch

Students eat lunch in the Rice Lake Elementary lunchroom while supervised by Early Childhood staff. Lunches may be brought from home or purchased through the school lunch program. See [School Meals](#) on the district website for more information on lunch prices, how to apply for free/reduced lunch, and menus.

## 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.

## Rest Period

Preschool students, even those who no longer take naps at home, need a quiet period to relax and refocus. Students are provided a cushioned mat and may bring a small blanket, pillow, and/or stuffed animal from home to ease their transition from active to rest time. *Please note that all rest time items must fit into your child's backpack and will not be stored in the classroom; these items must be taken home after each class.* During rest time, students are expected to rest quietly or may read a book on their rest mat.

## Parent Education (Monthly)

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. Child care is provided during parenting education; families must sign up for child care in advance so that we can ensure proper staffing.

### 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.

### Departure

Teachers assist students in transferring take-home items from their classroom mailboxes to their backpacks, help them put on coats and backpacks, then bring them to the front doors. Please wait for your student in the front vestibule of the Early Childhood Center. The teacher will match each adult with the appropriate student. **Please arrive on time to pick up your child.** Your child is excited to see you and will experience anxiety if they are waiting after all the other students have gone home. Rice Lake Elementary finishes its day at 3:45pm, so if you arrive late you may have difficulty finding a parking spot. (See also “Late Pick-Up Procedure”.) Children participating in after school care will be escorted to the after school care classroom by Early Childhood staff.

## School Readiness Preschool from A to Z

### Absences

Please call your classroom teacher or the office to report absences (“School Readiness Preschool Staff”).

For part-day classes, we recognize that a family illness or emergency may prevent you from attending an parenting day 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.

### Bathroom Needs

SRP students must be toilet trained and able to use bathroom facilities independently before enrolling. We understand that accidents may happen, especially when routines are unfamiliar at the beginning of the year. For part-day students, an accident may result in the parent being called and asked to take the student home early. A change of clothing may be provided from our supply, and families are asked to wash and return these the following class session. For full-day students, staff will instruct the student to change into fresh clothes (which are provided by the family and kept at school). Soiled clothing will be bagged and sent home with the student at the end of the day.

### Before and After School Care

For full-day students, SRP may be combined with before and/or after school care. This care is offered through KC Preschool’s extended morning and afternoon enrichment program and takes place in a classroom located in Rice Lake Elementary. SRP students who participate in the enrichment program will be escorted from and to the enrichment classroom by Early Childhood staff at the appropriate times. For more information, please contact our office.

Please see “Late-Start Days” below for additional information.

### 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. Our clean-up procedure of bodily fluids follows school district guidelines.

## Clothing

Dress your child in washable, comfortable play clothes so they will be free to participate in all activities, including messy ones. Tennis shoes allow your student to play and climb! Remember to bring shoes in the winter when your child wears boots to school. Any items that may be taken off during the day (coats, shoes, winter gear) should be labeled with your child's full name. A gallon-size Ziploc bag, labeled with the student's full name, containing a change of clothing (including underwear and socks) is required for full-day classes and will be stored in the classroom. If you need help securing winter or play clothes for your child, please contact our office.

## 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. **All School Readiness Preschool students must be screened within 90 days of beginning school.** Teachers may suggest to parents that a student be rescreened if concerns arise during the school year. 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.

## 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.

## Field Trips

SRP classes may take field trips to off-site locations during the school year. For part-day classes, field trips will occur on parenting days so that parents may chaperone their child. Permission slips and any associated fees must be returned to the teacher prior to the field trip. Please note that sibling care is not available on field trip days. Siblings may attend field trips if approved in advance by the teacher. For full-day classes, more information about field trips will come from the teacher.

## **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.

Adults: We ask that you notify the teacher in advance before bringing a second adult on parenting days.

## **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, before snack/lunch, and after playtime.

## **Health and Emergency Information**

Any medication a student needs during the school day will be stored with and administered by the Rice Lake Elementary school nurse. All SRP students must have immunization records or a notarized exemption on file prior to beginning school. (See “Immunizations”.) Information for at least three emergency contacts is required at the time of registration. Parents should be vigilant about keeping such information up to date. Authorized pick-ups are selected from among the emergency contacts. If you wish to authorize additional people, or if there are persons specifically not authorized to pick up your students, please contact the office.

## **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, they will be taken to the Rice Lake nurse and you will be called to take them home. 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 ("School Readiness Preschool 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.

### **Inclusion**

Full-day SRP classes have a larger class size and are integrated with Early Childhood Special Education (ECSE). These classes have an additional teacher and paraprofessionals from the ECSE program to provide a higher teacher-to-student ratio and ensure the additional support some students may need. Other students in the ECSE program may participate on a part-time basis in other SRP classes, with support from an ECSE teacher and/or paraprofessional.

### **Late Pick-Up Procedure**

Late pick-ups cause anxiety for the children and cause staff to lose important prep time or stay beyond their scheduled hours. If you are delayed in picking up your child, please call the office to let us know you are on your way. Each time you are more than 10 minutes late to pick up your child you will receive a slip noting the consequence, which may include late fees. Habitual lateness may result in your child's dismissal from the program.



## **Late-Start Days**

The school district establishes 3-4 days per year as late-start days. On these days all part-day classes that begin before 10:30am will be cancelled. Afternoon and evening classes will take place as usual. Full-day classes will begin at 11:30am.

For the 2019-2020 school year, late start days are as follows:

Friday, November 1

Tuesday, December 3

Thursday, January 30

Tuesday, February 25

Late-start care is available between the hours of 6:00am and 11:30am on December 3 and February 25 ONLY. Families must make other arrangements for November 1 and January 30. SRP students wishing to use the late-start care must have a KC Preschool enrichment contract on a scheduled or drop-in basis prior to requesting late-start care. Please contact our office for more information.

Please note: on *unplanned* late-start days due to inclement weather, no before-school care is available.

## **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](mailto: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 and SRP follow the Centennial School District's procedure for school closings. An overview of school closures and delays can be found [here](#). If the District starts school late due to bad weather, morning classes will be cancelled. For information on closings or late starts, check the district [website](#), call the district office at 763-792-6000 or listen to local television or radio broadcasts. 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 *daytime* in-class parenting days. 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 attending a parenting day with their preschool student. 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 "Illness".

### **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. Flyers for Scholastic Books may be sent home with students regularly; purchases are not necessary.

### **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](#).

### **Student Belongings**

While there are cubbies for students to store their backpacks, outdoor clothing, and other items, a single cubby may be used by multiple students. Therefore, unless otherwise noted, all student belongings must be brought from and returned to home each class day.

### **Toys**

Please keep violent toys such as guns, swords, action figures, etc., at home. Stuffed animals brought for nap time and/or items brought for Show & Tell or rest time must be kept in the student's backpack at all other times.

### **Tuition**

SRP offers a sliding scale based on household income and size. If you are approved at a reduced rate, you will be asked to complete a form to confirm that you qualify for the rate. Each month's tuition is invoiced on the first working day of the preceding month and is due on the 15th of the month. (For example, September tuition is invoiced on August 1, due on August 15th.) Auto-payments via Eleyo are preferred;

auto-payments may be made by credit card or electronic bank transfer. Payments by cash, check, or credit card may be made at the office.

If your financial circumstances change and paying your SRP tuition becomes difficult, please contact Sarah Holmboe at 793-792-6122. We can work with you to make this program affordable for your family.

### **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”. Volunteers working in a classroom must be under the supervision of a member of Early Childhood staff. Volunteers may not use cellphones or take pictures in the course of their work with students. Volunteers will be asked to leave if their behavior does not meet Early Childhood standards for student safety.