

Anoka-Hennepin Schools Preschool

PARENT HANDBOOK

2019-2020



This handbook contains:

- Program information and policies
- Weather closure information
- Community resources

**Keep for reference
throughout the year.**

 ahschools.us/preschool

 763-506-1500

ANOKA-HENNEPIN SCHOOLS
PRESCHOOL



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Community Education welcomes participants of all abilities. Reasonable accommodations are available with minimum 72-hour notice. To request an accommodation, call 763-506-1279 or email peoplewithdisabilities@discovercommunityed.com. Deaf/hearing impaired dial 711 for MN relay. This document will be provided in alternate formats with 3-days' notice.



Parent Advisory Council

The ECFE/Preschool Parent Advisory Council (PAC) is a volunteer group of parents/caregivers who provide input and support to the Early Childhood Family Education (ECFE) and Preschool programs.


The Advisory Council sponsors a number of events including:

- Fall fundraiser with proceeds going back to classrooms to purchase classroom equipment,
- annual Vehicle Day event,
- a Community Baby Shower for families in need,
- teacher appreciation breakfast and lunch, and
- a mini-grant program for classroom teachers to purchase needed enriching classroom materials.

Meetings are held the second Monday of each month during the school year from 6:30 to 8 p.m. child care is provided with advance notice.



If you are interested in attending a meeting view the schedule online:

 ahschools.us/ECFEPAC

Welcome!

We are delighted that your child is a part of our preschool family. Our goal is to provide a welcoming, safe and developmentally appropriate learning environment for every child. This handbook will answer your questions about the program and explain policies and procedures. If you have questions not answered here, ask your classroom instructor or call the preschool office.

Tracy Knighton, Manager, Early Learning Programs



The Anoka-Hennepin Schools Preschool program is sponsored by the Anoka-Hennepin Community Education Department.

The main preschool office is located at:
Anoka-Hennepin Schools Preschool
2727 N. Ferry St.
Room 167
Anoka, MN 55303

 763-506-1500

 ahschools.us/preschool



Welcome to Anoka-Hennepin Schools Preschool!

Attendance

Regular attendance is very important for a child's learning and preparation for kindergarten.

If a child must be absent, call the classroom and bus company (if applicable) to make them aware of the absence.

Kottkes' Bus Service: 763-755-3100, ext. 1

First Student Anoka: 763-421-3199

First Student Champlin: 763-421-5785

See classroom guide for classroom phone numbers.

- If a child misses two class days in a row with no phone call from a parent/caregiver, the instructor will call the child's home.
- If a child misses another two class days in a row with no phone call, the child will be dropped from the preschool program.
- If a child misses a total of one school week (5 school days) with no phone call, the child may be dropped from the preschool program.

Birthdays/Holidays

We help children celebrate their special day with a crown/tiara, birthday song, and/or certificate from the instructors. If your family does not celebrate birthdays, please let staff know.

Time spent in preschool is valuable learning time for children and does not allow for holiday parties.

Cell phone policy

Anoka-Hennepin Schools Preschool is a cell phone free zone. Please turn your phone off while dropping off and picking up your child.

Class withdrawal

If you need to withdraw your child from class, please call the main preschool office at 763-506-1500. If there is tuition paid when a withdrawal occurs after the start of a month, there is no refund for that current month; any prepaid tuition will be refunded.





Emergency or weather-related closing

If Anoka-Hennepin Schools are closed, there will be no Anoka-Hennepin Schools Preschool classes.

Where can you find information on school closings?

 ahschools.us/earlylearners

 facebook.com/AnokaHennepinECFEandPreschool

 763-506-1000 or classroom phone number

 WCCO, KSTP, FOX 9, KARE 11, CCX (also known as Northwest Community TV)

 WCCO radio

Preschool classes are not made up nor is a credit issued for cancellations due to emergency or weather-related closings.

Guidance and positive discipline

Preschool staff uses positive behavior guidance to help children learn how to interact with others and use the classroom materials. Children are taught acceptable options for unacceptable behavior.

If contacted regarding your child's behavior in school, you will be expected to work with school staff on a positive intervention behavior plan. Your child may be dropped from the program if you choose not to work with the staff in developing a plan.

Toileting

Children must be toilet trained to attend preschool. This means a child knows when they need to use the bathroom and can independently take care of their own personal needs. Pull-up diapers are not a substitute for being toilet trained. If a child is experiencing toileting accidents in school, parent/caregiver may be asked to postpone attendance in preschool until the child is completely toilet trained.



Tuition payments, if applicable

It is important that tuition is paid on time. Non-payment of tuition may result in the child being dropped from preschool. If you are having difficulty making payments, contact the main preschool office at 763-506-1500 to make arrangements.

Weapons

It is the policy of the Anoka-Hennepin School District to maintain a positive, safe and secure learning and working environment. No weapons or items that look like weapons (toy guns, knives, etc.) are allowed at school, on the school bus or on school property. If a child brings one to school, the parent will be called and the child may be dropped from the preschool program.

Early Childhood Screening

Early Childhood Screening is required for children enrolled in School Readiness Preschool within 90 days of starting preschool.

If your child has not yet been screened, please call to make an appointment. Failure to complete screening could result in your child being withdrawn from the preschool program. Children are screened based on age at the time of screening.

Sandburg Education Center

✉ 1902 2nd Ave., Anoka, MN 55303

☎ 763-506-2400

💻 ahschools.us/earlychildhoodscreening





Keep your family information up-to-date.

Notify the classroom instructor and main preschool office if there are any changes to your address, phone numbers, email addresses, health information, or persons authorized to pick up your child during the school year.

Allergies

If your child has allergies (including food allergies) contact your child's instructor. You may be asked to complete an *Allergy Alert Plan*.

Illness

If your child is ill, call the classroom and bus company (if applicable) each day to make them aware of the absence.

Kottkes' Bus Service: 763-755-3100, ext. 1

First Student Anoka: 763-421-3199

First Student Champlin: 763-421-5785

See Classroom Guide for classroom phone number.

When should my child stay home?

- If there is a temperature of 100 degrees or more. Temperature must be normal (98.6 degrees) for 24 hours before returning.
- Vomiting, diarrhea, any undiagnosed rash, discharge from eye, ears or heavy nasal discharge, severe cold symptoms.

Exposure to communicable diseases (such as scabies, whooping cough, measles, ringworm, fifth disease, mumps, chicken pox, impetigo, diphtheria, scarlet fever, strep throat, hand, foot and mouth disease) should be reported to classroom teacher. If your child is contagious they may not attend preschool until 24-hours after medication begins or released by doctor. For strep throat, child may return to preschool 12-hours after medication has been started.

If your child becomes ill at school, a parent or authorized person will be called to take your child home.

Accident notification

If there is an accident or injury, staff will take the necessary care for the child including:

- Administering necessary first-aid.
- Contacting parent/caregiver of accident and first-aid applied. If appropriate, the parent/caregiver may be asked to pick the child up.

If immediate emergency treatment is needed, staff will contact 911 immediately. Parent/caregiver will be contacted directly after 911 call.

Safety drills

Fire, tornado, and lockdown drills are practiced throughout the school year. Staff plan carefully to make drill practices a positive experience for the children. Talk with your child's instructor if you have any questions about safety drills in preschool.

Clothing

Children should wear comfortable, washable play clothes and shoes. Paint shirts are provided and worn for messy activities. Please label personal items:

- backpacks
- hats
- jackets
- snowpants
- mittens
- boots



The preschool program is funded by Minnesota state funding as well as participant paid tuition. The state funding requires parent/caregiver participation in a preschool program activities.

Assessments

Each child's progress in preschool is observed and monitored throughout the year. Classroom instructors look for growth in the developmental areas of social/emotional, literacy, math, physical, cognitive, and language development.

Conferences

Conferences are held twice a year. Classroom instructors provide conference information throughout the school year.

Homework

To reinforce and build on preschool skills, homework activities are offered in all classes. Homework is usually a fun, entertaining activity or a game. Parents/caregivers are encouraged to work together on the homework activity.

Just for Parents (and caregivers)

Anoka-Hennepin Early Childhood Family Education (ECFE) offers a number of parent education opportunities for families with children ages birth through grade three. These opportunities offer a community of support, advice and assistance. View the current class offerings online:

 ahschools.ce.eleyo.com

Monthly calendar, newsletter, and webpage

Each month calendars, newsletters and/or weekly lesson plans and classroom photos are posted on classroom webpages.

So much goes on at school every day and we want you to be connected!

 ahschools.us/preschool

Family Welcome Center

The Family Welcome Center supports families new to the Anoka-Hennepin School District as well as English language learners by making recommendations for the level and types of service students need.


The Family Welcome Center will also offer resource materials, including community organizations and county services. For older students, the staff discusses various graduation and/or post-secondary options that may be of interest.

The welcome center is located inside the Family Center Mall at:

11224 Crooked Lake Blvd. Coon Rapids, MN 55433



For more information on English Learners (EL) programs

 **763-433-4680**

 ahschools.us/familywelcome

Community resources

Crisis Numbers — Answered 24 hours a day

Fire, Police, Ambulance	911	People, Inc. – Parent Support	763-785-9222
United Way 211	651-291-0211	Home Free Shelter for Battered Women, Hennepin County	763-559-4945
Alexandra House for Battered Women, Anoka County	763-780-2330	Poison Control	800-222-1222
Anoka County Child Protection	763-324-1440	United Way 211	651-291-0211

Anoka-Hennepin School District

Adult Basic Education	763-433-4200	Child Care Collaboration	763-506-1510
Adventures Plus school-age care	763-506-1400	Community Education	763-506-1260
Aquatics	763-506-5980	Community Schools	763-506-1286

Family Resources

Anoka County – General Info	763-324-4000	Immunization Clinics – Anoka County	763-324-4240
Hennepin County – General Info	612-348-3000	Hennepin County	612-348-2884
ACCAP – Anoka County	763-783-4747	Judicare – Anoka County	763-783-4970
Adult/Child Mental Health Crisis Anoka County	763-425-1050	Legal Aid Society – Hennepin County	612-332-1441
Anoka County Traveler	63-324-3250	Library – Anoka County	763-324-1500
CEAP – Anoka County	763-783-4930	Hennepin County	612-543-6250
Hennepin County	763-566-9600	MN Relay Services	800-627-3529
Child Care Assistance – Anoka County	763-324-2360	People Inc. Riverwind Crisis Response	763-755-3801
Hennepin County	612-348-3883	Resource Center for Fathers & Families	763-783-4938
CROSS Food Shelf – Hennepin County	763-425-1050	Help Me Grow (referral, birth to 3)	866-693-4769
Housing Link	612-522-2500	WIC – Anoka County	763-324-4230
		Hennepin County	612-348-6100

