



Saint Peter School Readiness Parent Handbook 2018-2019

School Readiness Philosophy

School Readiness is an education program under Saint Peter Public Schools' Community & Family Education. It is a program which serves parents and children between age three and their kindergarten enrollment. This program supports parents in their role as their child's first and most important teachers. Through regular weekly classes, and a variety of family events, parents are encouraged to interact positively with their children, increase their understanding of child development, and enhance their parenting skills. School Readiness classes are held at various times of the day and week to accommodate varying family schedules. All program offerings will promote age/developmentally appropriate activities and practices.

**SAINT PETER PUBLIC SCHOOLS
VISION STATEMENT, MISSION STATEMENT AND GOAL STATEMENT**

VISION STATEMENT: LEARNING MATTERS

MISSION STATEMENT: TO INSPIRE A PASSION FOR LEARNING THAT ENCOURAGES AND ENABLES ALL INDIVIDUALS TO REALIZE THEIR HIGHEST POTENTIAL.

GOAL STATEMENT: TO ENSURE THAT THE DISTRICT VISION OF *LEARNING MATTERS* IS IN PLACE THROUGH A GUARANTEED AND VIABLE CURRICULUM, ONE WHICH IS TAUGHT BY SKILLED TEACHERS IN A SAFE, ORDERLY, AND CARING ENVIRONMENT, WITH ALL PARTS OF THE SYSTEM FOCUSED ON STUDENT LEARNING.

**SAINT PETER PUBLIC SCHOOLS
BOARD OF EDUCATION CORE BELIEFS FOR THE DISTRICT**

Core Beliefs:

We Believe:

- A system-wide culture of continuous improvement drives the work of the school district.
- All students can learn and have the right to an exceptional education.
- Safe and caring school environments are essential foundations for student learning.
- Collaboration amongst staff, parents and community members enhances the fulfillment of our mission.
- Resilience is recognized and encouraged within the school experience.

**SAINT PETER PUBLIC SCHOOLS
BOARD OF EDUCATION STRATEGIC DIRECTIONS FOR THE DISTRICT**

Strategic Directions:

In order to reach our vision, we must:

- Implement a guaranteed and relevant curriculum.
- Align resource allocation to rigorous educational goals.
- Engage in regular and ongoing data/evidence collection, use and reporting to stakeholders.
- Develop critical thinkers, collaborators, communicators and problem solvers throughout the system.

**Saint Peter Early Childhood Family Education and School Readiness
2018-2019 PROGRAM IMPROVEMENT PLAN**

Strategic Priorities for 2018-2019:

- Implement a comprehensive Early Childhood Program including Early Childhood Special Education, Early Childhood and Family Education and School Readiness.
- Develop partnerships with early childhood entities throughout the community to align communication, services and programming for young children.
- Foster student learning through the use of developmentally appropriate learning activities and best practice. (SMART, Inclusive programming, EC Curriculum/Assessment)
- Create transitions in programming that are designed to help young students move between programs with ease.
- Prepare for and engage in the continuous improvement and district accreditation process.

Saint Peter Public Schools School Readiness Programming

Saint Peter Early Childhood Center
100 Lincoln Drive, Suite 219B
Saint Peter, MN 56082
(507) 934-4211
Website: www.stpeterschools.org

Please let us know if you cannot attend or may be late for a class.

School Readiness STAFF

507-934-4211

Ytive Prafke	Administrator, Ext. 1010
Gina Evenson	Program Assistant, Ext. 2017
Jessica Schrupf	Administrative Assistant, Ext. 2018
Abby Hager	Early Childhood Educator, Ext. 2010
Joni Anderson	Early Childhood Educator, Ext. 2005
Erin Stueber	Early Childhood Educator, Ext. 2014
Lori Oachs	Early Childhood Educator, Ext. 2020
Mindy Myers	Early Childhood Educator, Ext. 2019
Michelle Holicky	Early Special Education Educator. Ext. 2015
Monica Bresnahan	Family Educator, Ext. 2006
Kristie Gurrola	Family Educator, Ext. 2009

Hiring Policies

District 508 requires a criminal history background check on employees and other individuals who provide service to the school, including individuals identified as regularly scheduled volunteers.

Please note that ECFE staff members are mandated reporters.



Program Description

The early years of childhood form the basis for later development and learning. The St. Peter School Readiness Program fosters social development, creativity, and emotional and physical well-being in a caring environment designed to strengthen your child's positive self-image. We offer regular parenting sessions to provide support and encourage in your parenting journey.

Our program is developmentally appropriate to the demands of early childhood and offers attention to the needs and differences of the individual children in the class. We believe a child learns and discovers much about his/her world through play. The environment is child-centered and reflects the children's interests. Children are active, sensory learners and we offer many opportunities for exploration, social interaction, and problem solving.

School Readiness consists of the following classes:

Young Explorers 2 Day – is a 2-day per week program for 3 and 4 year old children (as of Sept. 1 of the school year). Classes are held on Wednesday and Friday mornings from 8:20 a.m. to 10:50 a.m. with bussing available within the city limits of St. Peter and Kasota for these students for an additional cost. Attendance is required of parents at 3 conferences that are scheduled throughout the school year. Though a parent/child day is not scheduled during class time, we do encourage the parents to volunteer in the classroom as much as possible.

Young Explorers 3 Day AM or PM – is a 3 day per week program designed for 3 and 4 year olds (by Sep. 1 of the school year). The morning class runs from 8:20-10:50 a.m. and the afternoon class runs from 11:50-2:20 p.m. on Mondays, Tuesdays and Thursdays. There is bussing available for students within the St. Peter and Kasota city limits for an additional cost. Attendance is required of parents at 3 conferences that are scheduled throughout the school year . Though a parent/child day is not scheduled during class time, we do encourage the parents to volunteer in the classroom as much as possible.

Discovery Days 3 Day – is a 3 day per week program designed for 4 and 5 year olds (by Sep. 1 of the school year). The class runs from 11:50-2:20 p.m. on Mondays, Tuesdays and Thursdays. There is bussing available for students within the St. Peter and Kasota city limits for an additional cost. Attendance is required of parents at 3 conferences that are scheduled throughout the school year . Though a parent/child day is not scheduled during class time, we do encourage the parents to volunteer in the classroom as much as possible.

Discovery Days 4 day AM – is a 4-day per week program for 4 and 5 year olds (by Sept. 1 of the school year). This morning class runs from 8:20 a.m. to 10:50 a.m. on Mondays, Tuesdays, Wednesdays, and Thursdays. This class is a partnership with ECSE. There is bussing available for students within the St. Peter and Kasota city limits for an additional cost. Attendance is required of parents at 3 conferences that are scheduled throughout the school year. Though a parent/child day is not scheduled during class time, we do encourage the parents to volunteer in the classroom as much as possible.

Discovery Days 4 day PM – is a 4-day per week program for 4 and 5 year olds (by Sept. 1 of the school year). This afternoon class runs from 11:50 a.m. to 2:20 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays. Bussing is available for students within the St. Peter and Kasota city limits for an additional cost. Attendance is required of parents at 3 conferences that are scheduled throughout the school year. Though a parent/child day is not scheduled during class time, we do encourage the parents to volunteer in the classroom as much as possible.

K-Ready - is a 5 day per week program for children 5 years old (as of Sept. 1 of the school year) but are not attending kindergarten. Classes are held Monday through Friday from 8:20 to 11:05 a.m. with bussing available within the city limits of St. Peter and Kasota at an additional cost. Attendance is required of parents at 3 conferences that are scheduled throughout the school year. Parents are encouraged to volunteer in the classroom as much as possible, and will be formally invited to activities in the classroom throughout the year.

Parent Discussion Time

In our school district, the parent educators recognize that:



- The most effective approach to families emanates from a perspective of health and well-being.
 - The capacity of parents (significant caregivers) to raise their children effectively is influenced by their own development.
 - Child-rearing techniques and values are influenced by cultural and community values and mores.
 - Social support networks are essential to family well-being.
 - Information about child development enhances parents'/caregivers' capacity to respond appropriately to their children.
- Families that receive support become empowered to advocate on their own behalf.
(Quoted from: Duncan & Goddard, 2005)

So, the family educator will work to:

- guide parents as they share their personal ideas and experiences regarding parenting issues and information
- share a variety of approaches and philosophies to parenting and child development involving relevant research ideas
- respectfully support and encourage group members
- keep group information confidential, although the parent educator, like all school employees, is a mandated reporter, in accordance to the 2010 Minnesota State Statute 626.556:
- The public policy of this state is to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. Knowing that most parents want to keep their children safe, sometimes circumstances or conditions interfere with their ability to do so, it is the policy of this state of Minnesota to require the reporting of conditions that endanger children.

Transportation

Bus transportation is available for students in all programs through Saints Bussing Service, and must be arranged through the St. Peter Early Childhood Center office. Route distance is limited to within the St. Peter and some Kasota city limits.

IMPORTANT! BUS SAFETY: The bus staff will not drop children at home/daycare without an adult present. Please make sure you or a responsible adult are at the bus drop off location at the appropriate time to meet your child.

If your child is ill or will not be riding the bus for other reasons, a call must be made by a guardian to **SAINTS BUS SERVICE at **934-4690** to report the absence. If the bus company has not been notified of your child's absence and stops to pick up your child for a total of 3 consecutive days, bussing will be discontinued until the bus company is notified by the parent that the child will once again be riding the bus. Bussing costs will not be discounted due to your child's absence.**



Parent Transportation

Adults transporting a child(ren) must bring the child(ren) into the classroom. Please do not bring your child more than five minutes before class is scheduled to begin as the teachers are busy preparing for the day.

If your child will be leaving class with another adult, call before the class begins or give a written note to the teacher. Children will not be allowed to leave without prior parent notification.

School Readiness Calendar

School Readiness classes begin in September and run through May. You will receive a yearly calendar of the class schedule at your first conference in the fall.

Class Cancellation Information

School Readiness classes will follow the Saint Peter Public School guidelines for weather-related closings. All School Readiness classes are automatically canceled if Saint Peter Schools are canceled.**

*Morning SR classes will **NOT** be held when: The Saint Peter Schools have a late start or are closed for the day.*

*Afternoon SR classes will **NOT** be held when: The Saint Peter Public Schools have an early dismissal or are closed for the day.*

When a School Readiness class is canceled due to weather, rescheduling will be at the discretion of the school district. To check for cancellations or delays, you can call the weather hotline at (507) 934-4211 Ext. 2400.

District 508 has an emergency notification system in place called ConnectEd. If School Readiness classes are canceled due to inclement weather or another situation, you will receive a call at the telephone number you have listed on your registration information. If your contact information changes, please contact the St. Peter Early Childhood Center office at 934-4211 as soon as possible.

Child Absence

If your child will be absent, please call the St. Peter Early childhood Center office at 934-4211 as soon as possible so that the teacher may be notified. **If your child rides the bus, you must also call Saints Bus Service at 934-4690 to report the absence.**

Billing Information

Tuition costs are divided into 9 equal amounts and you will receive an invoice from the St. Peter Early Childhood office around the beginning of each month (Sept. – May). Please remit payment by the 15th of the month in the envelope provided by mailing it, dropping it off at the St. Peter Early Childhood office or by placing it in the payment envelope box in the classroom. You may also pay online with a Visa, MasterCard or Discover card (see attached instructions in back of handbook) or by phone with a credit card by calling our office.

Financial aid is awarded to those who qualify, based on information provided by families when filling out the financial aid form attached to the School Readiness application.

Difficult situations often arise for families during the school year. If your financial situation changes and you are unable to meet your tuition obligation, please follow the steps below:

- *Continue to send your child to school.*
- *Please note: Our pre-school teachers are not aware of tuition agreements or family financial situations; please contact the office directly.*
- *Call our office at 934-4211 and talk to either Ytve (ext. 1010) or Jessica (ext. 2018) to make us aware of your situation and discuss options. You may be asked to update your financial aid form.*
- *Arrangements will be made for assistance, based upon individual family needs.*

In the event that your financial situation improves at a later date, please contact our office once again to discuss a revised payment plan.

Conferences

Conferences are held three times during the class session.

- One conference in the fall prior to the beginning of classes
- One mid-year conference
- One end-of-the year conference

ADDITIONAL INFORMATION

Building Security

The St. Peter Early Childhood Center has a single point of entry and has a safety plan in place to ensure the safety of all students and staff.

Snacks

All food brought to schools needs to be pre-packaged and store bought.

Birthday Parties

Please do not hand out party invitations at school. State law prohibits homemade food from being brought to school to serve as treats for parties, birthdays, etc.



Child Abuse & Neglect Laws

In accordance with the State Law (statute # 626.556) all cases where there is reasonable cause to believe a child is being neglected, physically or sexually abused, will be reported immediately to the local child protection agency. As mandated reporters, teachers must report all such cases directly to the local welfare agency. Reports are made by telephone. Information in the report is confidential.

Nicollet County Child Protective Services: 507-934-6800.

Communicable Disease

In the event that your child develops a communicable disease during the school year, please keep your child home and notify the school, so we can then observe other students for signs of illness. Examples of common childhood communicable diseases are chicken pox, pink eye, strep throat, head lice, impetigo, flu, and the common cold. Please call the classroom teacher or the district school nurse, Mary Powers, RN at (934-4210 ext. 1009) if you have questions regarding your child's illness or when your child can return to school.

Directory Information

It shall be the policy of District #508 to designate the following personal identifiable information contained in a student's education record as "directory information", and it will disclose that information without prior written consent:

1. The student's name
2. The student's grade level
3. Pictures of students participating in or attending school activities

Emergency Care Policy

In the event of emergency or serious illness, it is the policy of the school district to provide appropriate medical response and to contact the parent/guardian as quickly as possible. In the event of a serious emergency, the school will call 911 and request emergency response personnel immediately. The parent/guardian or designee will be contacted at the same time. If the situation is not life threatening but the student requires urgent care and the school cannot contact a parent/guardian or designee, school personnel will call 911 to have the student transported to the nearest clinic or hospital. It is the responsibility of the parent/guardian to pay any incurred medical expense.

School Forms Every child is required to have an emergency information form on file. Please notify the Community and Family Education office in writing when any information has changed. Teachers may request emergency contact information to keep on file in the classroom during the school year.

Fire, Emergency and Weather Minnesota state regulations require that emergency drills be conducted during the school year. We participate in practice drills throughout the year. Talk with your child about the “why” of these drills. When the alarm sounds, each class follows a prearranged plan for evacuation.

School Closings In the event of extreme weather conditions or emergency circumstances, it may be necessary to close school. ConnectEd (a program for emergency communication with families) will place phone calls to all School Readiness families with a recorded announcement regarding any changes in the school day. Announcements will also be on the local radio and television stations. Our concern is for the welfare and safety of all students and families. Your cooperation and understanding is appreciated.

Field Trips

During the school year, field trips are taken to various locations. A permission slip is signed at the beginning of the year that will cover all field trips that are taken. If additional permission is needed for a particular trip, a slip will be sent home to be signed and returned before the child can participate in that trip. In the event that you do not want your child to go on a trip, the child should not attend school on that day. Field trips are for the enrolled child only.



Homeless families

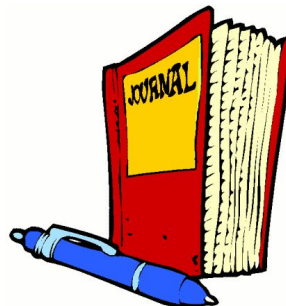
Our school recognizes that maintaining a regular, mainstream environment has a positive impact on child development and academic achievement of students in homeless situations. We will make every effort to eliminate barriers that limit access to educational programs and services or the opportunity for students in homeless situations to learn. District 508 Homeless Liaison-Kelly Jensen 507-934-4210 ext. 6105.

Order of Protection:

Should there be an Order of Protection or any other court ordered restrictions related to your child, please bring a copy of the paperwork to the Early Childhood office. Without documentation on file in our office, we are unable to enforce the restrictions. This information will be kept confidential.

Journals:

Journals are sent home each week and should be returned the first class day of the following week. Journals provide important teacher/parent exchange of information. Please refer to your child’s journal for announcements, information and school related activities. Please use this valuable tool.



Illness Policy

If a child becomes ill at school and would need to go home, school personnel will call the parent at home or work. If the parent cannot be reached, the person you have designated, as your child's emergency alternate will be called. Parents should arrive promptly following a phone call from school. If there is a change of telephone numbers for either you or the emergency alternate, please notify your child's teacher or phone our office.

When Should A Child Stay Home?

If a child is vomiting or has diarrhea, he/she should stay home for 24 hours after the vomiting or diarrhea has stopped.

If a child has a temperature 100 degrees or greater, he/she should remain at home. Those students, who remain fever free for 24 hours without fever reducing medication, such as Tylenol or Advil, may return to classes.



Immunization Law

Minnesota state law requires all children attending public schools to be properly immunized according to state guidelines for the age of the child. Students who are not fully immunized appropriately for their age will need to update their vaccinations to remain in school. Parents whose children are not immunized and hold conscientious beliefs contrary to the immunizations law need to submit the Conscientious Objection Form to the school.

Medication

Parents/guardians requesting that medication (either prescription or non-prescription) be administered during school hours by school staff are required to provide all of the following:

- A statement from the physician for the administration of medication
- A parent release for the administration of medication
- The medication in the original, properly labeled, pharmacy container

Picking up Your Child

Your child(ren) will be anxious to see you immediately at the end of class. School Readiness staff are responsible for cleaning the rooms and they are scheduled for only 15 minutes after a class is completed. We thank you for respecting their time constraints and our commitment to them by picking up your child(ren) in a timely manner.

