

Roseville Early Childhood
Family Education (ECFE)

2019-2020 Family Handbook



Roseville Area Schools

Quality Teaching & Learning for All... Equity in All We Do



Roseville Area Schools Strategic Plan

OUR MISSION

*Quality Teaching and Learning for All...
Equity in All We Do*

OUR EQUITY VISION

Roseville Area Schools is committed to ensuring an equitable and respectful learning environment for every student, family, and staff member regardless of: race, gender, gender identity, sexual orientation, socioeconomic status, ability, home or first language, religion, national origin, age, physical appearance.

OUR COMMITMENT

Roseville Area Schools, working in partnership with all families and the community, is a learning organization of engaged, motivated, and high achieving lifelong learners.

We will achieve our mission when:

- All students are ready for kindergarten.
- All students read well by third grade.
- All achievement gaps are closed.
- All students are ready for career and college by graduation.
- All students graduate.

CORE VALUES

Equity
Responsibility
Integrity
Respect
Compassion
Commitment
Sense of Belonging
Curiosity

FOCUS AREAS

- Improve learning for students of color, American Indian students, English learners, students receiving special education services, and prekindergarten learners.
- Improve communication and genuine engagement with families and communities, especially with our underrepresented communities.
- Strengthen support for the social and emotional development of students.
- Expand support for college and career readiness.
- Secure and manage resources to provide a quality education and improve facilities.

Welcome!

You are your child's first and most important teacher.

We support your family during the first years of your child's life! Our early childhood and parenting classes are for you and your young children, aged birth through 8 years.

A typical ECFE class includes:

- **Parent-Child Interaction Time:** You and your child enjoy a classroom filled with developmentally appropriate play and learning activities.
- **Parent Discussion:** You will meet with other parents and a licensed parent educator to share experiences and information about child development and parenting techniques.
- **Children's Activity Time:** While you are in a separate classroom for parent discussion, children learn and play with licensed early childhood teachers. Children practice social skills and will enjoy music, art, stories and large/small muscle activities.
- **Drop In and Play and Non-separating Classes:** you and your child enjoy activities together (parents and children do not separate).

Parent-Child Interaction Time

Parents and children will explore learning centers designed by an early childhood teacher to support children's overall growth and development. This is a special time for you to focus on and interact with your child.

Some suggestions to enhance this time:

- Please try to arrive on time. This is important for transitions throughout the rest of the class.
- Talk with your child about and comment on what is happening in the room. Extend learning by asking "how" and "what if" questions.
- Supervise and interact with your child, but let them take the lead.
- Do as many of the activities as you and your child enjoy, but don't feel you have to do them all. Remember it is the process and not the end product that is important.
- Wear appropriate clothing; many activities are messy.

Circle Time

Circle time typically includes learning and repeating familiar songs and finger plays, listening to stories and doing group activities. Encourage your child to participate with the group during circle time and model the activity for them.

During this part of class if your child behaves in a challenging way and you are unable to get him/her calmed, it is acceptable to step into the hall. Challenging behaviors include hurting other children, throwing or misusing equipment and supplies, loud crying or temper tantrums.

Parent Discussion

During the child activity time, a licensed parent educator facilitates discussions relevant to family life, child growth and development and parenting strategies.

During parent discussion time we:

- Explore topics of interest to the

group.

- Share ideas and approaches to parenting challenges.
- Discuss, reflect and practice ways to incorporate new knowledge into our lives.
- Support each other in our efforts raising children.
- Get to know each other.

Child Activity Time

While parents are participating in discussion, the early childhood teacher and paraprofessional will work directly with the children. Children are provided experiences which support social/emotional, cognitive, physical, self-help and language development. A snack time and group time may also be included.

Sibling Care

Childcare is provided for the siblings of the children attending class with their parent, for ages newborn to school age.

Sibling care staff will help your child engage in an activity. At times, children may be sad when the parent leaves, and if a child is unable to be comforted by staff, the parent will be asked to return to Sibling Care. Suggestions for easing separation are available from the parent educators.

Registration is required for sibling care (each sibling care class has its own course number). Drop-in sibling care requires at least 24 hours notice (provided space is available) for the adequate supervision and safety for your child.

NEW SIBLINGS

Infants (0 – 4 months) are welcome in the classroom, parent discussion or in sibling care. Please register your infant for Sibling Care around the age of three to four months so your attention can be devoted to parent discussion and to the child enrolled in the class during parent/child interaction time. Please work with the early childhood and parent educators to plan what will work best for your family and the classroom.

SIBLING CARE PROCEDURES

- Sibling care providers for the day will be written on the white board outside the door of the room.
- Your child's belongings are stored in the cubbies and on hooks in the classroom.
- Please sign your child in on the clipboard on the list located on the counter.
- Inform the sibling care staff of any specific needs of your child (snack, attachment objects, blanket, etc.)
- Sibling care staff will help your child engage in an activity.
- After class, you must sign your child out.

Toileting & Diapering

Parents will be responsible for changing diapers. You will be notified if your child needs a diaper change during sibling care or parent discussion. There are designated changing tables in the family restrooms. Please be sure to disinfect the area after diapering, wash both your hands and your child's hands, and use the provided bags for diaper disposal. Do not change children on carpeted floors.

If your child is toilet trained, it is helpful for the staff to know the words you use to indicate the need to use the bathroom.

Separation

Classes are designed to offer time for parents to participate with their child in the classroom and time for parents to attend a parent discussion. It is considered a typical development stage for children to experience some separation anxiety during early childhood. Teachers expect and are trained to deal with separation.

A few suggestions to make this transition easier:

- Prepare: Say to your child, "I will be back after..."
- Transition: Provide the staff with any information about your child that will help ease the separation (he's tired or she didn't eat breakfast) and provide any comforting item that they may need (blanket, toy). This is optional.
- Communicate: Establish a routine and say or sign "Good bye, I'll be back soon," and leave PROMPTLY. A concrete signal such as a high-five or a hug may also be helpful. Let the classroom staff work with your child if separation is difficult. Crying is okay and usually lasts for a very short time when the parent leaves the room.
- Reunion: Greet child immediately upon return to the classroom and offer a positive comment, such as "I always come back." It is also normal for children to cry when seeing the parent when returning to the classroom.

Toy Washing

The toys handled by infants and toddlers during their class time or while in Sibling Care are washed and disinfected before being used by another group of children. A designated basket is provided where items may be placed for washing.

Directory Information

Directory information in Roseville Area Schools generally means information contained in the education records of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information shall include the student's name, parent's name, address, telephone listing, date and place of birth, grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent educational institution attended by the student, pictures for school-approved publications, including yearbooks, newspapers, social media, or local cablecasts, grade in school, and other similar information. Directory information does not include identifying information on a student's religion, race, color, social position or nationality.

This information will be public information that the district may disclose from student records without consent. If parents/guardians of a student or eligible student request, directory information will not be disclosed (except to school officials) unless the parent/guardian or eligible students provide written consent to school officials as provided under FERPA.

In order to make the directory information listed above private, the parent/guardian or eligible student

must complete a Student Directory Information form (available in Central Enrollment at the District Center or the main office of your student's school).

Immunizations

It is required by the State of Minnesota to have a copy of your child's most up-to-date immunization record on file or submit a signed notarized letter stating that you are a conscientious objector. Please give this to your teacher. Your clinic can fax immunization records to 651-488-1697.

Food Allergies/Restrictions

Allergies are common in children. Please inform the teacher and indicate on your child's health form any food allergies or restrictions your child may have. Nut-free snacks can be found on the list of safe snacks which will be given to each family the first week of class.

There are forms for dietary restrictions and for children who require an EpiPen. The forms are available at the ECFE office or from your child's teacher.

Snack Time

Snack time is a valuable learning experience for your child. The children learn to share, take turns and gain important language and social skills. All snacks must be store-bought in an unopened box or package.

Due to the increasing number of life-threatening allergies to peanut products, a list of safe snacks has been provided. These are the only snacks allowed in the classroom. Parents take turns bringing snacks for the children and

parent discussion. Sibling Care will also provide snacks from this list.

ECFE SNACK LIST

Classrooms are peanut/nut free. Please choose only from this approved list. Bring one unopened box or package for the classroom children when it's your turn to bring a snack. Thank you!

Nabisco

- Graham Crackers (all flavors)
- Honey Maid Graham Crackers (all flavors)
- Saltines
- Wheat Thins
- Teddy Grahams – all flavors
- Nilla Wafers

Pepperidge Farm

- Goldfish Crackers (baked or whole grain)
- Rold Gold
- Tiny Twist Pretzels

Old Dutch

- Tiny Twists
- Sunshine
- Cheez-its

Keebler

- Scooby Doo! Graham Cracker Sticks

Fruits/Vegetables

- Apples
- Clementines (oranges)
- Bananas
- Raisins

- Applesauce cups (no sugar added and spoons)
- Fruit cups (no sugar added and spoons)
- Dried fruit (craisins, apricots)
- Mini carrots
- Cucumbers

Dairy Choices

- Low-fat yogurt tubes (Go-gurt)
- String cheese
- Cheese cubes/slices (pre-packaged)

General Mills Cereals

- Kix
- Rice Chex or Corn Chex
- Cheerios
- Oatmeal Squares

Attendance

If you and your child will be absent from school, please contact your teacher directly by phone or email.

Children need to be accompanied by their parent, relative or care provider, not another adult from the class.

Cell Phone Usage in Class

Please utilize your special one-on-one time with your child during the class interaction time and be an active participant during parenting. "Play now – text later." If you need to monitor your calls, we ask that you put your phone on silent.

Holiday & Other Celebrations

In alignment with the District Equity Vision, we are committed to ensuring an equitable and respectful educational experience for every student, family and staff member regardless of: race, gender, gender identity, sexual orientation, socioeconomic status, ability, home or first language, religion, national origin, age, or physical appearance.

We strive to provide an inclusive learning community for all. Any classroom celebrations will not be directly linked to religious and/or calendar holidays. Therefore, we do not celebrate birthdays or holidays. Birthday and holiday treats, cards and gifts will not be distributed at school.

Toy Lending Library

It's like having new toys every week! Open to all individuals, families and childcare providers. Membership is free and the library is open September – May.

You can check out:

- Slides and riding toys
- Puzzles, toys and games
- Children's books, parenting books and more

To register, visit the library at Parkview Early Childhood Center or Fairview Community Center.

Drop In & Play

The entire class is devoted to parent and child activities including dramatic play, sensory experiences, gym play, science, art projects and more. Each week will be filled with many creative and engaging learning activities for the whole family. No registration needed, no fee required. Just come and sign in at the door and join the fun!

Advisory Council

The council provides opportunities to advise program development and outreach. Free childcare is available during meetings. For more information or to join the council, call 651-487-4378.

Early Childhood Screening

Early childhood screening is required for all children to complete before entering kindergarten and/or participating in the pre-K program. Screening is free and helps parents:

- Find out how your child is growing and developing.
- Connect with early learning programs and services.
- Find resources for your parenting questions.

Call to make an appointment at 651-487-4378 ext. 3.

Fire Drills & Emergencies

Safety drills will take place at each site scheduled by building administrators.

Fire, tornado and lockdown drills are held throughout the year. The staff is knowledgeable in emergency procedures and will guide children accordingly. If you have questions about these drills, please call your classroom teacher.

If you are on site during a drill, you do not need to rejoin your child in the classroom.

Health Concerns

Return your child's health questionnaire with the most up-to-date information. It is very important that your child's teacher and other school staff know if there are any allergies, asthma or other health concerns that may require attention while they are at school.

Bullying Prevention Policy

Roseville Area Schools has revised Policy 508-Bullying Prohibition to comply with the requirements of the Safe and Supportive School Act, MN Statutes 121a.031. This policy assists the district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other prohibited conduct.

Bullying means: repeated intimidating, threatening, abusive, or harming conduct that substantially interferes with a student's educational opportunities or performance, ability to participate in school functions or activities or receive school benefits, services or privileges. This includes cyberbullying which is the use of technology or other electronic communication transmitted through a computer, cell phone or other electronic device to bully.

No teacher, administrator or other employee of the school district will knowingly permit, condone or tolerate bullying. The school district will investigate complaints of bullying by students and take appropriate action against any student who is found to have violated this policy. To see the complete Bullying Protection Policy 508, please see the district webpage at isd623.org under OUR DISTRICT – District 623 Policies.

Child Abuse Reporting

State law requires that any staff person report suspected child abuse and neglect to the Ramsey County Human Services Department.

Latex Policy

Roseville Area Schools is committed to providing learning and work environments that are healthy and safe for all students and staff. To this end, all district schools and instructional support facilities have been designated as latex-reduced environments. The following guidelines are in place at all district schools and instructional support facilities:

Latex balloons are restricted from Roseville Area Schools for the protection of students and staff who have latex allergies. They contain large amounts of latex residue and, therefore, carry the most danger for allergic reactions.

Latex products of all kinds have been removed from health offices.

The district will make every effort to order latex-free products (natural rubber products). In areas such as science

classrooms, latex equipment may still be in use because latex free alternatives are unavailable. If a student has a known latex allergy, latex will not be used in that classroom.

We continue to develop awareness of other latex products that are being used in our schools. We either replace them with latex free alternatives, or if replacements are not available, we focus on reducing the use of these products.

Illness

Children or parents who are ill or contagious should not participate in classes or sibling care. Please do not bring your child to class if your child looks or acts differently, or is unusually tired, pale, irritable or lacking good appetite. If in doubt, call your health care provider.

ILLNESS CHECK

Keep your child home if s/he has:

- **CHICKEN POX:** Lesions need to be crusted over (5-7 days) before returning. Please inform your teacher immediately. It takes 10-21 days after being exposed until symptoms appear.
- **COLD SYMPTOMS:** Difficult, rapid breathing, severe coughing, high-pitched croup sound, thick green mucus or pus draining from the nose or eyes.
- **DIARRHEA:** An increased number of abnormally loose stools in the 24 hours prior to class.
- **FEVER:** Axillary or oral temperature of 100°F or higher during the 24 hours prior to class.
- **FIFTH'S DISEASE:** A mild common rash which doesn't usually cause problems for children, but is most

contagious before the rash appears.

- **FLU SYMPTOMS:** Cough and/or sore throat, a runny or stuffy nose, headache and/or body aches, fever of 100°F or higher, chills, nausea, vomiting, diarrhea or fatigue.
- **HEAD LICE:** If there is unusual scratching of the body or scalp, very small dandruff-like specks (nits) close to the scalp or if head lice have been found, treatment should be done 24 hours prior to returning to school. Please inform your teacher.
- **IMPETIGO:** If a child is diagnosed with skin lesions, golden-yellow discharge that dries, crusts and sticks to the skin around the nose, mouth, arms or legs, treatment with antibiotics for 48 hours is required before returning to class. Rashes should be seen by the child's doctor.
- **PINK EYE:** Eyes appear red with a discharge. Child needs to be treated with an antibiotic for 24 hours prior to returning to class.
- **RESPIRATORY SYNCYTIAL VIRUS (RSV):** A common cause for bronchiolitis and pneumonia in infants and children under age 2. Please keep your child at home until s/he is without fever for 24 hours. Please inform your teacher.
- **SORE THROAT:** If your child has been diagnosed with a strep infection, the child should be on antibiotics 24 hours before returning to class.
- **VOMITING:** Two or more episodes in the 12 hours prior to class.

School Closings

When threatening weather is forecast or occurring, the district monitors both weather and roadway information to determine if school should be held.

If there is a day when parents believe that schools should be cancelled, they may decide to keep their children home even though schools are open that day. The district attempts to keep schools

open if possible in order to minimize family schedule conflicts and to provide as much educational opportunity for students as possible.

The district makes a decision to cancel school by 5:30 a.m., notifies the media, and posts the information to the district website. By 6 a.m., you can learn whether Roseville Area Schools will be closed from any of the sources listed on below as well as the following district resources:

- Webpage: isd623.org
- Phone: 651-635-1600
- Facebook: facebook.com/isd623
- Twitter: twitter.com/isd_623

Your child's teacher will communicate any make-up classes due to class cancellations.

KARE TV 11 Continuous TV listing, email alert process available at kare11.com

KSTP TV 5 Continuous TV listing, district information available at kstp.com

WCCO TV 4 Continuous TV listing, email alert process available at channel4000.com

WCCO Radio Closings read often during the early morning 830 AM program

KMSP TV 9 Continuous TV listing

ADMINISTRATION			
Tamy Reese	Early Childhood Program Manager	651-487-4367 651-604-3517	tamy.reese@isd623.org
Janina Haug	Pre-K Instructional Support Coordinator	651-604-3771	janina.haug@isd623.org
Nick Oberly	ECFE and Pre-K Outreach Coordinator	651-604-3578 763-250-3132	nicholas.oberly@isd623.org



Roseville Early Childhood administration pictured left to right: Nick Oberly, Tamy Reese, Janina Haug