

Important Phone Numbers

Primary School Office: 507-732-7848

*3-year-old Preschool Extension: 1180

*4-year-old Preschool Extension: 1158

Hiawathaland Transit: 866-623-7505

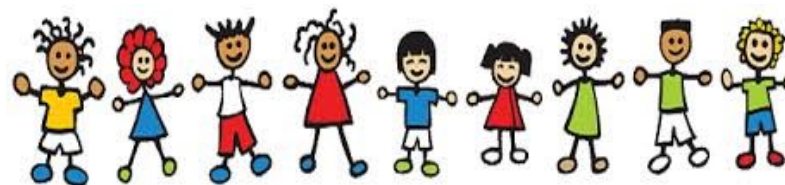
Sugar Loaf Bus Service: 507-732-7670

Community Education: 507-732-4244



Visit us at www.zmschools.us under the Community Education link.

Other Important Information:



Zumbrota-Mazeppa Learning Readiness Preschool Parent Handbook



Early Education
Center
433 Mill Street
Zumbrota, MN 55992
507-732-7848

Welcome!



Welcome to Zumbrota-Mazeppa's Learning Readiness Preschool program. We are very excited to have your family join us! The Learning Readiness staff looks forward to working together to best meet the needs of your child. Our program is a collaboration between Zumbrota-

Mazeppa Community Education and the Goodhue County Education District.

Our program has a Parent Aware rating of four out of four stars. To receive a four star rating a program must use best practices, be involved in the latest trainings, and a commitment to providing the best play space and routines for children to learn.

We also are implementing the Pyramid Model (formerly known as TACSEI). The Pyramid Model uses evidence-based practices for promoting healthy social and emotional development.

Philosophy

We believe your role, as a parent in the beginning years of your child's life is crucial. Your home is the child's first learning environment. During these important years, you, the parent, are the child's most significant teacher. You direct the child's beginnings; shape the child's self image and perception of the world.



Our philosophy about how young children learn is they acquire knowledge by repeatedly exploring, manipulating, experimenting and interacting with others. They need to be offered open-ended, age-appropriate activities, which foster active exploration between themselves and their environment. When children play they develop ideas and gain experience about the world around them through their senses, their emotions and their imagination.

Permission Slips

Parents will be asked to sign permission slips before their child can go on a field trip. Specific details are sent home at time of the activity. Your child will not be able to go if they don't have a signed slip. Written parental permission slips will be obtained before any research, experimental procedures or public relation activities involving a child are allowed.

Mental Health Crisis Collaboration

Through a collaborative arrangement between Goodhue County Education District, including it's member school districts, and Goodhue County Social Services, students on individual education plans (IEPs) in crisis have several options available to them. Goodhue County Education District contracts with Goodhue County Social Services and Goodhue County Mental Health Center for children's mental health social workers and therapists to work with students in crisis. These social workers and therapists can be contacted by calling the intake worker at Goodhue County Social Services at 651-385-3200 or the Mental Health Center intake worker at 651-385-6180. In addition, for severe crisis situations that deal with safety and security issues, Goodhue County Social Services provides crisis shelters and crisis foster homes. These can be accessed by calling Goodhue County Social Services. Law enforcement may be involved in crisis situations involving safety and security.

Forms

You will be asked to fill out the following forms: please return them promptly when requested.

Immunization Form

According to State regulations, we must have a completed immunization form by the first day of class for each child registered for class. The form needs to be signed by you and does not require a doctor's signature. You may simply call your clinic for the information or take it from records you have. The date of your child's immunization is needed. It is not acceptable to write that all shots are current on the health form. As your child continues in the program, please keep the health form updated.

Publicity Release Form

We may be taking pictures and/or displaying art work of children in the program to use in publications or displays about the program. The publicity release form gives us permission to use your family's name, pictures and/or artwork.

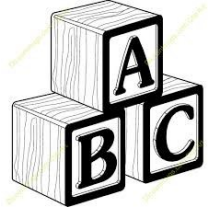
Family & Health Care Information Form

This form help teachers become more familiar with your child, your family, and your child's health history. This form also gives us information about contact people in case of emergency situations.



Learning Readiness Goals

These are our over arching goals aligned with the Early Childhood Indicators of Progress (MN Early Learning Standards) for students during their preschool experience:



- *To be able to recognize and describe own emotions and show confidence in own abilities
- *To show interest in discovering and learning new things.
- *To be able to communicate needs, wants, and thoughts through various and appropriate ways.
- *To provide opportunities to develop large and small muscle control and coordination.
- *To assure each child feels important, that his ideas are recognized, efforts appreciated, and mistakes understood.

Funding

The funds for our program are provided through state aid, a local levy approved by the School Board, grant money and by participant fees. These revenues do not affect the K-12 general funds. Learning Readiness Programs are also receiving funds for some services to families through Goodhue County Human Services.

Fee and Payment Policies

No one is turned away for inability to pay the registration fee. Please contact the ZM Community Education office at 507-732-4244 for scholarship information. When turning in Learning Readiness payments, they may be placed in the payment box located at the Early Education Center.

Advisory Council

According to Minnesota Statute, a school district with Early Childhood Family Education and Learning Readiness Programs "shall appoint an advisory council". Membership includes a collaboration of parents and community partners. The advisory council meets throughout the school year to offer support and assistance to the staff in program development, evaluation, outreach, and community needs. If you are interested in becoming a member or want more information, please call Community Education at (507)-732-4244.

Birthday Invitations



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Children are not allowed to bring party invitations to class and have the teacher or child pass them out unless there is an invitation for EVERYONE in the class. Invitations should be mailed or distributed by other methods if that is not the case.



Health Policies Continued

Has vomited or diarrhea, the child should be symptom free for 24 hours before returning to school.

*Has strep, the child should be on antibiotic treatment for 24 hours before returning to school.

*Has skin sores, which are open and draining. (With Impetigo your child should be on antibiotics for 24 hours.)

*Has chicken pox and the chicken pox lesions have not been crusted over (5-7 days). The staff should be notified if a child has been exposed.

*Has pink eye, the physician has to approve the child for readmission.

*Has head lice that has not been treated with medicated shampoo.

*Has an undiagnosed or contagious rash. No child will be permitted in school unless a written doctor's permit is presented to the teacher.

*Is suspected of having a communicable disease.

Please call the office if your child comes down with any contagious disease that might affect the other children in the program.



Emergencies

Fire - In the case of a fire drill or fire, children will be removed from the building to posted fire routes.

Severe Weather - In the case of severe weather children will be taken to posted "safe zone" posted in the classroom.

Evacuation-In the case of an emergency, children will be removed from the building to a designated relocation center.

Health Policies

We require health care information and current immunization records for each child before entering preschool. In case of an accident, or illness preschool staff will administer basic first aid and fill out an accident report form. Preschool staff will contact parents or emergency contact if parents can't be reached. In case of a medical emergency the school cannot handle, the child will be taken to facilities designated for emergency care.

Medication will only be given upon completion of a signed medication form from the doctor.

Children with contagious diseases will be isolated within the early childhood center until they can be sent home. All contagious diseases must be reported to the school teacher.

Illness - Until their resistance builds up, when children are first beginning to associate with groups of children they may develop more colds and flu than normal. We try to minimize exposure to illness by providing health guidelines. We urge you not to send your child to class if he/she:

*Has a fever of 100 degrees or more, the child should stay be fever free for 24 hours before returning to school.

Snacks

Every child that participates in Learning Readiness classes will be asked to sign up to bring in snacks for the week for your child's class throughout the school year. Please discuss with your child's teacher when it is your family's turn to provide snack. Milk will be provided by Zumbrota-Mazeppa schools. **Please remember that all snacks must be store-bought and peanut free for the safety of the children.** Below is a list of suggested snack ideas. Please notify your child's teacher and school nurse of any known food/milk allergies (or any allergies).



Fresh Fruit

Fresh Vegetables

String Cheese

Crackers

Teddy Grahams

Pretzels

Popcorn

Graham Crackers

Breadsticks

Dry Cereal

Animal Crackers

Raisins

Apple Sauce/Fruit Cups

Pudding

** many many more!



Supplies

Each day your child comes to school, they should be prepared with a **bag or backpack** large enough to carry home projects and other papers from staff. An **extra set of clothing** in your child's backpack is helpful in case of accidents. Your child must also be **dressed appropriately** for the weather outdoors. **Tennis shoes** are needed for your child's safety during a variety of large motor activities. **During the winter months, please make sure that your child has boots, hat, mittens, coat, snow pants, etc.** Children work on independence in dressing for the outdoor weather during class. Please check with your child's teacher for additional supplies your child may need for their class.



Toilet Training

A child is toilet trained when he/she can make known their need to use the bathroom and can perform basic hygiene needs independently. We do realize every child develops at different rates. We encourage children to be independent in meeting their toileting needs upon entering preschool. However, if your child is not completely trained at the start of preschool, please contact your child's teacher so arrangements can be made to meet their needs.

Conferences

Fall and spring conferences will be held during the year to discuss your child's development and progress. Additional conferences may be held if parents or teachers request them. Please feel free to discuss your child with his/her teacher any time during the school year.

Building Entrance



To ensure the safety of all students and staff, the early education center will be locked during program hours and will be unlocked during high traffic times during the day. Please press the buzzer to the left at the main entrance if you arrive and the doors are locked. Please identify who you are when staff member answer.

Attendance

Please call or email preschool staff if your child will not be attending class for the day. Simply call the school at (507) 732-7848 and ask for your child's preschool teacher and let staff know of your child's absence.

School Closings/WILD Days

There will be no classes if schools close due to weather. If the decision is made to send children home early due to poor weather conditions, the remainder of our classes will also be canceled. If schools are running one to two hours late in the morning, morning classes will be cancelled and afternoon classes will be held.



Please listen to area radio stations for daytime school closings. They are KDHL of Faribault, WCCO of Minneapolis, KROC, KWEB, KNXR in Rochester, and KWNG of Red Wing.

When school is canceled due to weather, student learning will continue with assignments that are preassigned by their teachers. WILD days will be basically be a school day at your home. Our first snow of the school year will not be a WILD day as we still feel it is important for students to experience the joy of a surprise day off. Each day off after that will be a WILD day. Preschool teachers will send home a handout at the beginning of the winter season. This is also available online.

Parent Communication

Monthly newsletters and/or calendars will be sent home throughout the year. They will have in them announcements of upcoming activities, classroom events and a brief introduction to upcoming units. Please read these newsletters while checking your child's backpack each day. They let parents know what is happening in your child's class.



Parent Participation

Evidence has shown that when parents or caregivers are involved in a child's learning, their child will experience greater success. The Learning Readiness program is partially state funded and requires parents to be involved in their child's learning. The requirement for each family is to participate in at least 4 "activities" throughout their child's school year. There will be a variety of ways to participate including conferences, field trips, and special school parties. You will be asked to complete the Parent Participation Activity Form at your child's Preschool Orientation, which will help the staff to determine activities you may be available to help with throughout the school year. If you have other ideas that may benefit the preschool program or you have special talents you would like to share, please feel free to discuss this with your child's teacher.

Pick-up/Drop-off

Classroom doors will open five minutes before class starts. Staff members are busy preparing for the day and will open the doors when it is time for students to arrive. Children being dropped off by an adult must sign in each day on the sheet outside the classroom door (information will include the date, adult's name, child's name, and expected pick up person). The adult will need to pick them up at the preschool door and complete the sign in sheet stating who picked the child up. Arrangements made for anyone other than parents picking children up must be

told to the preschool staff prior to the pick-up time and will be asked to show identification.



Children who are 4 years old by September 1, may be eligible to utilize the district bus if space is available on the bus route and if they travel with an older sibling at all times. This service is only available for children in the afternoon class for going home. If the

older sibling is not riding the bus for any reason, the preschooler is not able to be transported that day. Transportation is provided by Sugar Loaf Bus Service. Sugar Loaf will make the final determination if space is available on the bus and if a preschooler can be transported. Please contact Mike or Barb Kennedy at 732-7670 to inquire about bus transportation. Children who are 3 years old by September 1, are not eligible for any transportation by the district. Hiawatha Transit is a local transportation service serving the Zumbrota-Mazeppa area. Please contact them directly at 1-866-623-7505.