

The ABCs of the ELC

(Early Learning Center)

PARENT HANDBOOK



Contact Information:

Early Learning Center Attendance Line: 952-848-4236
Early Learning Center Office: 952-848-3908
District Website Edinaschools.org
Early Learning Center Email Edina.famctr@edinaschools.org

Transportation:

Special Education Transportation 952-848-4979
Community Education Transportation 952-848-3964

ADMINISTRATION

The Early Learning Center is led by two administrators:

Leah Byrd-Early Learning Coordinator

Leah.Byrd@edinaschools.org or 952-848-3968

Lisa Hawthorne- Early Childhood Special Education and Screening Coordinator

Lisa.Hawthorne@edinaschools.org or 952-848-4223

ARRIVAL & PICK UP

Drop off and pick up are very busy times in our school and the parking lot. Within the building please make sure children are walking in our hallways. In the parking lot we encourage you to hold hands with your child.

The front door (door 5) will be unlocked each morning from 8:50-9:30 a.m. If you arrive outside of these times, please enter through the office and sign in at the front desk.

Should a situation arise and your child's after school transportation or pick up plans change during the school day, please call the office at 952-848-3908. If time allows please email the edinafamilycenter.org and cc your child's teacher. Because of district security protocols, we ask that if you come to pick up your child during class time, go directly to the office and the office personnel will ensure your child meets you in the office.

ATTENDANCE

If you arrive with your child any time after the front doors are locked, please make sure to check

in at the front office. To ensure that all children are accounted for, they will be marked absent if they have not arrived 15 minutes after the start of class.

BEHAVIOR EXPECTATIONS

We structure school wide behavior expectations through a combination of the Pyramid social emotional teaching model as well as a reflective practice philosophy. Students are given positive redirection and opportunities to work through conflicts to problem solve in age appropriate methods.

BIRTHDAYS

We recognize that not all of our students celebrate birthdays. If you are interested in celebrating your child's birthday at school please work with the classroom teacher on an appropriate celebration. In the past, students have brought store bought treats, contributed a book to the classroom library, or parents have read a story as a guest reader.

CALENDAR

We follow the district school calendar. You can find it [here](#).

CANCELLATION POLICY

The cancellation policy for the ELC can be found on our website under Early Learning or [here](#).

CELEBRATIONS/HOLIDAYS

We recognize that each family celebrates holidays differently in their home. We will not be celebrating specific holidays at school but will focus our classroom celebrations around the learning we have achieved during the year.

CELL PHONE USAGE

Please refrain from using your cell phone while in class with your child. Should you need to take a phone call please step out into the hallway. Due to Data Privacy, please do not take pictures of anyone other than your child on your phone.

CLASSROOM OBSERVATIONS

We welcome parents to observe in the classroom and we request that arrangements to observe are made ahead of time with your child's teacher. We do this so that we can maximize your visit by providing a support staff to address your questions during the visit and to insure that learning spaces are free from distractions in order to optimize learning experiences for all of our students.

CLOTHING

Your child will be participating in a variety of activities which include playground play, messy art projects, and snack. Please dress them in clothing to participate in all activities - including footwear that doesn't easily slip off while playing (i.e. flip flops). In the event your child needs to

change their clothes, please send an extra set of clothes including underwear, in a gallon-sized plastic bag with their name written in permanent marker.

COMMUNICATION

We are always eager to talk to parents about their child. Please feel free to contact your teacher if you have questions or concerns. There are several ways that we will be communicating with you this year.

- Email
- Paper- Please watch for important papers or projects in your child's backpack.
- Phone Calls- If you need to connect with a teacher during class time, the best option is to call the front office (952-848-3908) and we will walk a message down to the classroom.

CONFERENCES

We welcome the opportunity to meet with parents and families at conferences. Conferences will occur 2 times throughout the year. Each classroom teacher will schedule conferences with parents. Conferences are not mandatory. If coming in for a conference does not work for you please let your child's teacher know if you would like a phone conference instead.

DAYS OFF

Please refer to the [Edina Public Schools District Calendar](#) for information regarding non school days.

DIAPERING/TOILETING

Staff will change diapers and help with toileting. Please be sure to send all appropriate items your child may need.

EARLY CHILDHOOD SCREENING

The purpose of early childhood screening is to determine if your child's development, vision, hearing, growth and health is on track for their age. Children are required in Minnesota to be screened prior to entering kindergarten in a public school. Our recommendation is that children are screened between their third and fourth birthdays. Please call 952-848-4299 to schedule a screening in Edina.

EARLY RELEASES/LATE START

In the school district calendar, you will see 4 early release/late start days that may impact your child's class. On late start days all morning classes (starting before 12:00 pm) will be cancelled. On early release days all afternoon classes (any class starting after 12:00 pm) will be cancelled. Classes that go over the noon hour will also be cancelled. Extended Learning will be closed in the morning on late start and closed in the afternoon on early release. All Day PreK will follow the kindergarten protocol for early release/late start. On late start days, class begins at 11:15. On early release days, class ends at 12:45. Out of School Time (OST) will be available. Parents will receive more detailed communication from the classroom teacher and OST supervisor regarding these dates. This policy is due to transportation constrictions as well as teacher

contract language. Please ask your classroom teacher if you have questions about early release or late start days.

EMERGENCY CONTACT INFORMATION

Anyone authorized to pick your child from school must be listed on either the [Health Information Form](#). Picture identification will be required to pick up a student.

EMERGENCY PROCEDURES AND PRACTICE

As part of the Edina Public Schools we participate in the required safety drills. Students will practice fire and lockdown drills. We prepare children for these in an age appropriate manner. If you are in the building during a drill please follow the directions of the staff member you are with. Do not walk through the school to get your child. For a fire drill, you may walk around outside to find your child's class if you need to.

FAMILY COMMONS

This is a quiet area for families to wait for their children who are in class. If you choose to spend time in the Family Commons please check in at the front office and get a visitor sticker. Please be respectful of the space and clean up after yourself when you are finished using the space. We are a nut aware school as many of our students have allergies; please be conscious of what you or your children eat in the family commons area.

GYM/PLAYGROUND

Children will have large motor time in the gym or on the playground each day. Please make sure to send your child to school with appropriate clothing - this includes footwear that stays on feet while playing (i.e. no flip flops). If you think your child may need sunscreen, please apply it at home. Staff members do not apply sunscreen.

HANDWASHING

In an effort to adverse exposure to allergies and keep germs at bay, many teachers will require students to wash their hands as they enter the classroom, before and after snack, and after using the restroom.

ILLNESS

If your child is sick at school, they will be brought to the Health Office. The nurse will determine if child needs to be sent home and will call accordingly. If your child is running a fever of 100 degrees or higher, please keep him/her home for 24 hours after the temperature returns to normal. For vomiting or diarrhea please keep your child home for 24 hours after the last episode. For rash, please check with your physician before sending your student to school. Please notify the office if your child is diagnosed with any specific illness such as strep throat, pink eye, ect.

IMMUNIZATIONS

In accordance with the School Immunization Law, all students who register to attend and Edina School must be fully immunized. Required shots must be completed before students can attend school. There are alternatives such as a signed notarized form indicating objection to immunization or a physician's signature indicating a need for a medical exemption. You can find the required immunization listed [here](#).

INJURIES

We have many procedures to prevent student injuries. If your child is injured at school and requires more than basic first aid, 911 will be called.

LUNCH

Some students do eat lunch at school. Please make sure to label their lunchboxes. We are a nut aware school. Please do not send any food processed on machines that come in contact with nuts or has nuts in the ingredients.

MEDICINE

If your child(ren) needs to take medications at school it will be kept in the health office. Please stop by anytime to speak with Anna Sunday, licensed school nurse, or contact her at Anna.Sunday@edinaschools.org or 952-848-4962.

NEWSLETTERS

The coordinators will email a monthly newsletter to all families. Many of the teachers also send home a regular newsletter.

PTO

The Parent Teacher Organization (PTO) is made up of ELC parents that meet monthly to plan fun family events, fundraise and provide feedback to the coordinators. The PTO events are listed on the PTO bulletin board. All are welcome to attend!

PARKING LOT

To ensure the safety of our little ones, please be vigilant when entering or exiting the building.

The green lot is used by students, staff, vendors, as well as our ELC families.

The ramp is for strollers and people with special needs. Please refrain from play on the ramp or letting your child run up and down the ramp.

PHOTO RELEASE

A student may be photographed or recorded while at school or participating in school activities and events. Care is taken to ensure that the student and learning/activity/event environment is portrayed appropriately. If you choose not to have your child photographed or recorded by the district, please notify Leah Byrd or Lisa Hawthorne in writing by Wednesday, September 25, 2019.

In accordance with [District Policy 515](#), the above-noted designations or refusals will remain valid until the end of the 2019-20 school year. If you have any additional questions please contact Leah Byrd or Lisa Hawthorne.

For more information on this district policy please [click here](#) and scroll to page 17 of the District Family Handbook.

RECESS

Students ages 2 and up will have multiple opportunities to play at recess on our playground or indoors in the gym. If the temperature is or “feels like” 15 degrees fahrenheit or less, recess will be indoors. In the morning, our health office staff monitor the weather and send an email to teachers each morning with the weather forecast and playground status. Please keep this in mind when dressing your child for school each day. Our Minnesota winters require warm coats, snow pants, boots, hats, scarves and mittens during recess.

RELEASE OF CHILDREN

Students will only be released to individuals listed on the [emergency form](#). Any changes to authorized people to pick up your child need to be in writing. If your child is going to leave during class time our office staff will make sure your child meets you in the office.

SAFETY AND SECURITY OF BUILDING

Safety and security of the building is of utmost importance to us at the ELC. All doors to the school will be locked unless during morning arrival. Please sign in at the office whenever you visit the ELC outside of arrival time.

SIBLING CARE

Sibling care is available to siblings of students who are in an Early Childhood Family Education (ECFE) class. To learn more about sibling care please check our [website](#).

SMOKING

Edina Public Schools (EPS) is a tobacco free zone. Please refrain from smoking on any part of the EPS campuses.

SNACK

Each teacher will decide how the snack routine in the classroom will work but there are some general guidelines we all follow. All snacks should be low sugar and healthy in nature. We are a nut aware school. Please do not send any snacks that have nuts in the ingredients or are made on equipment that processes nuts.

TRANSPORTATION

Some of our students take buses or vans to school. If your child takes a bus to school please contact transportation at 952-848-4979 if you have any questions.

If your child takes a van to school please contact Annie Christman at 952-848-3964 with questions or scheduling needs.

ZZZs

Please make sure that your child gets plenty of rest. Setting regular bedtimes helps to ensure your child gets enough sleep and is ready for a day at school!

WELCOME TO THE EDINA EARLY LEARNING CENTER! WE ARE GLAD YOU ARE HERE!