

# Anoka-Hennepin Schools Preschool PROGRAM HANDBOOK

# 2023-2024



## This handbook contains:

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

**Keep for reference  
throughout the year.**



 [ahschools.us/preschool](https://ahschools.us/preschool)



 763-506-1500

ANOKA-HENNEPIN SCHOOLS  
**PRESCHOOL**



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## Community Education welcomes everyone.

If you would like a translated version of this document and/or further assistance, please contact your child's school or the Family Welcome Center (763-433-4680).

### Kev Kawm Rau Zej Zog Zoo siab txais tos txhua tus. Hmong

Yog koj xav tau ib qhov txhais ua lus rau daim ntawv no thiab/losyog kev pab ntxiv, thov cuag nrog koj tus menyuam lub tsev kawm ntawv los yog qhov Chaw Tos Txais Tsev Neeg (Family Welcome Center) (763-433-4680).

### Tacliinta bulshada ayaa soo dhaweynaysa qof walba. Somali

Haddaad u baahatid dokumiintigaan noocisa turjuman iyo/ama caawimo dheeraad ah, fadlan la xariir dugsiga ubadkaaga ama Xarunta Soodhoweynta Qoyska (Family Welcome Center) (763-433-4680).

### La educación comunitaria les da la bienvenida a todos. Spanish

Si desea una versión traducida de este documento o más información, haga el favor de ponerse en contacto con la escuela de su hijo/a o el Centro de Bienvenida a la Familia (Family Welcome Center) (763-433-4680).


## Stay connected!

These days there are so many ways to stay connected.

### Follow Us

Make sure to follow us on Facebook and Instagram to get the latest information, promotions, and other exciting announcements.

 [facebook.com/AnokaHennepinECFEandPreschool](https://facebook.com/AnokaHennepinECFEandPreschool)

 [instagram.com/AnokaHennepinECFEandPreschool](https://instagram.com/AnokaHennepinECFEandPreschool)



# 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.

For many children, this is their first time leaving their home to discover the exciting world of learning. Our goal at Anoka-Hennepin Schools Preschool is to prepare your child for kindergarten through play-based learning experiences in a classroom setting. Specific emphasis is placed on the emerging development of social and academic skills.

This handbook is meant to be a resource for you throughout the school year. Take the time now to review this program handbook. It will answer your questions about the program and explain policies and procedures. If you have questions not answered here, ask your classroom instructor, or contact the preschool office.

☎ 763-506-1500

✉ [preschool@ahschools.us](mailto:preschool@ahschools.us)



## Community Education welcomes participants of all abilities.

Reasonable accommodations are available with minimum 72-hour notice. To request an accommodation, call 763-506-1290 or email [info@discovercommunityed.com](mailto:info@discovercommunityed.com). Deaf/hearing impaired dial 711 for MN relay. This document will be provided in alternate formats with 3-days' notice.

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](http://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 may 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 will 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.




## Weather-related school closings


**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 you find updates on school closings?

 [ahschools.us/earlylearners](https://ahschools.us/earlylearners)

 [facebook.com/AnokaHennepinECFEandPreschool](https://facebook.com/AnokaHennepinECFEandPreschool)

 [instagram.com/AnokaHennepinECFEandPreschool](https://instagram.com/AnokaHennepinECFEandPreschool)

 763-506-1000

 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 challenging 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 to ensure a safe and secure classroom for all children and staff.

## Toileting

Children who are not on an IEP must be toilet trained to attend preschool. Teachers can provide verbal guidance if necessary. 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, the parent or a 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 Anoka-Hennepin Schools Preschool within 90 days of starting preschool.

If your child has not yet been screened, please schedule a screening appointment online -

 [ahschools.us/earlychildhoodscreening](https://ahschools.us/earlychildhoodscreening)

You may also email or call to register if you have difficulty scheduling online.

 [earlychildhoodscreening@ahschools.us](mailto:earlychildhoodscreening@ahschools.us)

 **763-433-4910**

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. Appointments typically take an hour.



Scan to schedule





## 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 will 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 without fever-reducing medication before returning.
- Vomiting, diarrhea, any undiagnosed rash, discharge from eye, ears or heavy nasal discharge, severe cold symptoms.

Exposure to communicable diseases (such as Coronavirus/COVID-19, 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. A parent or caregiver will be contacted directly after 911 call.

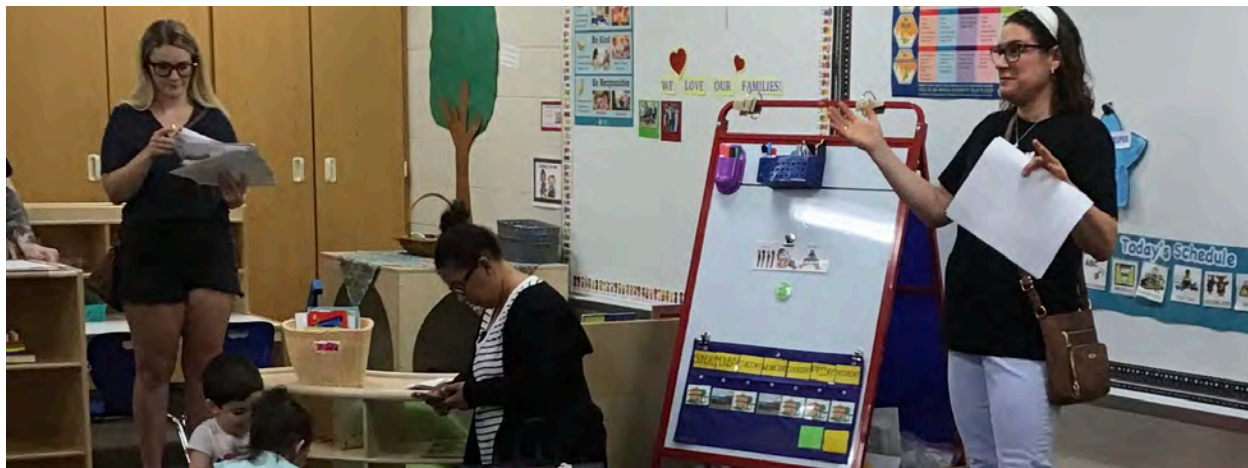
## Safety drills

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 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, in the fall and the spring. This is a time to talk with the teacher and plan learning goals for your child. You will also receive important information about their development and progress.

## Home Learning Activities

To reinforce and build on preschool skills, home learning activities are offered in all classes. These are fun, entertaining activities or a game. Parents/caregivers are encouraged to work together on the activities.

## Pre-K to Grade 3 Programs

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

 [ahschools.ce.eleyo.com](https://ahschools.ce.eleyo.com)

## Communications

Teachers will primarily be using email as a way to keep parents/caregivers informed and engaged with their child's learning. Be sure to check often for learning activities or important announcements.

As a program, we will be using S'more to keep families informed of programs or events that may be of interest. Watch for emails coming from [EarlyLearning@ahschools.us](mailto:EarlyLearning@ahschools.us) for updates or announcements.

## 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:

- Annual Vehicle Day event,
- Community Baby Shower for families in need,
- staff appreciation events, 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. All are welcome.



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

 [ahschools.us/ECFEPAC](https://ahschools.us/ECFEPAC)



# Community Resources

## Crisis Numbers — Answered 24 hours a day

Fire, Police, Ambulance . . . . .	911	People, Inc. – Parent Support. . . . .	651-774-0011
United Way 211 . . . . .	651-291-0211	Home Free Shelter for Battered	
Alexandra House for Battered		Women, Hennepin County. . . . .	763-559-4945
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 Collaborative . . . . .	763-506-6171
Adventures Plus school-age care. . . . .	763-506-1400	Community Education . . . . .	763-506-1260
Aquatics . . . . .	763-506-5980	Community Schools . . . . .	763-506-1260

## Family Resources

Anoka County –		Immunization Clinics –	
General Info . . . . .	763-324-4000	Anoka County . . . . .	763-324-4210
Hennepin County –		Hennepin County. . . . .	612-348-2884
General Info . . . . .	612-348-3000	Legal Aid Society –	
ACCAP –		Hennepin County. . . . .	612-332-1441
Anoka County . . . . .	763-783-4747	Library –	
Adult/Child Mental Health Crisis		Anoka County . . . . .	763-324-1500
Anoka County . . . . .	763-755-3801	Hennepin County. . . . .	612-543-6250
Anoka County Traveler . . . . .	651-602-5465	MN Relay Services. . . . .	800-627-3529
CEAP –		People Inc.	
Anoka County . . . . .	763-783-4930	Riverwind Crisis Response . . . . .	763-862-7944
Hennepin County. . . . .	763-566-9600	Resource Center for	
Child Care Assistance –		Fathers & Families . . . . .	763-473-7432
Anoka County . . . . .	763-324-2350	Help Me Grow	
Hennepin County . . . . .	612-348-5937	(referral, birth to 3) . . . . .	866-693-4769
CROSS Food Shelf –		WIC –	
Hennepin County. . . . .	763-425-1050	Anoka County . . . . .	763-324-4230
Housing Link . . . . .	612-522-2500	Hennepin County . . . . .	612-348-6100