

# ANOKA-HENNEPIN SCHOOLS PRESCHOOL



## PARENT HANDBOOK 2018 -2019

**Adams Elementary – Classroom #K3**

8989 Sycamore St. NW, Coon Rapids, MN 55433

### Classroom Staff

April Griffith, Preschool Instructor  
Missy Merschman, Assistant Instructor

**Class Days:** Monday - Friday

**Morning Class Time:** 9:10 -11:55a.m.

**Afternoon Class Time:** 1:15-4 p.m.

### Important Phone Numbers:

Preschool Classroom  
763-506-1694

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

*If your child is ill, do not send your child to school. Call the bus company **and** the classroom instructor to report the absence.*

# PROGRAM INFORMATION

## Bus safety and rules

Anoka-Hennepin ISD #11 provides busing for preschool children. Children must be picked up and dropped off at the same location each day. The pick-up and drop-off address must be in the Adams Elementary attendance area.



If your family moves or your child care location changes to outside the school attendance area, your child cannot be transported by the bus and may not be able to continue in the program.

Your child will receive a bus tag. Please be sure to attach the bus tag to your child's backpack or school bag so the driver will know that she/he is a preschool student. Classroom instructors will meet the bus at school and take the children off the bus.

An adult must get the child on the bus **AND** an adult must pick up the child at the bus stop. It is expected that a parent/guardian will be that adult. If someone other than the parent/guardian will be responsible for getting the child on or off the bus, you must complete a *Busing Drop Off / Pickup Parent Permission form*. Ask your child's classroom instructor for a copy of the form.

If an adult is **not** at the bus stop to meet the child, these steps will be followed:

**1<sup>st</sup> time:** Child will be brought back to school; parent must pick up child at school and will be given a verbal warning. A \$20 late fee is due when child is picked up.

**2<sup>nd</sup> time:** Child will be brought back to school; parent must pick up child at school and will be given a written warning that if it happens again, child will be dropped from the program. A \$20 late fee is due when child is picked up.

**3<sup>rd</sup> time:** Child will be brought back to school; parent must pick up child at school and **child will be dropped from the program**. A \$20 late fee is due when child is picked up. A child protection report will be filed with county Child Protection Services.

At any time, if a child is not picked up within one hour of returning to school, police will be called.

For afternoon class only, children without an adult at the bus stop will be brought to Adams Elementary Adventures Plus Program. Parents will pick up their child at Adams Elementary.

While on the bus, children must:

- Stay seated
- Keep their hands to themselves
- Talk quietly – no shouting or yelling
- Respect and obey the bus driver

**Bus behavior and suspension policy** - Good behavior on the school bus is the expectation. Behavior problems while riding the bus will be reported to the preschool site supervisor. Bus drivers are required to write bus reports when children misbehave on the bus.

**1<sup>st</sup> or 2<sup>nd</sup> bus report:** Instructor or supervisor will call parent and a bus report will be sent home with the child.

**3<sup>rd</sup> bus report:** Child will be suspended from the bus for two days AND a parent meeting will be required.

**4<sup>th</sup> bus report:** Child may be permanently suspended from the bus and parent will need to transport.

## Parent Transport

If you are transporting your child to and from the Adams Elementary School, please park on the east side of the building next to the primary playground. Staff will meet you at your car.

If you arrive more than five minutes after the start of class, you will need to go to the main office and follow building security procedures. A photo ID is required to enter all school buildings.

## Weapons Policy

It is the policy of the Anoka-Hennepin School District to maintain a positive, safe and secure learning and working environment. Therefore, the district will not tolerate weapons or items that look like weapons (toy guns, knives, etc.) 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 suspended from school for a period of up to 10 days. The full weapons policy can be found on the Anoka-Hennepin website.

### **Family Welcome Center**

The Family Welcome Center is available to identify the academic needs of each English language learner and to make recommendations for the level and types of service to student needs.

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, call 763-433-4680.

# CLASSROOM INFORMATION

## Attendance Policy

Regular attendance is **required**. Each class day is very important for your child's continuous learning and preparation for kindergarten.

- If a child misses two days in a row with no phone call, the instructor will call the parent with a warning.
- If a child misses two days in a row AGAIN with no phone call, the child will be dropped from the preschool program.
- If a child misses a week or more for something other than child/family illness or emergency, child may be dropped from the preschool program.

## Absence from School

Call the bus company **AND** the classroom if your child will be absent from school. Classroom instructors will not call the bus company.

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

**Adams Elementary Preschool classroom: 763-506-1694**

## Backpack or school bag

We ask that each child bring a backpack or school bag to class each day to carry home papers, artwork and other preschool items. If you do not have a backpack for your child, contact the classroom instructor and one will be provided. Backpacks or school bags should be labeled with your child's name. **Make sure to check your child's backpack each day for important papers.**



## Child Custody

If applicable, legal child custody documents, defining custody and visitation rights, must be submitted to the instructor at the start of the school year and when there are changes.

## Clothing

Children should wear comfortable/washable play clothes and shoes. Paint shirts are provided by the program and worn for messy activities. Please label personal items: backpacks, mittens, hats and boots.

## Emergency Closings

If Anoka-Hennepin schools are closed, there will be no Preschool. In the event of severe weather, watch for information about school closings on the District website ([www.ahschools.us](http://www.ahschools.us)), on television (WCCO, KSTP, FOX 9 or KARE 11) or WCCO AM 830 radio.

## Guidance and Positive Discipline

Instructors use positive behavior guidance to help children learn how to interact with others and use the classroom materials.

If you are contacted regarding concerns about your child's behavior in school, you will be expected to work with staff to develop and implement a plan to insure a safe classroom for all children and staff. Your child may be dropped from the program if you aren't willing to work with staff to develop a positive behavior plan.

## Holiday Celebrations

The traditions and cultural backgrounds of each child and family are valued and respected. Staff understands that holidays are celebrated in unique ways in each family. Time spent in preschool is valuable learning time for children; instruction and curriculum do not allow for parties.

## Homework / Conferences

Homework that reinforces skills taught in school will be sent home for parents and children to work on together.

Conferences are held twice a year. Classroom instructor will provide more information throughout the year.

## Meals

As part of the US Free and Reduced School Meals Program, children attending preschool in the morning will be served breakfast. Children attending preschool in the afternoon will be served lunch.



## 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 the student being withdrawn from the Kindergarten Readiness Program. Children are screened based on age at time of screening.

Early Childhood Screening checks:

- ✓ Fine and gross motor skills
- ✓ Vision and hearing
- ✓ Speech and language development
- ✓ Height and weight
- ✓ Cognitive and social development
- ✓ Immunizations

The Early Childhood Screening office is located at:

Sorteberg Early Childhood Center  
11400 Magnolia St. NW  
Coon Rapids, MN 55448

To schedule an appointment, call  
763-433-4833.

# HEALTH AND SAFETY

## Health and Safety

Keep your child's information up-to-date. Notify the classroom instructor if there are any changes in your address, phone numbers or health information during the school year.

**Allergies:** If your child has allergies, especially to foods, you may be asked to complete an *Allergy Alert Plan*. Contact your child's instructor right away to set up a time to discuss a plan. It is school district policy that no latex balloons or pets are allowed in the classrooms.

**Safety drills:** Fire, tornado, and lockdown drills are practiced with the children during the school year. Staff is sensitive to the potential anxieties children may have during these practices. They plan carefully to make the drill practices a positive experience for the children. Talk with your child's instructor if you have any questions about safety drills in preschool.

**Staying healthy:** To help prevent the spread of germs, staff has children cough or sneeze into a sleeve or shoulder rather than their hands. Children will be expected to wash their hands often during the day: after coughing or sneezing, wiping their nose, using the bathroom, after art, and before eating.

**Sick children:** Keep children home if they have had any of these symptoms within the last 24 hours:

- Fever
- Persistent cough
- Rash
- Runny/drippy nose
- Upset stomach, vomiting or diarrhea
- Cold symptoms and your child seems unusually tired or lethargic

## Illness

If your child is ill, call the bus company **and** the classroom daily to report the illness.

**To avoid infecting others, your child should stay home if he/she has:**

- A temperature of 100° or more. Child may return 24 hours after the temperature has returned to normal without fever reducing medications.
- Vomited or had diarrhea. Child may return 24 hours after the last episode.
- Any rash that may be disease-related or of unknown cause. Contact your doctor before child returns to school.
- Very runny nose especially if there is mucus that is green or yellow in color.
- Enlarged glands, an earache, sore throat, harsh cough or chills.



Call the classroom instructor if your child is sick with an infectious disease (chicken pox, strep throat, pink eye, etc.) and may have exposed children in school.

In the event of an accident, the following procedures will be followed:

- If immediate emergency treatment is indicated, 911 will be called.
- If less serious, the instructor will administer the necessary first aid and contact the parent/guardian.

# COMMUNITY RESOURCES

## Anoka-Hennepin School District

Adventures Plus school-age care	763-506-1400	Early Childhood	
Aquatics	763-506-5890	Special Education (ECSE)	763-433-4800
Community Education	763-506-1260	Early Childhood Screening	763-433-4833
Community Schools	763-506-1260	Educational Service Center (ESC)	763-506-1000
Early Childhood		Preschool Classroom	763-506-1694
Family Education (ECFE)	763-506-1275		

## Crisis Numbers - answered 24 hours a day

Fire, Police, Ambulance	911	People, Inc. – Parent Support	763-785-9222
United Way 211	651-291-0211	Crisis Connection	612-379-6363
Alexandra House for Battered Women, Anoka County	763-780-2330	Home Free Shelter for Battered Women, Hennepin County	763-559-4945
Anoka County Child Protection	763-422-7125	Poison Control	800-222-1222

## Family Resources

Anoka County – General Info	763-421-4760	Immunization Clinics –	
Hennepin County – General Info	612-348-3000	Anoka County	763-323-6100
ACCAP – Anoka County	763-783-4747	Hennepin County	612-348-2884
Anoka County Traveler	763-422-7075	Judicare – Anoka County	763-783-4970
CEAP – Anoka County	763-783-4930	Legal Aid Society- Henn. County	612-332-1441
CEAP – Hennepin County	763-566-9600	Library –	
Child Care Resource & Referral –		Anoka County	763-717-3267
Anoka County	763-783-4881	Hennepin County	612-543-6250
Hennepin County	612-348-3883	MN Relay Services	800-627-3529
Help Me Grow (referral, birth to 3)	866-693-4769	People Inc.	
CROSS Food Shelf –		Riverwind Crisis Response	763-755-3801
Hennepin County	763-425-1050	Resource Center for	
Head Start Programs –		Fathers & Families	763-783-4938
Anoka/Washington Counties	763-783-4300		
Hennepin County	763-425-7422		



# ANOKA-HENNEPIN SCHOOLS PRESCHOOL

## OPTION 2 2018-19

Strike through dates (\): Anoka-Hennepin Preschool not in session

### SEPTEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
<b>10</b>	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- September 10 ~ First day of Anoka-Hennepin Preschool

### OCTOBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
<del>8</del>	9	10	11	12
<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>
22	23	24	25	26
29	30	31		

- October 8 ~ No School (Staff Development)
- October 15-17 ~ No School (Parent/teacher conferences)
- October 18-19 ~ No School (MEA)

### NOVEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	<del>21</del>	<del>22</del>	<del>23</del>
26	27	28	29	<del>30</del>

- November 21-23 ~ No School (Thanksgiving Break)
- November 30 ~ No School (Staff Planning)

### DECEMBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<del>3</del>	4	5	6	7
10	11	12	13	14
17	18	19	20	21
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>
<del>31</del>				

- December 3 ~ No School (Staff Development)
- December 24-January 1 ~ No School (Winter Break)

### JANUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<del>1</del>	2	3	4
7	8	9	10	11
14	15	16	17	18
<del>21</del>	22	23	24	25
28	29	30	31	

- January 1 ~ No School (Winter Break)
- January 21 ~ No School (Martin Luther King Day)

### FEBRUARY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
11	12	13	14	15
<del>18</del>	<del>19</del>	20	21	22
25	26	27	28	

- February 18 ~ No School (President's Day)
- February 19 ~ No School (Staff Development)

ANOKA-HENNEPIN SCHOOLS  
**PRESCHOOL**

[www.ahschools.us/Preschool](http://www.ahschools.us/Preschool)

### MARCH 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	<del>7</del>	<del>8</del>
<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>
18	19	20	21	22
<del>25</del>	<del>26</del>	<del>27</del>	28	29

- March 7 ~ No School (Staff Planning)
- March 8 ~ No School (Staff Development)
- March 11-15 ~ No School (Spring Break)
- March 25-27 ~ No School (Parent/teacher conferences)

### APRIL 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15	16	17	18	<del>19</del>
22	23	24	25	26
29	30			

- April 19 ~ No School (Staff Development)

### MAY 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
<del>27</del>	28	29	30	31

- May 27 ~ No School (Memorial Day)

### JUNE 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	<b>5</b>	6	<del>7</del>

- June 5 ~ Last day of Anoka-Hennepin Preschool