

COMMUNITY RESOURCES

ANOKA-HENNEPIN SCHOOL DISTRICT

Adult Basic Education (ABE)	763-433-4200
Adventures Plus school-age care	763-506-1400
Aquatics	763-506-5980
Anoka-Hennepin Schools Preschool	763-506-1500
Child Care Collaborative	763-506-6187
Community Education	763-506-1260
Community Schools	763-506-1260
Early Childhood Family Education (ECFE)	763-506-1275
Early Childhood Special Education (ECSE)	763-433-4800
Early Childhood Screening	763-433-4910
Educational Service Center (ESC)	763-506-1000
Family Welcome Center	763-433-4680
Home Visiting	763-506-1545

CRISIS NUMBERS ANSWERED 24 HOURS A DAY

Fire, Police, Ambulance	911
United Way 211	651-291-0211
Alexandra House for Battered Women, Anoka County	763-780-2330
Anoka County Child Protection	763-324-1440
Anoka County Mobile Crisis Response	763-755-3801
Home Free Shelter for Battered Women, Hennepin County	763-559-4945
Poison Control	800-222-1222

FAMILY RESOURCES

Anoka County – General Info	763-324-5500
Hennepin County – General Info	612-348-3000
CEAP – Anoka County	763-783-4930
CEAP – Hennepin County	763-566-9600
Child Care Assistance – Anoka County	763-324-2350
Hennepin County	612-348-5937
CROSS Food Shelf – Hennepin County	763-425-1050
Help Me Grow (referral, birth to age three)	866-693-4769
Immunization Clinics – Anoka County	763-324-4210
Hennepin County	612-348-2884
Judicare – Anoka County	763-783-4970
Legal Aid Society – Hennepin County	612-332-1441
Library – Anoka County	763-324-1500
Hennepin County	612-543-6250
MN Relay Services	800-627-3529
People Inc. – Parent Support	651-774-0011
WIC – Anoka County	763-324-4230
Hennepin County	612-348-6100

ANOKA-HENNEPIN SCHOOLS

Early Childhood Family Education (ECFE)

PROGRAM HANDBOOK

2023-2024



EARLY CHILDHOOD FAMILY EDUCATION

ECFE

ANOKA-HENNEPIN SCHOOLS



ANOKA-HENNEPIN
SCHOOLS
A future without limit


Welcome to Anoka-Hennepin Schools

EARLY CHILDHOOD FAMILY EDUCATION

Parents/guardians are their child's first and most important teacher. Raising a child can be very rewarding but sometimes it can be frustrating. Everyone deserves support for this challenging and important job.

The mission of Early Childhood Family Education (ECFE) is to strengthen families and enhance the ability of all parents and caregivers to provide the best possible environment for the healthy growth and development of children.

Our goal is to provide affordable, quality programming. Fees can be waived or reduced if family circumstances would make payment a hardship.

 If you are new to ECFE, visit ahschools.us/ecfe to find more information on ECFE registration, classes, and activities.




HANDBOOK HIGHLIGHTS

Detailed information on each topic is included within the handbook.



- **Weather-Related Closures** - When snow or cold weather limits the ability to provide student transportation and staff travel to and from school, Anoka-Hennepin Schools may close.
- **Arrival** - Please try to arrive no earlier than five minutes before class time. Sign in, hang up coats, wash hands, put on name tags.
- **Clothing** - Dress for getting messy, exploring and having fun.
- **Cell Phones** - ECFE is a cell phone free zone. Please turn your phone to silent and put it away.
- **Illness Policy** - Parents/caregivers and children should stay home when sick so as not to spread the illness to other families. This includes staying home if there has been a fever, diarrhea, or vomiting in the past 24 hours.
- **Immunization Record** - Minnesota law requires that families provide an immunization record for every child enrolled in ECFE classes or file a legal medical or conscientious exemption.
- **Safety Drills** - Fire drills, tornado drills, and lockdown drills are practiced throughout the year. Parents/caregivers are expected to participate.
- **Toileting** - Parents/caregivers are responsible for changing their own child's diaper or taking them to the bathroom. Please bring your own changing supplies.

ECFE LOCATIONS



ANDOVER PRESCHOOL & FAMILY PLACE

 763-767-3520
 13632 Crosstown Blvd., Andover, MN 55304



ANOKA PRESCHOOL & FAMILY PLACE / ESC

 763-506-1275
 2727 N. Ferry St, Anoka, MN 55303
Enter Door No. 14

BLAINE EARLY CHILDHOOD CENTER



 763-433-4750
 13001 Central Ave. NE, MN 55434

COON RAPIDS PRESCHOOL & FAMILY PLACE



 763-433-4650
 11254 Crooked Lake Blvd. NW, Coon Rapids, MN 55433
Enter Door A

ECFE MAIN OFFICE  763-506-1275

RIVERVIEW EARLY CHILDHOOD CENTER

 763-506-6170
 1400 93rd Ave. N., Brooklyn Park, MN 55444
Enter Door No. 6

SORTEBERG EARLY CHILDHOOD CENTER

 763-433-4900
 11400 Magnolia St. NW, Coon Rapids, MN 55448
Enter Door No. 2

Follow us on Facebook

facebook.com/AnokaHennepinECFEandPreschool
ECFE and Anoka-Hennepin Schools Preschool program updates will be highlighted.

Community Education welcomes everyone.

If you need help registering for an ECFE class or have a question about ECFE, please contact the ECFE office at 763-506-1275 or ecfe@ahschools.us

Kev Kawm Zej Zog Zoo siab txais tos txhua tus. Hmong
Yog tias koj xav tau kev pab sau npe rau ECFE chav kawm lossis muaj lus nug txog ECFE, thov hu rau Linda Yang ntawm 763-506- 6176 lossis linda.yang@ahschools.us.

La Educación Comunitaria les da la bienvenida a todos. Spanish
Si necesita ayuda para registrarse para una clase de ECFE o tiene alguna pregunta sobre ECFE, comuníquese con Ana Salazar al 763-506-6184

CLASSROOM INFORMATION

ARRIVAL

- Because staff are preparing the classroom, please try to arrive no earlier than five minutes before class time.
- ECFE is a cell phone free zone. Please turn your phone off and put it away.
- Hang coats and personal belongings in designated area.
- Sign in, put a nametag on yourself and your child every week.
- Wash hands with soap and water before starting class activities.

BIRTHDAYS/HOLIDAYS

- Time spent in ECFE classes is limited and is focused on learning through play rather than celebrations.
- The traditions and cultural backgrounds of each child and family are valued and respected. We understand that holidays are an important part of a family's traditions and are celebrated uniquely in each family.

CLOTHING

- Dress for getting messy, exploring and having fun.
- In the winter, be sure to bring shoes if either you or your child wears boots.

DISCIPLINE

- Anoka-Hennepin Schools Early Learning programs use teaching strategies and positive behavior management techniques to help children learn developmentally-appropriate behaviors for interacting with other children in a school environment. If children need additional support, parents will be contacted and expected to work with teaching staff to develop and implement a guidance plan to ensure a safe and secure classroom for all children and staff.
- As mandated reporters, we are required by law to report any signs of child abuse.

ROOM GUIDELINES

- Follow your child's lead. Use eye contact and get down to your child's level.
- Focus on your relationship. Communicate through touching, smiling and encouragement.
- Stay with your child - you are in charge of their safety and behavior.
- Encourage your child to participate.
- Young children are not expected to share. Sharing is a learned behavior that will develop over time.
- We expect crying, fighting and other very normal behavior from children. It's okay; this is a time for learning!

CLASS STRUCTURE

- You and your child will spend time together in the classroom, which is set up with learning activities for families to enjoy together.
- During discussion time, children and parents/caregivers generally separate from each other (infants four months and younger stay with their parent/caregiver the entire class time).
- In some younger-age classes, separation is gradual. Staff will work with you to make the process of separating during these classes go smoothly for both you and your child.

CIRCLE TIME

- Some children will get up and wander; that is okay. We ask that the parent/caregiver stay in the circle while staff guide children back. Children ages three to five are encouraged to stay in circle.
- Children learn by repetition, so we often repeat songs and fingerplays.

CHILDREN'S TIME

- Children stay with the early childhood staff in the classroom.
- The teacher's role during children's time is to observe, encourage and guide children's exploration and give help when needed.
- Children learn through their play. It is their work. They learn about themselves and others through initiating and participating in activities they choose and by being with other children.
- During this time, children are learning to:
 - Develop their senses.
 - Be in charge of themselves.
 - Figure out how things work and solve problems.
 - Develop and express imagination and creativity.
 - Express their feelings and energy in healthy ways.
 - Talk and share ideas.
 - Build strength and control of their bodies.
 - Increase their ability to concentrate.
- A simple snack may be shared. Snack time provides a great opportunity for children to work on social, emotional and language skills. Donations of snacks are appreciated.

PARENT/CAREGIVER DISCUSSION TIME

- Discussion time is planned to be relevant and tailored to participant needs, children's ages, and parent educator expertise. The Parent Education Core Curriculum Framework is used as a topic guide and content is structured around five main areas:
 - Early childhood development
 - Family development
 - Culture and community
 - Parent development
 - Parent-child relationship
- The parent educator brings knowledge and information based on current research and past experience with families.
- During discussion, keep in mind:
 - Personal information shared in the group is confidential.
 - Bring your questions, resources and other information to share.
 - We all have different ways of parenting. It's okay to disagree and still support each other.
- Parents/caregivers return to classroom following discussion time.

TSG FEEDBACK

- As part of the ECFE class, you and the early childhood staff will have opportunities to observe and learn about how your child is growing, developing, playing, and learning.
- While observing children in the classroom, ECFE teachers use an adapted version of a child’s development and learning assessment called Teaching Strategies Gold.

HEALTH AND SAFETY

CLEANING TOYS

- We disinfect tables, toys and equipment after each class.
- If you notice your child mouthing a toy, please put it in the designated bin when they are done playing with it so it can be sanitized.

ILLNESS

- Parents/caregivers and children should stay home when sick so as not to spread the illness to other families. This includes staying home if there has been a fever, diarrhea, or vomiting in the past 24 hours.
- In order to provide a healthy environment for everyone, you will be asked to leave if a child appears ill.
- Notify the early childhood staff if your child has a communicable disease (such as Coronavirus/COVID-19, whooping cough, measles, mumps, chicken pox, strep throat, hand, foot and mouth disease, etc.) and has exposed other children. Staff will notify the parents/caregivers of the children who were exposed.

IMMUNIZATION RECORD

- Minnesota law requires that families provide an immunization record for every child enrolled in ECFE classes or file a legal medical or conscientious exemption.
- A link to download the immunization form is sent with every ECFE class registration confirmation.

SAFETY DRILLS

- As part of our ongoing commitment to student safety, fire, tornado, and lockdown drills are practiced throughout the year.
- When safety drills are conducted, parents/caregivers are expected to participate. If you are in a building during a drill, follow the instructions of early childhood or building staff.






TOILETING

- Parents/caregivers are responsible for changing their child’s diaper or for taking them to the bathroom. A good time to do this is before leaving for discussion time.
- Please bring your own changing supplies. There is spray disinfectant to wash the changing table before and after using it. Please use the safety strap while changing your child’s diaper.
- Wash your hands and your child’s hands before returning to the classroom.

WEATHER-RELATED CLOSURES

When snow or cold weather limits the ability to provide student transportation and staff travel to and from school, Anoka-Hennepin Schools may close.

Where can I find updates on school closings?

-  ahschools.us/earlylearners
-  facebook.com/AnokaHennepinECFEandPreschool
-  **763-506-1275**
or any district telephone number to hear a recording.
-  Media outlets including WCCO, KSTP, FOX 9, KARE 11, and WCCO radio.
- For more information on weather-related school closures visit  bit.ly/AH_ECFE_WeatherClosures

OTHER ECFE OPPORTUNITIES

PLAYTIME

Together, parents and children will enjoy stories, books, active play, songs, rhymes, and lots of fun! Playtime enhances small and large motor skills, self-esteem, and social skills.

Preregistration is required. Participation numbers are limited for the safety and enjoyment of all.


Register for Playtime online.

-  ahschools.ce.eleyo.com

HOME VISITING

The Home Visiting program offers information, ideas, and skills to support parents and caregivers of children ages birth to kindergarten. This service is offered at no cost through Anoka-Hennepin Schools Early Learning Programs.

For more information

-  **763-506-1545**
-  ahschools.us/homevisits

PARENT ADVISORY COUNCIL

The Parent Advisory Council (PAC) provides input and support to the ECFE and the Anoka-Hennepin Schools Preschool programs. Attending Parent Advisory Council (PAC) meetings is a great way to learn more about school district programs and make personal connections with other families. All are welcome.

For more information

-  **763-506-1509**
-  ahschools.us/ECFEPAC