

Pine Island Public Schools
Early Childhood Family Education
School Readiness

Parent's Handbook

Independent School District 255
Community Education
PO Box 398
Pine Island, MN 55963
507-356-8876

Welcome

Welcome to our program. This handbook has important information for you and your child. Please read it carefully and keep it for future use. If you have any questions, comments or suggestions, please contact your child's teacher or call the Community Ed. Office at 507-356-8876.

Enrollment

Children must be three years old by September 1 to enter the three year old preschool class and four years old by September 1 to enter the four year old preschool class. Enrollment begins February 1st for the following school year. Patrons may download the forms on line through our teacher web page (see communications section), or send in the registration form in the back of the Community Ed. brochure or simply call Comm. Ed. if you have any questions.

Children's File

Parent(s)/Guardians must fill out emergency contact forms, immunization form, walking field trip/photo permission before the child may attend school. Teachers and assistants record data on each child to determine progress and assess needs. **These files are kept confidential.** Only authorized school personnel may review these files.

Immunization Forms

Immunization records are needed before your child can attend preschool. You may have your physician print off a copy or if you need an immunization form, contact the Community Education office.

Communications

Frequent newsletters/emails will be sent home discussing our curriculum and any other pertinent information we may need to share. Please check your child's backpack for that information. You may also check out our website at pineisland.k12.mn.us, click on Community Education that will take you to the Community Ed./ECFE webpage.

Staff Directory

You may reach Community Ed. at 356-8876 which is staffed by Carmen Garness and Kelly Barker. You may also contact your child's teacher as listed below:

Miss Liz 356-8876 Ext. 3505 eboehmke@pineisland.k12.mn.us

Miss Chloe 356-8876 Ext. 3508 chouse@pineisland.k12.mn.us

Early Childhood Screening

The early childhood years are an important time of rapid learning and growth. Early childhood screening is a quick and simple check of how your child is doing. It identifies, at an early stage, possible health or learning concerns so that children can get help before entering the K-12 system. **We strongly encourage you to have your child screened at 3 years of age.** Screening is measured on the exact age of your child so don't wait until you think your child will do better at screening. State law requires that your child be screened before they enter Kindergarten. Please check the Community Education brochure for screening dates and times, or call the Pine Island School nurse at 356-8785.

Early Childhood Special Education Services

Children with special needs attend Community Education preschool classes through the cooperative effort of Community Education and Special Education. This program gives children individual services for their special needs while participating in a preschool class. For more information call Community Education at 356-8876.

Mandatory Reporting

In Minnesota, anyone who works with children is required by law to report to authorities suspected physical abuse, sexual abuse or neglect of children.

Parent Involvement

To ensure a successful preschool experience for your child, we believe the parent-school partnership is vital. Throughout the school year there will be various opportunities for families to take part in their child's education.

Field Trips

Field trips are important learning experiences. Parents will be notified ahead of time the date, time and location of a trip. A field trip permission slip must be signed to allow your child to attend a field trip.

Children's Expectations

Children are expected to be responsible for their actions, respect staff, other children and school property. Respect all of the rules. Return toys and games to appropriate places.

Extra Clothes

Please send extra clothes with if your child is prone to accidents, also if we send extra clothes home with your child following a spill or a bathroom accident, you can just launder the items and send them back to us. We can also use extra pairs of size 5-8 sweatpants, underwear, and socks for these occasions, if you have any you would like to donate.

Toys from Home

Individual teachers set guidelines on children bringing toys from home. Ask your child's teacher for the rules they have established. Remember, it is difficult for young children to be responsible for the loss and damage of personal items that can occur. We cannot be held responsible for items that are lost or damaged.

Behavior Guidelines

We ensure that each child is provided with a positive role model of acceptable behavior. The staff is knowledgeable regarding the developmental level of children and plans activities accordingly. However, sometimes certain behavior issues arise. In that case children will be redirected from the problem toward a constructive activity. A child's unacceptable behavior will be dealt with immediately and he or she will have appropriate consequences. If unacceptable behaviors continue, staff will take the following steps:

1. The child will be redirected and offered acceptable alternative. If unacceptable behavior continues, the child will be separated from the group until he/she regains control.
2. The behavior of the child and the staff response to the child's behavior will be recorded.
3. Depending on the severity of the bad behavior and if the behavior continues to be a problem, the student may be excused from the program one or more days until a conference is scheduled with a parent.

If we have pursued all of our options and no resolution is found, dismissal from the program may be warranted.

Transportation

The parent provides transportation or it can be arranged through Hiawathaland Transit. The dispatch number for Hiawathaland is 866-623-7505. **School Readiness children may be able to ride the bus before or after school with siblings or daycare if there is room on the bus route.** This must be pre-arranged with Miss Kelly and Beau Twaddle, Transportation Director, and must already be a pre-existing bus stop or daycare stop. The first step to riding the school bus is to fill out the transportation form in your enrollment packet.

Emergencies/Illnesses Policy

Fire – In the case of a fire drill or fire, children will be removed from the building to posted fire routes.

Tornado – In the case of a tornado, children will be taken to a posted "safe zone" which is the wrestling room.

If a child becomes ill, every attempt will be made to contact the parents or designated emergency contact person. The ill child will be isolated from the other children in a designated area so as not to expose the illness to others. Parents will be asked to pick up their child immediately in the event that their child is ill. It is the responsibility of each parent to be sure there are alternative arrangements available in the event they are not able to pick up their child. For the protection of all children, your child will not be allowed to attend if he/she shows any of the following symptoms:

*A temperature of 100 degrees or above **with in the last 24 hours.**

*Intestinal disturbance accompanied by diarrhea or vomiting **in the last 24 hours.**

*Communicable disease in a contagious state. If your child has been exposed to any contagious disease or condition, it should be reported to a staff member as soon as possible. Examples include but are not limited to chicken pox, strep throat, pinkeye, viral infections, etc.

If your child is ill or you know that your child will be absent that day, you need to notify us by phone at 507-356-8876 before the start of your child's class.

We require emergency contact information for each child. In case of an accident the teacher or assistants will administer first aid and contact the parent/guardian or emergency contact. In case of an emergency the school cannot handle, the child will be taken to facilities designated for emergency care.

Weather Cancellations

Inclement Weather – Preschool will be cancelled when Pine Island School is closed due to inclement weather. Listen to KSTP, WCCO of Minneapolis, KDHL of Faribault, KTTC, KWEB, KRCH, KROC of Rochester for these announcements. There will be no morning preschool if school starts two hours late because of the weather. If school is closed or excused early there will be no evening classes and you will be notified in the following way. If ECFE Night class needs to be cancelled due to inclement weather, you will be contacted via telephone. If we know ahead of time we will send a mass email. Also, our contact info has been added to the School Reach calling system. **Snow days will not be made-up.**

Winter Clothing Policy

When wintery weather arrives and winter clothing season comes around we would like parents to send the following clothing every day. Coat, snowpants, hat, mittens or gloves, and boots. **PLEASE LABEL EVERY ITEM, THANKS!** Even though we don't go outside every day, we work on dressing as a self-help skill.

Advisory Council

According to Minnesota Statute, a school district with Early Childhood Family Education and School Readiness Programs "shall appoint an advisory council." Membership includes a maximum of twelve parents with community consultants invited to meetings periodically. Members offer support and assistance to the staff in program development, evaluation, outreach and community needs. If you are interested in becoming a member or want more information, please call Kelly Barker at (507) 356-8876.

Tuition

School Readiness meets 3 times a week **\$145.00/month**

A.M. Three's and Four's Preschool/or SR 2 times a week **\$110.00/month**

Payment checks can be made out to School Readiness and are due within 2 weeks of receiving your invoice each month. If you need to pay later in the month for some reason, just send us an email. Scholarships are available for families meeting the income guidelines. Miss Kelly approves scholarships. We use the "National School Lunch and Breakfast Program Eligibility Guidelines" to determine eligibility. Forms are available from Community Ed. when you register your child for preschool. Payments can be mailed to Pine Island Community Education, PO Box 398, Pine Island, MN 55963 or may be given to your child's teacher. If you sent a payment in your child's backpack, please attach a note to the outside of the backpack.

Snacks & Supplies

Each child that participates in School Readiness classes will be asked to bring in snacks and juice at the beginning of the school year. A note will be sent home with children when more snacks are needed. Please remember that all snacks must be store bought for the safety of the children.

Each day your child comes to school, they should be prepared with a bag or backpack to carry home projects and other papers from staff. Your child must also be dressed appropriately for the weather outdoors. Tennis shoes are needed for the playground/gym and outside play. We are fortunate to have a great playground area that we use often, even in the winter.

Conferences

Fall and Spring conferences will be held during the year to discuss your child's development and progress. Additional conferences may be held if parents or teachers request them. Fall conferences will be scheduled during elementary conference times. Spring conferences are held in March. Please schedule conferences individually with your teacher. Feel free to discuss your child with his/her teacher anytime during the school year.

ECFE/SR Schedule
Early Childhood Family Education
School Readiness

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 11:00 Morning School Readiness (Miss Liz)	8:30 – 10:30 Morning 3's & 4's (Miss Liz)	8:30 – 11:00 Morning School Readiness (Miss Liz)	8:30 – 10:30 Morning 3's & 4's (Miss Liz)	8:30 – 11:00 Morning School Readiness (Miss Liz)
8:30 – 10:30 3's & 4's (Miss Chloe)	8:30 – 11:00 Morning School Readiness (Miss Chloe)	8:30 – 10:30 3's & 4's (Miss Chloe)	8:30 – 11:00 Morning School Readiness (Miss Chloe)	8:30 – 11:00 Morning School Readiness (Miss Chloe)
		MOMS AND DADS 10:30 - 12		
12:30-3:00 Afternoon School Readiness (Miss Liz)	12:00-3:00 Afternoon School Readiness (Miss Liz)	12:30 – 3:00 Afternoon School Readiness (Miss Liz)	12:00 – 3:00 Afternoon School Readiness (Miss Liz)	12:30 – 3:00 Afternoon School Readiness (Miss Liz)
12:30-3:00 Afternoon School Readiness (Miss Chloe)	12:00 – 3:00 Afternoon School Readiness (Miss Chloe)	12:30-3:00 Afternoon School Readiness (Miss Chloe)	12:00-3:00 Afternoon School Readiness (Miss Chloe)	12:30 – 3:00 Afternoon School Readiness (Miss Chloe)
	EVENING MIXED AGES 5:00 – 6:30 P.M.			

****NOTE:** New security systems and procedures are in place. (All School entrances will be locked from 8:00-3:00 except for the main doors where you can be buzzed in, if necessary.)