Circle of Friends Preschool
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
www.priorlake-savage.k12.mn.us
Early Learning Mission
The mission of PLSAS Early Learning Programs is to provide a healthy environment where children of all abilities can play, grow, take safe risks & experience success as we prepare caregivers for their integral role as partners in the educational process.

We Believe
- Play is a child’s most important work!
- Families are partners in learning & are key to bridging home and school
- Children learn through hands-on engagement with their environment.
- Children’s learning is a cooperative effort within their community.
- Children grow in self-awareness through interactions with others.
- Children develop a positive attitude toward lifelong learning by trying new things.
- Children are unique and deserve the respect of an individualized education.
Keeping in Touch

Early Childhood Programs 952-226-0950

Fax 952-226-0949

**Attendance Line** 952-226-0958

Office Hours 8:00-3:30 p.m.

Morning Preschool 8:55-11:30 a.m.

Afternoon Preschool 12:50-3:25 p.m.

**Administrative Staff**

Early Learning Coordinator Becca Richardson 952-226-0908

Early Childhood Special Education Coordinator Lori Parker 952-226-0986

Preschool Secretary Jenna Johnson 952-226-0956

Special Education Secretary Melani Owen 952-226-0980

Screening Secretary Deb Tribby 952-226-0975

ECFE Secretary Julie Miller 952-226-0952
Circle of Friends Staff

E-Mail
All staff can receive communication via e-mail. District e-mail addresses consist of the staff member’s first initial, last name @priorlake-savage.k12.mn.us. (Example: tbirch@priorlake-savage.k12.mn.us)

Exception are the program secretary e-mails.
- Jenna Johnson: jenjohnson@priorlake-savage.k12.mn.us
- Julie Miller: jumiller@priorlake-savage.k12.mn.us

Voice/E-Mail
If voice/e-mail messages are not answered on the day you leave them for our teachers, they will be answered on the staff member’s next scheduled work day. In the event of an emergency call our office directly and we will contact your child’s teacher: 952-226-0950.

Staff Directory
Staff email and phone extensions can be found utilizing the online directory at https://www.priorlake-savage.k12.mn.us/directory.
Early Learning Advisory Council

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 Childhood Family Center staff and Building Principal 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.

Join this amazing group of families supporting our amazing staff and students! Have fun, make friends, stay connected and share your voice!

Edgewood.AdvisoryCouncil@gmail.com
Tips for Success in Preschool: Toileting

How to Help Your Child Become Independent in the Bathroom

While we understand accidents occasionally happen, children must be fully toilet trained to attend Circle of Friends Preschool.

Here is what your child will need to know:

- Boys will need to lift the lid if they are going to stand up.
- Teach them how to wipe independently – staff cannot help them wipe at preschool.
- Teach your child the order to going to the bathroom:
  1. First pull down pants, then underwear.
  2. Use toilet paper to wipe.
  3. Then pull up underwear first and then pants - using the belt loops is a great way to pull pants up.
  4. Wash hands. Please teach hand washing skills:
     a) Turn on water, wet hands, get soap and scrub hands together.
     b) Rinse until the soap off hands.
     c) Dry hands completely.

With these skills, your child will feel confident in the bathroom at school.

Parent Expectations

- If your child wets their pants, staff can guide them to change their clothing.
- If your child has a bowel movement, a parent or other caregiver will be called to come to school to change the child.
Tips for Success in Preschool: Gear

This year, all preschool sections will spend extended time outdoors in all types of weather. The following gear will help your child have a comfortable experience:

OUTDOOR GEAR LIST

*(Brands for gear, recommended by previous nature preschool parents)*

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<thead>
<tr>
<th>RAIN BOOT BRANDS:</th>
<th>WINTER BOOT BRANDS:</th>
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<tr>
<td><em>Boggs</em></td>
<td><em>Boggs</em></td>
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<td>Capelli</td>
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<td>Western Chief</td>
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<td>Vivobearfoot</td>
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<td>Weather Stars</td>
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<td><em>Boggs work for rain and snow</em></td>
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<tr>
<th>RAIN GEAR BRANDS:</th>
<th>WINTER GEAR BRANDS:</th>
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<tr>
<td><em>Tuffo Muddy Buddy</em></td>
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<td><em>Oakie Suit</em></td>
<td><em>C-9 Target</em></td>
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<tr>
<td>Frog Toggs</td>
<td>Zero Exposure</td>
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<tr>
<td>Columbia</td>
<td>Lands End</td>
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<td>LL Bean</td>
<td>North Face</td>
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<td>Obermeyer</td>
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<td></td>
<td><em>Cuddi Duds - long underwear</em></td>
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<td>LL Bean</td>
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WEBSITE AND STORES:

| Oakiwear.com | Amazon.com |
| Target | Fleetfarm |
| Once Upon A Child | LL Bean |
| Walmart - Cuddi Duds | Lands End |
Curriculum
Our preschool staff utilizes Creative Curriculum, which includes Social Emotional, Physical, Cognitive, Language, Literacy, Math, & Science. Curriculum takes place in investigations, or studies, including children’s interest areas. Most importantly, we follow a consistent, predictable routine and learn through PLAY!

Assessment
The preschool staff utilizes TS Gold, 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.

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.
Family Involvement

**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 parent education and support together with all of our preschool sections.

**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:

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. We will reach out if we get to a place when volunteers can enter the building again.
PROGRAM PROCEDURES AND POLICIES

Attendance – 952.226.0958

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

Dismissal during the day: Parents/guardians are asked to call the attendance line prior to appointments and vacations, etc. For your child's safety please include the first and last name of the person picking up your child if it is someone other than the parent/guardian. They will be asked to show a photo ID. Whoever picks up the child will be required to sign them out at the office.

Family Activity: We understand that students may need to be absent from school occasionally to participate in family activities or vacations. Please notify your child’s classroom teacher and the attendance line well ahead of time when you know your child will be absent due to a planned family activity/vacation. Tuition is charged as usual; there are no vacation days from tuition.

Chronic Absence: The majority of our classes have a wait list. Should a student become chronically absent as determined by the program for any reason, their spot may be forfeit to the next family on the list in order to maximize the benefit of the spot. You will receive notification in writing of this possibility and the opportunity to improve attendance before the slot is given to another child.

Parent/Guardian Responsibilities:
1. Accountable for regular attendance and for following the attendance policy.
2. Limit absences by scheduling appointments, vacations, etc. after school or on non-school days.
3. Notify the office before an extended absence occurs by calling the attendance line (952-226-0958), emailing your child’s teacher, or writing a note for your child’s teacher.
4. Preschool tuition is still required during absences.
5. Contact the office and/or teacher if you have any concerns about your child's attendance.
Arrival/Dismissal: Half-Day Preschool

Adults, please wear your mask as you drop off and pick up. Thank you!!!

We practice curbside drop off and pick up at Edgewood School for Half-day preschool students.

**Curbside Arrival and Dismissal Times**

<table>
<thead>
<tr>
<th>Morning Class Drop Off</th>
<th>Morning Class Pick Up</th>
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<tr>
<td>8:45 – Start to line up</td>
<td>11:20 – Start to line up</td>
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<table>
<thead>
<tr>
<th>Afternoon Class Drop Off</th>
<th>Afternoon Class Pick Up</th>
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<td>12:40 – Start to line up</td>
<td>3:15 – Start to line up</td>
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**CURBSIDE DROP-OFF PROCEDURES**

- Pull as far forward along the sidewalk as possible but DO NOT pull around other cars in line.
- Please use caution when entering Edgewood School's property. There may be young children in the parking lot.
- Display your assigned number sign in the front passenger visor so it is visible from the school entrance. You will receive the sign before school.
- Ensure that your car seat is on the rear passenger side of the vehicle.
- *Students are only released on the curb side.*
- Parents unbuckle child if they are unable to do so themselves.
- Staff will open car door and walk child into the building.
- For the safety of our preschoolers, they can ONLY be released from their vehicle by staff. Do not let children enter the building by themselves.

**CURBSIDE PICK-UP PROCEDURES**

Display your assigned number sign in the front passenger visor window so it is visible from the school entrance. You will receive the sign before school.

Staff will open the curb side door and assist your child into their seat and close the door. If your child is unable to buckle independently, please follow the listed Buckle Zone procedure.

**BUCKLE ZONE**

- If your child needs assistance buckling after they have been brought to your vehicle, pull forward to the designated area next to the playground to assist them, indicated by the “Buckle Zone” sign.

**IMPORTANT NOTES:**

- Display your assigned number sign in the front passenger visor window so it is visible from the school entrance. You will receive the sign before school.
- At this time, parents/guests will not be allowed to accompany their child to the classroom for health and safety purposes.
- Please make every effort to arrive before the drop off/pick up time ends. Half-day families, if you do arrive late, please remain in your vehicle and call the main
office. We will send a staff member out to your car as soon as we are able to. If late arrivals become chronic, we may need to make alternative enrollment plans.

- **Authorized Pick-Up:** If someone other than a guardian or emergency contact is picking up your child, send the preschool office and your teacher an email with the person’s full name and phone number. This new adult should be prepared to show a photo ID.

### Arrival/Dismissal: Preschool Plus Care

**Preschool Plus Care hours are 7:00 AM through 5:30 PM at Edgewood School & Jeffers Pond Elementary.**

**Edgewood School:** When you arrive, park in the upper level bus loop, **put on your mask** and approach the upper level secure entry door for Edgewood School. You will be greeted by our arrival monitor. Please be prepared to ensure you have completed the health screening daily, to share your child’s name, their teacher’s name, and that you have sent your child’s lunch & water bottle. The arrival monitor will support your child in getting to their classroom. At dismissal, please arrive at the same door, put on your mask, approach the entry, and be prepared with your photo ID in the beginning of the year as you ask for your child. They will be sent down with their items to our dismissal monitor. Parents will not be allowed into the building at this time.

**Jeffers Pond:** Please **park in the lower level parking lot and put on your mask.** Approach the lower level entrance where you will be greeted by our arrival monitor. Please be prepared to ensure you have completed the health screening daily, to share your child’s name, their teacher’s name, and that you have sent your child’s lunch & water bottle. The arrival monitor will support your child in getting to their classroom. At dismissal, please arrive at the same door, put on your mask, approach the entry, and be prepared with your photo ID in the beginning of the year as you ask for your child. They will be sent down with their items to our dismissal monitor. Parents will not be allowed into the building at this time.

### Birthday Invitations

We ask that students do not bring birthday invitations to school for the respect of the feelings of students who have not been invited to the party. You may contact your child’s classroom teacher to support connecting with other families who may elect to share their contact information.
**Birthday Treats**

Birthdays are celebrated in our school! Teachers will celebrate birthdays by preparing a special birthday crown, having the class sing “Happy Birthday” and/or taking time to read a story selected by the birthday student from the classroom library. If your child has a summer birthday, the teacher will arrange a day during the school year for recognition.

The Prior Lake-Savage Area School District has adopted a policy of no trinkets or food related birthday treats distributed at school. Due to allergies, socioeconomic and nutritional concerns, we ask that students refrain from bringing in treats on their birthday.

**Communication-Teachers/Parents/Families**

**Contact with Teacher:** If you wish to speak to your child’s teacher, and it is not an emergency please send an email to their district email address. If e-mail messages are not answered on the day you leave them for our teachers, they will be answered on the staff member’s next scheduled work day. In the event of an emergency call our office directly and we will contact your child’s teacher. The office staff will take a message to your child’s classroom in a timely manner.

**Seesaw** Teachers will make every effort to provide frequent updates including pictures demonstrating class happenings and student learning. You will receive your log in QR code during the Meet the Staff drive up option before school.

**Take-Home Folders:** These are plastic folders that we will provide for you and your child. They will be sent home daily in your child’s backpack and need to be returned each day with any papers or notes from you. Please take care of the folders, they need to last all year and will not be replaced if lost or damaged.

**Dress Code**

Please keep an extra set of clothing (including underpants and socks), in your child’s backpack each day. Dress your child for mess and movement! Appropriate or recommended attire includes:

- Tennis shoes (Flip-flops & open back shoes present a safety concern. Dress in tennis shoes when possible.)
- Pants that your child is able to independently snap and buckle
- Shorts under dresses and skirts
- Avoid Belts
- **Label Everything with Your Child’s First and Last Name**
Emergency Contact Information

If your family, or any of your emergency contacts, has a change in address or phone number, including work and/or cell phone, be sure to notify the preschool office at Edgewood School. It is very important that we are able to reach you or one of your contacts at all times.

Health & Safety: 2020-2021 Specific

ALL FAMILIES are required to complete the following screening prior to bringing your child to school:

Stay home if the student is sick with ONE of these:
- Fever (100.4 F or higher)
- New onset or worsening cough
- Difficulty breathing
- New loss of taste or smell

Or Two of these:
- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue
- New onset of severe headache
- New onset of nasal congestion or runny nose

- In order to allow for the safest learning environment, there will be increased outdoor time for all classes.
- All adults in the building are required to wear face coverings. Per mandate, preschoolers are not required and will only wear them if they can manage it.
- Students will use their own preschool supplies.
- If your child displays symptoms of illness in the course of the day, they will wait for your pick-up in a separate room along with a staff member. Student pick up is required to occur immediately.
- Children at this age often exhibit developmentally appropriate behaviors which will need to be addressed differently than in past years - with a focus on safety due to current guidelines. Examples of these behaviors may include, but are not limited to, spitting or running away from the group. Due to the significant impact these actions can have on others (spitting may spread the virus and running into other parts of the school may cause issues if one staff member has a small group by themselves) we will need to contact the family immediately if staff are seeing these behaviors at school. We will work together to help shape the behavior to be safer for the individual and the group, or discuss alternative placement.
Health & Safety: General

Absence & Illness Policy - Circle of Friends Attendance Line: 952-226-0958

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision. 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.
- Vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- A rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- Open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your health care provider.

Information regarding specific communicable diseases can be found by following the Health Services link under General Info tab on Edgewood School’s webpage. If you require a hard copy, please call the building office at 952-226-0950.

When your child is ill, please call the attendance line daily to report the illness. The attendance line is open 24 hours a day. If a child becomes ill at school, the parent or authorized person will be called to take the child home.

It is the parent’s responsibility to ensure that they have a pick up plan in place in the event their child is ill in school. This plan must ensure that they or someone designated by them can pick up their child within 30 minutes. Medical care is the responsibility of the parent/guardian except in cases of an emergency. In the event of an emergency, we will call 9-1-1 for immediate assistance and then notify you or an emergency contact person(s).

Immunization State Law

Minnesota Statutes chapter121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. For more information, contact Minnesota Immunization Hotline @ 1-800-657-6970 or the MDH website: www.health.state.mn.us/immunize. Prior Lake-Savage Area Schools adheres to a “No Shot (or proof of exemption), No School” Policy. All students must have the required immunizations or a signed and notarized conscientiously opposed form to begin the school year.
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.

Administration of Medication/Treatments in School
Students are permitted to take medication (including over-the-counter) in school only when:

- The frequency of dosage makes it necessary for a dose or treatment to be given during school hours.
- A written medication or treatment order from a licensed prescriber is on file for the student.
- A written parent/guardian authorization for a delegate to administer the medication or treatment is on file for the student.
- Written licensed prescriber’s orders are required for all changes in medications.
- The medication is supplied by the family in a fully labeled original container. For safety reasons, we would appreciate all medications being delivered to the health office by a parent or designated adult during school hours.

Meals: Preschool Plus Care Only

Breakfast and snack: These meals are included in your Preschool Plus Care tuition and are provided through Child Nutrition Services.

Lunch: In the beginning of the school year, we are asking families to send a healthy lunch so that the students may eat in their classroom and avoid the cafeteria as they get comfortable with school and routines. We do not have refrigeration, so please pack ice packs accordingly.

We will communicate further about access to lunch via Child Nutrition Services as that department develops their plan based upon updated Federal support program.

School Closings – Weather Related
If an announcement is made that Prior Lake-Savage Area Schools (ISD 719) are closed, there will be no school for morning or afternoon Circle of Friends Preschool. If the announcement states that schools will start two hours late, we will not have morning preschool; however, afternoon preschool will start as usual.

Information about school closings is available on WCCO Radio (830 AM), the district webpage, and most local television stations. K.A.R.E. 11 School Alert is provided courtesy of K.A.R.E. 11 TV as a way to help parents keep updated of school closings or
late starts due to weather problems. All you need to do is go to www.kare11.com and click on School Alert to sign-up for e-mail notification that our district has announced a school closing. This is a wonderful service for individuals who access e-mail at work on a regular basis.

Parents are encouraged to use their own judgment in deciding to send their children to school in severe weather conditions. The school does not want to jeopardize the safety of students and will always defer to the judgment of the parents especially for younger students.

**Sign-in Procedures**

For the 2020-2021 school year, visitors are extremely limited. If there is a reason for a visit that has been approved by program administration, then the following procedures need to be followed: Please present your driver’s license, passport, or state issued ID to be scanned through the Visitor Management System. All visitors must wear a visitor badge during school hours. For safety reasons, we need to know who is in the building and where to find them.

**Snack**

We will not serve snack in half-day Circle of Friends Preschool classes in the 2020-2021 school year. **Our Preschool Plus Care program does include a healthy snack** from our district Child Nutrition Services department.

**Tuition**

Tuition is charged weekly, September through May. If your plans should change and you no longer plan to send your child to Circle of Friends Preschool, please notify us as soon as possible. If it is necessary to withdraw your child from preschool during the school year, a 30 day written notice is required, and tuition is charged for the 30 day period whether you choose to attend or not.

Registration fees are not refundable under any circumstances.

**Visitors**

Please present your driver’s license, passport, or state issued ID to be scanned through the Visitor Management System in the main office. All visitors must check in with their ID at the office and wear a visitor badge. For safety reasons, we need to know who is in the building and where to find them.

If you see an adult in the building without either a district employee badge or a visitor badge, please direct them to the office or notify a staff member.
Emergency Procedures

Edgewood School has specific procedures in place for emergencies. Maps noting secure areas or exits for all emergencies are located near the doorway of all rooms at Edgewood.

In Early Learning Programs, we practice “Stop, Look, Listen, & Do.” We strongly believe that it is pivotal to avoid inflicting any emotional trauma in a practice or real emergency situation by focusing on what is most important for staff and student safety. Classrooms teach this method for all emergency situations in all settings:

We STOP what we are doing, LOOK at our teacher, LISTEN to their words, and DO what they ask quietly.

Fire Emergency Procedures
EVERYONE, unless asked to remain, must leave the building when a fire alarm sounds. A fire emergency evacuation plan is posted in each room. As a building visitor, please refer to these maps for your safety. Students will have a practice drill before the first fire drill. When the fire alarm sounds, students follow these general procedures (please review these expectations with your child):

- Students leave everything and WALK with staff to the nearest exit.
- Students should not be talking and should walk with their hands at their sides following their teacher to the designated zone outdoors.

Lock Down Procedures
If a crisis or lock-down situation arises in the building or on the school grounds, staff will immediately implement district crisis procedures. Lock-down with options procedures will also be practiced with students 3 times per school year per state law.

Tornado Procedures
Tornado warnings/drills at Edgewood School will be issued over the public address system. When the signal is given, staff and students take cover in the areas designated by the map located near each room’s doorway. If possible, students will be on their knees and covering their heads.
When your child comes home messy, look closer! Your child has been exploring...

Communication skills

Confidence

Colors, shapes, numbers, letters

Persistence

Trial and error

Asking for help

Literacy awareness

Risk assessment