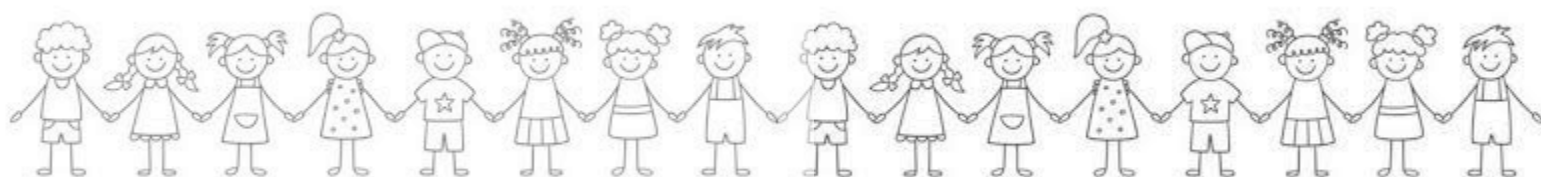


# Sleepy Eye

## Voluntary PreK and Discovery Time

### Preschool Handbook



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Sleepy Eye - ECFE

# **Program Information**

## ***Programs Offered***

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

- The Sleepy Eye ECFE program provides a variety of offerings to meet the needs of families in the community. The age of the child as of September 1<sup>st</sup> each year determines the class they should be enrolled in for the full year, or both sessions of ECFE. Class offerings are subject to change based on enrollment.
  - Infants: Parent-child groups for children birth to walkers. Free of charge.
  - Toddlers: Parent-child groups for children who are walkers to runners. \$3 per class.
  - 2 year-old's: Parent-child group for children ages 2 to 3 years old. \$4 per class.
  - Mixed Ages: Parent-child groups for children who are 3 to 5 years old. \$4 per class.

### **Short Classes and Special Events**

- These are unique one time events, open gyms, parent-child dances, speakers for daycare providers and parents, etc.. They are advertised in the ECFE Newsletter, Community Education Brochure, Facebook, and the school website.

### **Parent Advisory Board**

- The ECFE program has an advisory board which is composed of parents, ECFE staff and school representatives. The board meets four or five times during the year and provides input and guidance on such things as needs of the program, outreach, program evaluation, class schedules, special events and other issues as they arise. They also help at special events as well as fundraising events.

### **Discovery Time Preschool**

- For children who are three years old by September 1<sup>st</sup>.
- Classes go from August to April.
- Classes meet Monday, Wednesday, and Friday.
- Classes are 2 hours and 15 minutes long.
- Morning or Afternoon sessions available.
- Transportation is available within city limits.
- Parent volunteering is required twice throughout the school year.
- A copy of the child's birth certificate and immunization records are needed.
- Tuition is \$700 per year with busing/\$650 without busing. Scholarships are available.
  - Payments for Discovery Time should be made by the 10<sup>th</sup> of the month for those families making installment payments. Checks can be made out to Sleepy Eye Public School or District 84.

## **Voluntary Prekindergarten (VPK)**

- For children who are four years old by September 1<sup>st</sup>.
- Classes go from August through mid-May.
- Classes meet Monday through Friday.
- Classes are 2 hours and 30 minutes long.
- Morning or Afternoon sessions are available.
- Transportation is available within city limits.
- Parent volunteering is required twice throughout the school year.
- A copy of the child's birth certificate and immunization records are needed.
- A grant is written each year to provide free tuition for the class.

### ***Curriculum Embedded in Each Class:***

- **Creative Curriculum**
- **Next Step Forward in Guided Reading**
- **Classroom Engagement Model**
- **Positive Behavior Interventions and Supports**
- **Sunday Phonics**
- **EZ-Write Handwriting**

**Creative Curriculum** is an early childhood curriculum designed to foster social/emotional, physical, cognitive, and language development and to enhance literacy, math, science, social studies, arts, and technology. It focuses on 50 key components of how children learn.

**Next Step Forward in Guided Reading** is a curriculum that matches the ISD 84 K-6 program and is used to ensure continuity of instruction. Guided reading offers students intentional reading instruction with texts that are advanced to help scaffold readers, all while pushing them forward in their reading abilities.

**Classroom Engagement Model** is a teaching strategy that is based on full participation of all students and engagement of all students. Increased engagement leads to more learning, skill building, and better student outcomes.

**Positive Behavior Interventions and Supports** is an approach to behavior that matches the ISD 84 K-6 program. It is used to promote school safety and good behavior through prevention, not punishment.

**Sunday Phonics/Let's Play Learn** is an intervention curriculum that matches the ISD 84 K-6 program and is used to ensure continuity of instruction. Let's Play Learn offers structured, multisensory practice for students within the classroom. It is used as a tool to develop foundational reading skills and prevent reading difficulties.

**EZ-Write Handwriting Curriculum** is a curriculum that matches the ISD 84 K-6 program and teaches eight basic strokes to form letters and numbers.

## ***Assessments Used in Each Class:***

- **My Teaching Strategies**
- **Work Sampling System**

**My Teaching Strategies** is an authentic and comprehensive assessment program that is aligned with Early Childhood state standards. This assessment tool helps teachers observe children during everyday experiences, which is an effective way to see their true knowledge and ability. This is primarily used in the VPK program.

**Work Sampling System** is an authentic and comprehensive assessment program that is aligned with Early Childhood state standards. This assessment tool helps teachers make informed decisions about how to plan instruction based on what the students' work shows. This is primarily used in the Discovery Time program.

## **Classroom Information**

### **Arrival and Departure**

Children should arrive no more than 5 minutes before class starting times. If you arrive before this time we ask that you wait until the bus arrives and join the class so everyone can walk in together. Children are not to be dropped off in the front of school to walk in alone. Children who are not picked up after 10 minutes of the class ending time will be taken to the classroom to wait and a phone call made to parents or emergency contact. Parents/guardians must notify staff and give written permission for anyone, other than an authorized person, who will be picking up or dropping off the child at preschool.

### **Clothing**

Children should wear comfortable clothing which is washable. Art activities can often be messy and spills do happen. Students do sit on the floor during circle time, when playing, and may also spend time outside on the playground when weather permits. Tennis shoes are preferred over flip flops or sandals. We also ask that you keep a change of clothing in your child's locker in case an accident or spill happens. It is also helpful to label your children's personal items: backpacks, jackets, hats, mittens...

### **Toileting**

The ECFE Advisory Board and staff members have adopted the following statement concerning potty training: No child should be denied participation in preschool if they are not potty trained. Most three year olds have attained this milestone, but circumstances (new situation, family moving, new baby in home, afraid to use school toilets, etc.) sometimes cause reversal of learned behaviors. Staff members are willing to support parents in this important learning. Remember to include pull ups and wipes for their locker in case of an accident while at school.

## **Classroom Observations**

A component of the Classroom Engagement Model is observation. Certified staff will be observing the classroom throughout the year to look for methods that continue to promote engagement. Staff will observe the classroom environment, schedule, and students to determine how learning can be supported through continued and more sophisticated methods of engagement. While one or two staff may conduct these observations, all classroom staff take part in the follow up discussions that guide future instruction.

## **Separation**

Parent/child separation can be difficult. We recommend that you prepare your child by telling them in advance when he/she will be going to school. Tell them about all the fun activities and friends they will meet while at school. Remind them who will be picking them up (or meeting them at the bus). Please talk with your child's teacher if you have questions or concerns about separation.

## **Technology**

Technology is used within the classroom in different ways. Each class has its own ClassDojo account where family members can access photos, information, newsletters and more. In addition computers, SMARTboards, and iPads are utilized within the classroom.

## **Social Media**

You have the opportunity to interact and stay connected to our program using our Sleepy Eye - ECFE program Facebook page. Please be respectful of our program and participants when using social media. In order to maintain professional learning environments and relationships, our ECFE/VPK staff members will not "friend" any participant of our programs, for the duration of the programs on any social media platform. Please refrain from trying to "friend" staff.

## **Snack Requests**

Discovery Time has a snack in the classroom. If you would like to donate items on the wish list or bring in other snack items to share with the class please contact the teacher. VPK has a snack in the lunchroom and is provided by a grant via the state. Teachers will inform families if any allergies are present within the classroom.

## **Donations**

During the school year our classrooms ask for donations. Please check the newsletter and the ECFE bulletin board outside the VPK classroom for suggestions. We thank you for all your help.

## **Unable to Attend**

If your child is unable to attend class it is your responsibility to contact your child's teacher and the bus company.

## **School Closings**

Watch or listen to KEYC, WCCO, or KNUJ for school closings. They will also be posted on the school website and ClassDojo. Discovery Time and VPK will not meet for the entire day if school is started late or is canceled for the day. If the children are already here for the morning class and we leave early, the afternoon class will not be held, but made up at the end of the year.

**2 Hour Late Start:** No Discovery Time or VPK for the entire day.

**Canceled:** No Discovery Time or VPK for the entire day.

**Closing Early:** Students will be returned to their respective drop off location as soon as we are able to.

## **Celebrations**

We invite parents to join their child in class for birthdays or other special events throughout the year. Birthday snacks brought to share with students must be store bought and prepackaged. It is preferred that snacks brought to share be nutritious.

## **Inclusion in the Classroom/CEM**

The Classroom Engagement Model is a framework for using the Division for Early Childhood's recommended practices to improve engagement, social relationships and independence for children with and without disabilities and to promote full participation of every child in a classroom setting. Through training and coaching, practitioners will increase their ability to engage all children, learn strategies to engage individual children, generate ideas for teaming and collaboration and expand their understanding of how to use data to drive instruction and intervention. Classroom Engagement Model benefits children with disabilities as well as typically developing children and can be implemented in typical education and care settings, inclusion programs, and special education classrooms.

## **Benefits of Inclusion**

Inclusion benefits students of all abilities in the classroom. Students with and without disabilities can learn skills from each other across all developmental domains. When children struggle with a skill, it can benefit them to see other children practice the skill. It encourages them to keep trying and practice persistence. Inclusion also allows children to learn how to build friendships with peers who have varying skills and abilities.

## **How Might it Look**

All children will be involved in classroom activities. Staff may provide individualized activities for specific children as well as incorporate adapted activities in small and large group activities. Staff with expertise in a variety of areas will contribute to the operation and quality of the class. These staff members may participate in the classroom on a daily or weekly basis.

## **Family Engagement**

CEM offers ideas to partner with families to support their child's learning at home. Classrooms send home newsletters with information about some of the guiding principles of CEM and how they can be implemented within the home. For example, we share examples of how to create a consistent and predictable routine, how a visual might change a once difficult task into a smoother one, and how to help your child grow in their peer interactions. It is important for us to respect each family's individual culture and perspective while doing this.

## **Parent Involvement**

### **Parent Participation**

Parents are encouraged to participate in the classroom two times during the year. This could be for a birthday celebration and graduation or any time in between.

### **ECFE**

Parents of Discovery Time are to attend 9 sessions of ECFE in the Fall and 9 sessions of ECFE in the Winter/Spring. Please watch for our ECFE newsletter to know the exact dates of these sessions. ECFE costs are included in the tuition for Discovery Time.

### **Conferences**

Parents shall attend two conferences during the year. Sign up for conferences that will take place during the year with the teacher.

### **ECSE**

CEM encourages the inclusion of all students into the classroom. Special education teachers and specialists will provide services to students in the general education preschool classrooms. This allows students of all abilities to learn from one another and build relationships as they grow.

# Health

## **Allergies and Health Concerns**

When registering your child for preschool, parents and/or guardians will be asked to fill out an allergy and health form (included in the registration packet). Parents may be asked to provide additional information regarding their child, and/or a treatment plan with the school nurse. Information is required to comply with the school district's requirements and to insure the well-being of your child while at school. Information collected will only be shared with staff directly involved in your child's class.

## **If Your Child is Sick**

Children who are ill and contagious must be kept home from preschool for that day. Children with a contagious illness must be on medication for 24 hours before returning to preschool. They must also be fever free for 24 hours **WITHOUT** fever reducing medication. If a child is sent home for an illness during the school day they will be required to remain home the next day. If your child has any of the following, please follow the guidelines provided along with them. If your child is diagnosed with an illness not discussed within this section, please contact your child's classroom teacher and they will provide you with appropriate guidance.

- **Diarrhea, vomiting, and/or fever of 100.4 or more:** Can return 24 hours after it has subsided
- **Lice:** Can return when all live lice and nits (eggs) are no longer present.
- **Pink eye:** Can return 24 hours after receiving the first dose of medication.
- **Hand, foot, and mouth disease:** Can return after blisters have dried up, which averages from 5-7 days
- **Impetigo:** Can return after being on medication for 24 hours and the rash must be covered.
- **Strep Throat:** Can return after being on medication for 24 hours.

## **Is My Child Well Enough to Attend Class**

Many parents are frequently concerned about when their child should stay home or attend class. Remember that an ill child with an infectious disease can spread the disease to others when in close contact. When in doubt please keep your child home.

## **Immunizations**

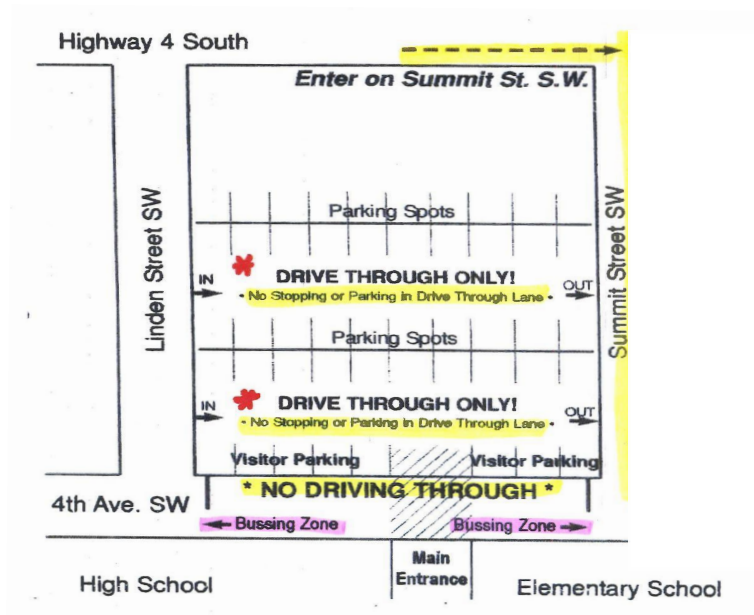
State law requires that immunization forms be on file for each child in our programs on the first day of class.



# Safety at Preschool

## Parking

Parents may park in the visitor parking area of the parking lot during school hours. During school hours the whole street in front of the school is reserved for buses and school shuttles only.



## Mandated Reporting

State law requires that all school employees report any suspected child abuse and/or neglect to Brown County Social Services and/or the Sheriff's Department.

## Confidentiality

Personal information discussed within conversations and meetings is confidential. However in cases of suspected child abuse, staff members are mandated by law to report it to the proper authorities.

## Lockdown/Tornado/Fire Drills

The school district is required to have five fire drills and four lockdown drills during the school year plus a severe weather drill. Preschool children may be participating in these drills if they happen to be in class during that time.

## Injuries

As much as we try to prevent them, minor accidents sometimes happen. Staff will use first aid supplies to treat injuries. Students who have received a significant injury will be taken to the school nurse for evaluation and/or treatment. It will be documented in an injury report with parents being notified.

## Additional Services

### Transportation

The Sleepy Eye Bus Service will provide the busing for students needing transportation **within** the city limits. Due to time constraints we cannot provide services for those who live, or daycare, outside of Sleepy Eye. Your child will be picked up or dropped off at **one of two** designated locations that parents/guardians have given permission for. It is the parent/guardian's responsibility to have children ready for the bus when it arrives. The **paraprofessional should not have to get off the bus to knock on doors on a regular basis**. In order to keep the time schedule for other students, it is important that everyone follows this policy. Visual contact with the bus driver or paraprofessional must be made when a child is dropped off at the end of school. Parents or guardians must wave out the door so that the bus driver or paraprofessional can see that an adult is home. Misuse of the busing system can result in termination of your family's privilege in utilizing the bus. Such misuse includes, bus stopping and no one is home at pick up/drop offs, constant changes to busing address, etc.

It is the parent's responsibility to notify the bus garage *AND* the teacher of any busing changes that the child may need, including when **transportation is not necessary for the day**.

- **Sleepy Eye Bus Service Phone # 507-794-7941**
- **Discovery Time Phone # 507-794-7903 ext. 1318**
- **VPK Phone # 507-794-7903 Ext 1320**

### Early Childhood Screening

ISD 84 offers early childhood screening services to district residents in the Fall and Spring. Early childhood screening is not used to determine readiness for kindergarten but is designed to detect delays in specific areas early in a child's development. By doing so, we are better able to provide the necessary support to children so they can continue to make gains in all developmental areas.

Minnesota law requires kindergarten children enrolled in the public school to show evidence of being screened within 30 days of enrollment. The private schools in our district request that screening be completed for students that attend their schools as well.

Early childhood screening is a simple and careful check of the health and development of the child. The areas that are checked are height and weight, vision and hearing, development of speech, academic concepts, along with gross and fine motor skills. A review of immunizations and health history are also included as well as an ages and stages assessment to examine your child's overall social-emotional development.