

# Circle of Friends Preschool

## Half Day Preschool at Edgewood School

*Parent/Student Handbook*



**THE MISSION OF THE PRIOR LAKE - SAVAGE SCHOOLS:**  
*Our mission is to educate all learners to reach their full potential  
as contributing and productive members of our ever-changing  
global community.*

Independent School District 719  
Dr. Teri Staloch, Superintendent  
Web: [www.priorlake-savage.k12.mn.us/ew](http://www.priorlake-savage.k12.mn.us/ew)

## Early Learning Mission

The mission of PLSAS Early Learning Programs is to provide a safe environment where young children of all abilities can grow and experience success, and their families can be partners in learning.

## We Believe

- Children learn through active, hands-on engagement with their environment.
- Children's learning is a cooperative effort by home, school and community.
- Children grow in self-awareness, self-knowledge and self-image through interactions with others.
- Children develop a positive attitude toward lifelong learning opportunities by being encouraged to try new ideas, experiment and use materials creatively.
- Families are key to bridging the worlds of home and school and are an integral part of the educational process.
- Children are unique and deserve the respect of an individualized education.



# Staff Contact Information

## Half Day Preschool at Edgewood

Early Learning Coordinator                      Rebecca Richardson (925) 226-0908  
[rrichardson@priorlake-savage.k12.mn.us](mailto:rrichardson@priorlake-savage.k12.mn.us)

Circle of Friends Secretary                      Jenna Johnson (952) 226-0956  
[jenjohnson@priorlake-savage.k12.mn.us](mailto:jenjohnson@priorlake-savage.k12.mn.us)

Websites:                                              [Circle of Friends Preschool Webpage](#)  
[Early Learning Facebook Page](#)

### **Early Childhood Special Education:**

Secretary                                              Rachele Gunter (952-) 226-0980  
[rgunter@priorlake-savage.k12.mn.us](mailto:rgunter@priorlake-savage.k12.mn.us)

Coordinator                                              Ryan Kasl  
[rkasl@priorlake-savage.k12.mn.us](mailto:rkasl@priorlake-savage.k12.mn.us)

Website:                                              [Early Childhood Special Education](#)

### **E-Mail**

All staff can receive communication via e-mail.

Rebekah Fonder (Becki)                                              [RFonder@priorlake-savage.k12.mn.us](mailto:RFonder@priorlake-savage.k12.mn.us)

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Trina Olson                                              [TOlson@priorlake-savage.k12.mn.us](mailto:TOlson@priorlake-savage.k12.mn.us)

Kim Chapin                                              [KChapin@priorlake-savage.k12.mn.us](mailto:KChapin@priorlake-savage.k12.mn.us)

Samantha Dehnke-Turpin (Sam)                                              [sdehnke@priorlake-savage.k12.mn.us](mailto:sdehnke@priorlake-savage.k12.mn.us)

## Tuition & Payments

### Half Day Tuition

- Two-Day Classes: \$135/month
- Three-Day Classes: \$202.50/month
- Four-Day Classes:
- Five-Day Classes: \$337.50/month

Circle of Friends Preschool is a Community Education program and is not supported financially by the school district. Our preschool depends on each month's payment to cover expenses and staff salaries. Tuition, made payable to Circle of Friends Preschool, is based on a yearly fee that is split into nine equal amounts for your convenience. Payments will incur a late fee if over ten days late. Deductions are not made for days on which the child does not attend. There will not be refunds or make up days in the event of school closure due to weather.

If an account becomes one month past due, the child will not be permitted to continue class until the account is brought into good standing. It is important for Circle of Friends to receive tuition funds at the beginning of each month, as those funds are used to support our high quality programming. When children enroll in a program, it is expected that they will complete the school year. If withdrawal from the program during the academic year becomes necessary, a 30-day written notice is required. Classes with insufficient enrollment may be cancelled. In this case, parents will be notified and given full refunds.

### Payment Methods:

We have several options for parents to pay their tuition. Please choose which avenue works best for you and your family. By signing up for our Automatic Payment Program you will help us save time and money in processing payments.

- Automatic payment – You can request this through your FeePay account
- Make monthly payment through the link on your invoice
- Make a monthly payment through your FeePay account

## Holidays-Program Closed Dates

Circle of Friends Half Day Preschool will start the week of September 11, 2017 and will end the weeks of May 16 or May 21, 2018 depending on class schedule. Circle of Friends Preschool calendar can be found on our website.

[https://www.priorlake-savage.k12.mn.us/uploaded/Edgewood/CoF\\_17-18\\_Half-EW\\_Parent\\_Calendar.pdf](https://www.priorlake-savage.k12.mn.us/uploaded/Edgewood/CoF_17-18_Half-EW_Parent_Calendar.pdf)

## Emergency Closings

The security of the children comes first, so if the district cancels because they feel there is a threat to safety, the Half Day program will also be cancelled. If the district starts late, morning Half Day classes will be cancelled. If the district calls for an early release, the Half Day program will follow the same procedures. If Prior Lake - Savage Area Schools are closed due to weather, we will also be closed. Information will be provided to families through email and automated phone messages.

## Clothing & Personal Belongings

Children's play can be messy so be sure to send your child in comfortable clothing they can play in. Please send your child in shoes that are appropriate for running and climbing. An extra set of clothing will also be necessary in case of accidents, spills or messy outdoor play. We encourage your child not to bring toys from home.

## Field Trips

Unless otherwise communicated all field trips will be in-house. Field trip costs are included in your tuition fees.

## Outdoor Activities

Outside time is an integral part of children's developmental learning, health and well - being. Children must be prepared to go outside everyday. Staff will assess the current weather conditions to determine whether the children will go outdoors.

## Family Involvement

Families are a valuable resource for our program. An Open House will be offered prior to the start of the program. Parents are invited to visit the classroom at anytime.



# HEALTH & SAFETY

## Absence/Illness

If your child will be absent from school, please call the attendance line 952-226-0958 as soon as possible. If your child becomes ill during the day, the child will rest in a separate quiet area until a family member or emergency back-up person can be contacted to pick up the child.

According to District Policy, the following symptoms indicate the need to remain at home or be sent home:

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your healthcare provider before sending him/her to school.
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until it's either resolved or seen by your healthcare provider.

If we call because your child has become ill, please make arrangements for your child to be picked up within one hour. Please visit [www.priorlake-savage.k12.mn.us](http://www.priorlake-savage.k12.mn.us) and click on Parents and then Health Services for more information.



## Accidents/ Emergencies

We make every effort to maintain a safe environment for children. Staff are trained in CPR, First Aid and general emergencies (i.e. fire, tornado). Please be sure to fill out and keep current all required emergency information.

## Health Records

Immunization records and health forms signed by your child's physician must be turned in during your Meet the Teacher/Open House Event prior to school beginning. Emergency Action Plans, when needed, must be submitted prior to your child attending school.

## Medical - Emergency Action Plans

If your student has a chronic or potentially life-threatening health condition (i.e., asthma, severe allergy, bee sting allergy, diabetes, seizures) please request an Emergency Action Plan form from the Circle of Friends secretary to ensure that appropriate health/safety measures are developed and implemented for your student.

## Medication

When necessary, the school nurse will administer prescription medications. Medications must be kept in the original prescription bottle and a Medication Release Form must be completed and signed. No over-the-counter medication will be administered to children. If your child has special medical needs, please set up a time to meet with staff to determine necessary training to administer treatment.

## Pick - Up Authorization

For your protection, the only people authorized to pick up a child are those designated by the parent/guardian on the contract. We can accept a written note or phone call in the event that someone other than those listed is taking your child home. The adult picking up your child will be asked to show a photo ID if they are not familiar to staff. If the person picking up your child is not authorized, or you have not contacted us, we will not release your child to them.

## Custody

Copies of legal documents must be provided to the program office before any staff person can actively prevent non-custodial parents from picking up their child.

## Birthdays

Kindly refrain from bringing treats or gift bags. Classes celebrate the birthday child with birthday crown and singing. Suggestions for sharing and celebrating:

- donate cake mix, frosting mix and candles to food shelf
- bring a favorite book for the teacher to read to the class
- volunteer in the classroom on your child's birthday
- get more ideas from the teacher

## Student Conduct Expectations

All children are entitled to a pleasant, harmonious and safe environment. It is our goal to promote a positive approach to all children and the management of behavior issues.

If a child demonstrates behavior which has a negative impact on the child or others, the staff will utilize one or more of the following strategies:

- **Prevention:** Every effort will be made to make reasonable adjustments to the program to accommodate the unique needs of each child. Adjustments may be made in these four areas:
  - Environment
  - Grouping of children
  - Activities
  - Staffing
- **Positive Redirection:** Staff will help the child identify acceptable alternatives to unacceptable behavior and help the child understand the impact of his/her behavior on self and others.
- **Modeling:** Staff and peers provide positive modeling of appropriate behavior. Children learn to take responsibility for their actions.
- **Setting Limits:** Simple behavioral expectations are established for the site. Staff will:
  - Tell children what is expected of them in a positive, yet firm manner.
  - Make sure children understand what the expectations mean.
  - Apply expectations consistently and appropriately.
  - Use natural and logical consequences

**Behavior considered harmful/inappropriate:**

- Behavior which directly or indirectly threatens a person's right to be safe
  - Any form of aggression.
  - Verbal threats, disrespectful language or harassing behavior.
  - Inappropriate touching of a person's body or belongings.
  - Inappropriate gestures.
  - Bullying or bullying-like behavior.
  
- Behavior which keeps staff from fulfilling their ability to be available for all children
  - Removing self from group or program area without staff approval.
  - Demonstrating lack of self - control with anger.
  - Blatant disrespect or absolute refusal of staff person in charge.
  
- Behavior which intentionally causes destruction of property

**In the case of harmful/inappropriate behavior, we will:**

- Inform parent of extreme or continuous inappropriate behavior.
- Temporarily remove the child from the program.
- Work with guardian/parent and school staff to create a behavior plan.
- If the behavior persists, or guardian/parent is unwilling to work with staff towards behavioral improvement, we may indefinitely remove the child from the program.

**Children with Special Needs:**

Staff will make reasonable changes in programming in order to accommodate the physical and behavioral needs of children. There may be times when it is not reasonable to accommodate the needs of a child.

- **Accommodations**
  - The Circle of Friends Full - Day program is not designed to provide long term and/or intensive 1:1 assistance for students.
  - If a child receives student support in a classroom, has an identified special need or has a behavior plan developed, it is the responsibility of the parent to identify their child's needs on the appropriate forms.
  - An individual conference may be necessary before enrollment is processed. If your child has a special need, his/her start date will be determined by the program's ability to accommodate the needs of your child.
  - Children whose limitations create a safety issue of unreasonable risk, harm to themselves, others or property may not be accommodated.

# PROGRAM SPECIFICS

## Curriculum & Assessment

The Circle of Friends Preschool curriculum is designed to prepare preschoolers to enter kindergarten excited and ready to learn. Students are encouraged to try new ideas, to experiment with their environment and use resources creatively. We combine numerous curriculum tools to develop a well-rounded, age appropriate, integrated curriculum. All of our content areas incorporate our district commitment to Environmental Education and stewardship. The below chart explains the alignment of our 4-Star Parent Aware rated curriculum to the MN Early Childhood Indicators of Progress. Teachers utilize the below packages, but are not limited to them. We encourage teacher facilitated learning environments tailored to each classroom’s unique group of students, which may require additional resources.

**Curricular alignment to MN Early Childhood Indicators of Progress**

Curriculum Package	Social Emotional	Approaches to Learning	Language & Literacy	Creativity & Arts	Cognitive	Physical & motor
Zoo-phonics		x	x	x		x
Second Step	x	x		x		
High Scope Numbers Plus		x			x	
4 Seasons at a Nature Based Preschool	x	x	x	x	x	x

## Assessment

The preschool staff utilizes the Desired Results Developmental Profile assessment tool (DRDP 2015), which is tied to our 4 Star Parent Aware rating. Results are shared with families at parent-teacher conferences in the fall and spring of each year. We do, however, welcome your questions or concerns at any time. Please feel free to consult with staff whenever you wish. Our staff will work hard to keep you informed of your child’s progress throughout the year.

## Assessment and Referral

If you have concerns about your child's development (i.e. learning, playing, hearing, talking, moving, seeing, etc.) please speak with your child's teacher. Questions and concerns staff members have about your child will be addressed with you.

## Screening

Early childhood years are an important time of rapid learning and growth. Early Childhood Screening is a quick and simple check on how your child is doing. It identifies possible health or learning concerns at an early age.

Early Childhood Screening is a necessary enrollment component of Circle of Friends Preschool. All children need to be screened within the first 60 days of school. To schedule an appointment, call 952-226-0975 or e-mail [ecscreening@priorlake-savage.k12.mn.us](mailto:ecscreening@priorlake-savage.k12.mn.us).

## Family Involvement

Families are a valuable resource for our program. An Open House will be offered prior to the start of the program. Parents are invited to visit the classroom at anytime

**Parenting:** Love, safety, discipline, healthy food and a good night's sleep are all things that you have done from the very first moment with your child. These are important but also difficult! That's why we will be providing the following opportunities: Family Fun Nights, Parenting workshops and seminars, ECFE classes, and special events.

**Communicating:** One of the benefits of families and teachers working together is the extra set of eyes by which to see each child. We see things in a classroom situation that you would not witness at home. You have information about your child that we don't know. When we each share what we know we will have a more complete picture of how your child learns. We utilize the following technologies to share information: Schoology, SeeSaw, Email, Facebook, Twitter, Photo sharing sites

**Volunteering:** It is very helpful to have an extra set of hands at school. Your presence also sends a strong message to the kids that we all agree that education is important.

# Early Learning Advisory Council (ELAC)

According to Minnesota Statute 121.882, (1984) the school board of any district establishing or expanding an early childhood family education program "shall appoint an advisory council for the area in which the program is provided. A majority of the council shall be parents participating in the program. The council shall assist the board in developing, planning and monitoring the early childhood family education program. The council shall report to the school board and the community education advisory council."

## Statement of Purpose

The purpose of the council is to advise and support the Early Learning Programs staff and Administration in identifying, developing, planning and evaluating programs and services to meet the early education needs of families of children birth to kindergarten. To support, promote and advocate for the early childhood programs and functions within and outside of the facility.

## General Functions

- Be present
- Be generous with your time and energy
- Be visible and connected
- Be a voice
- Be resourceful
- Be positive

## For information

**How to join the this advisory council:** [Edgewood.AdvisoryCouncil@gmail.com](mailto:Edgewood.AdvisoryCouncil@gmail.com)

**Follow them on Facebook:** <https://www.facebook.com/EdgewoodCouncil/>