



Early Childhood Family Education Parent Handbook

We hope this handbook includes helpful information for your family! We have included answers to commonly asked questions and details about the classes and programs. If you have questions about the information in this handbook either ask your classroom teacher or call the office at 952-848-3908.

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Edina Family Center | 5701 Normandale Road | Edina, MN 55424
Call (952) 848-3908 or email edinafamctr@edinaschools.org
Visit www.edinaschools.org/familycenter

Arrival and Pick up

- All classes begin and end on time. It is important that you pick up your child on time because children worry and the teaching staff need time to clean up and prepare for the next class. If you would like to continue visiting with classmates please move to the foyer.

Attendance

- Please email the attendance line at edinafamctr@edinaschools.org to let us know when your child will not be attending class and/or sib care due to an illness or other family matters.

Cancellation Guidelines

- Cancellations must be received in writing or by email by May 2, 2016 to receive a full tuition refund. Registration fees are nonrefundable. A \$25.00 cancellation fee will be applied after May 2, 2016.
- **For those registering after May 2, 2016** – cancellations must be received in writing or by email by August 5, 2016 to receive a full tuition refund. Registration fees are non-refundable. A \$25.00 cancellation fee will be applied after August 5, 2016. If class has already started tuition will be prorated.

Cell Phones

- Cell phones should be turned off or put on vibrate while attending class.

Clothing

- Children and families should dress for creative, messy and active play.
- Please label diaper bags, lovies, blankets, sippy cups, etc.

Diapering

- If your child needs a diaper change, you will be called in to change your child.

Emergency Contacts

- Please keep your child's Emergency contacts updated throughout the year. If there are changes to either the phone number or address please call 952-848-3908 or [click here](#) to log in to your account and update the information.

Evaluations

- At least once a year parents will be asked to fill out an evaluation form to provide us with feedback on your experience. Please know that we welcome your feedback and comments throughout the year—do not wait for a formal evaluation to let us know how we can better meet the needs of your family.

Health Services

- In order to ensure the health of others, children should not be brought to preschool if they are ill. We follow the school district health guidelines. **A child should not come to school if he/she has any of the following symptoms in the past 24 hours:**
 1. A fever of 100 degrees or more
 2. Vomiting or diarrhea
 3. A significant cold with green or yellow drainage, severe coughing, or mucous in eyes
 4. An undiagnosed rash
 5. A strep throat culture with results pending from your doctor's office. If the child has been diagnosed with strep throat he/she needs to be on an antibiotic for 24 hours before returning to school.

- Please email the attendance line at edinafamctr@edinaschools.org to report if your child develops a communicable disease (chicken pox, strep throat, lice, influenza, etc.) so that we may maintain a healthy environment. Parents will be notified if children have been exposed to a communicable disease.

Forms

- All children participating in school district early childhood programs are required by the state of MN to provide proof of immunizations or record of legal exemption.
- Please fax (952-848-3951) or bring your completed and signed immunization form to the office **by the first day of class**.
- The Edina Family Center requires each participant to submit a Parent Permission Form for each child registered.

Mandated Reporting

- It is the policy of the State of Minnesota and ISD 273 to require the reporting of neglect, and physical or sexual abuse of children in the home, school or community setting.
- Any employee who knows or has reason to believe a child is being neglected or physically or sexually abused within the last three years shall immediately report the information to the local county social services agency at 612-348-3552 or local law enforcement (City of Edina Police) at 952-826-1600.

Newsletter

- You will receive a monthly newsletter called “Growing Together” which provides you with the latest information about what’s happening at the Edina Family Center.

Parking Lot

- **Please teach your children to hold your hand in the parking lot!**
- It is illegal to leave children unattended in a vehicle, even for a couple of minutes.
- State law requires that drivers must stop and yield to pedestrians in crosswalks.
- Please do not talk on the cellphone when driving in the parking lot.

Photographs/Videotaping

- Because your children are in class for such a short period of time, we encourage you to spend the time actively engaged with your child rather than taking photographs or video images during class time. If you do want to take photographs, please ensure only your child is in the picture. If others will be included, please ask the appropriate parents for permission prior to taking the photo.

Program Calendar

- The ECFE programs will follow the district calendar and will be closed for the same breaks, holidays, and licensed staff workshop days. [Click here](#) to view the district calendar.
- On late start days, there will be no morning classes and on early release days there will be no afternoon classes. You have not been charged for these classes.

PTO

- The Edina Family Center PTO advises the Coordinator in planning and evaluating Family Center procedures, programs and budgets. Please visit the [PTO page](#) on the Edina Family Center website for further information.
- Parental input and participation is welcome.

Safety, Security and Emergency Procedures

- Fire, severe weather and safety drills are conducted in school buildings to ensure the safety of everyone.
- The Early Childhood staff will teach children how to respond and keep children safe during these drills.

School Closures

- You will not be notified if classes/school is canceled. It is your responsibility to check for school closure information.
- We follow the school closing plans for the Edina Public Schools.
- Emergency school closings are announced on the Edina Public Schools district website (www.edinaschools.org), WCCO 830 AM, KARE-TV channel 11 and KSTP channel 5.
- If school starts 2 hours late morning classes are canceled and if there is an early release afternoon classes will be cancelled.
- Make-up classes and refunds are not possible in these events.

Sibling Care

- All sibling care will be provided in room 158.
- The purpose of the sibling care room is to provide a safe, supervised environment for siblings from 6 weeks through pre-school.
- Sibling Care is guaranteed for the siblings of children enrolled in ECFE classes with their parents.
- Sibling Care is scheduled at the same time as registrations is taken for the classes.
- For infants born during the school year, let the office know the date you anticipate needing sibling care (952-848-3908).
- A two week notice may be required for infant sib care.
- Parents can enroll an infant in sibling care at 6 weeks but are welcome to bring the baby to the parenting discussion until they are 4 months. We ask that by 4 months all babies be enrolled in sibling care.
- Children in sibling care can be dropped off 15 minutes prior to class and must be picked up within 15 minutes after class so that staff can prepare for the next group.

Smoking

- This is a tobacco free building and grounds. This includes the building, parking lot, playground and all other areas.

Snacks

- Snack time is important for children to experience taste, smell, color and texture while practicing self-help skills and socializing other children.
- Parents will sign up for a turn to bring snack for the entire class.
- Minnesota Department of Health Services regulations state that all shared snacks must be **commercially prepared, unopened, and brought to school in the original wrapper.**
- We are a **NUT FREE** Center so please no snacks with nuts or snacks that have been processed in a facility with nuts.
- If your child has a food allergy, you may be asked to supply an alternative snack for your child. Allergy information for teachers should be noted on the registration form.
- For families that don't bring sippy cups, water will be offered to children at snack time.
- We follow the Edina Schools wellness guideline regarding food. All school snacks need to be healthy for young children.
- Some ideas for snacks include fruit, vegetables, crackers, cheese, lunch meat, etc.
- Foods to avoid include cake, candy, donuts, cookies, fruit gummy snacks, chips.

Staff Guidance

- Our experienced and skilled staff uses positive guidance techniques, including re-direction and positive reinforcement to build children's self-esteem, empathy and competence.

Staff Qualifications

- All parent educators and children's teachers are licensed by the Minnesota Department of Education. Continuing education and staff in-service training are provided throughout the school year for all staff. The school district requires a criminal history background check on all individuals who are offered employment.

Structure of Classes

ECFE Classes last about 1.5 – 2 hours and are usually made up of:

Parent-Child interaction: Interaction time generally lasts for 25-30 minutes of class. This interaction is planned so you may understand and enjoy your child. Discussion with other adults at this time hinders the focused time with your child.

The activities during interaction are designed to:

- Promote a healthy and positive relationship between you and your child.
- Enhance social, emotional, intellectual, physical and language skills for your child's development.
- Help your child learn cooperation skills while playing with you and other children

There will be a wide variety of activities to choose from during interaction time. While playing with your child, please remember to follow their lead; help them choose activities of interest to them. Focus on your child and their positive actions. We suggest using low posture, good eye contact and talking with your child while playing. This helps build self-esteem and promotes language skills.