

**Early Childhood Family Education
Tilden Community Preschool
Parent Handbook
2021-22**



**Hastings Public Schools Community Education
Early Childhood Programs
651-480-7670
Hastings, MN 55033**

**Office Hours
7:30am – 4:30pm
Monday - Friday**

**Office: 651-480-7670
Fax: 651-480-7680**

www.hastingscommunityed.com

Welcome to ISD 200 Early Learning Programs

Vision

We will create a safe and respectful learning environment for preschool children and families that embraces individual differences and diversity, and provides instruction based on current research and best practice.

Mission

Our Mission is to provide every child and family with a high quality, holistic, early childhood experience. We strive to create a collaborative, safe, nurturing and developmentally appropriate environment which fosters individual needs. It is our goal that children will possess confidence in their abilities and establish lasting relations with adults and peers, which will ultimately prepare them to become responsible citizens in their community.

Core Beliefs

- All children and families have the right to a safe and nurturing learning environment.
- We believe relationships among staff, children, and families provide the foundation for a successful educational experience.
- We believe in the importance of delivering high impact early learning opportunities.
- We welcome and include our families and students of all backgrounds and abilities.

Program Descriptions

Early Childhood Family Education (ECFE) provides parent/child classes available to all families in the community and because it is a partially state-funded program, fees are affordable so that all families are able to participate. ECFE strengthens the local community by providing support and education to families with young children in order to build strong parent and child relationships, help parents be the best parents possible and prepare children and families for the K-12 school experience. The ECFE catalog is sent to all homes of district families with children birth to five and it lists all class options available. You can also find the catalog on the district website www.hastingscommunityed.com. Free home visits are also provided to families who live in the district.

Preschool is a fee based preschool program for three and four year olds and is available for all children living in our district community. Some financial assistance is available upon request. Classes are held at Tilden Community Center.

Early Childhood Screening

Screening is a mandate by the State of Minnesota. Children must be screened before entering kindergarten. Screening is best done before your child turns four years old. The screening includes vision, hearing and developmental assessments in addition to an immunization/health history review and parent input. For a screening appointment, register online at www.hastingscommunityed.com or call 651-480-7381.

Early Childhood Special Education services are provided for children who qualify birth through kindergarten in our community. If you have questions or concerns regarding your child's development, please call: 651-480-7670.

General Information
Early Childhood Family Education (ECFE) and Tilden Community
Preschool

Class Location

Early childhood classes including ECFE classes and preschool classes are held at Tilden Community Center 310 River St. Hastings, MN. Some ECFE classes are held off-site which will be noted at the time of registration.

Parking

Parking at Tilden Community Center is located on the east side of the building on River St. For the safety of your children, **do not leave children unattended in your vehicle.** If this does occur a school liaison officer could be called to assess the situation.

Entering and Exiting the Building

We ask that all families enter and exit the building through the main doors due to maintaining the security of the building. Additionally, we ask that the handicap buttons are only used for assisting a person in and out of the building, rather than for the children to play with on their way out of the building.

Age Guideline

Our program follows Hastings Public School's guideline regarding eligible age for school attendance. September 1st is used in determining age limits for classes unless noted. Classroom activities are centered around the developmental levels of the children in attendance.

Calendar

Families will be given a calendar at the beginning of the year designating important dates. The early childhood calendar is in alignment with the district school calendar in terms of staff development days and holidays, however, there are dates that are exclusive to our early childhood program which are noted.

Early Learning Advisory Council (ELAC)

The advisory council is made up primarily of parents with children enrolled in our Early Childhood Programs. The advisory council assists in program development, fundraising, outreach and provides support for our program. If you are interested in becoming a member or want more information please call 651-480-7678.

Volunteers/Parent Involvement

We welcome volunteers and parents into our program and appreciate the work they do for us. Volunteer opportunities may include helping in the classroom, reading to children, helping at events, or serving on the advisory council to name a few. Parent involvement is key to your child's success in school. Let us know if you are interested in volunteering in some capacity.

Funding

Funding for Early Childhood Programs is provided through a combination of state aid, local levy, and participant fees. Early Childhood Program funding does not rely on, or impact, the K-12 general fund.

Grievance Procedure

A parent who has a grievance or complaint about some aspect of the program should first try to settle the issue directly with the teacher, staff member or other adult involved. If the conflict is not resolved, the grievance should be discussed with the Early Childhood Program Coordinator.

Smoke Free Environment

Hastings Public Schools prohibits smoking in school buildings and on school grounds.

Fire, Tornado and Lockdown Drills

Drills will be conducted on a regular basis.

Other Policies

Attendance

On scheduled parent-child days, children must be accompanied by an adult (one or both parents, an adult family member or other caregiver). All other arrangements must be approved by the program's coordinator prior to the day of the class. Please contact your child's teacher or the Early Childhood Program Coordinator if your child will be absent.

School Closings

School closings can happen due to weather or other non-weather emergencies. Hastings Public Schools list school closings on our website, channels 4, 5, 9, and 11 and on our local radio station KDWA 1460. The best and most up-to-date information will be on the Hastings Public Schools website www.hastings.k12.mn.us School closing announcements for District #200 Schools includes the Early Childhood Program as well. If the district is two hours late then early childhood classes will be canceled for the entire day.

Closing Early

If school closes early due to inclement weather or for other circumstances, our staff will contact parents to pick-up their child. If a parent is not available to pick-up their child they will be expected to find someone who is able to pick them up.

Cell Phones/Electronics

Please be respectful of cell phone usage and other electronics when you are participating in class. Class is a time to spend quality time with your child and we want to minimize distractions that may interrupt that quality time with your child. We want to support your efforts in enhancing your parent child relationship. Additionally, we want to be respectful of other participants in the class.

Photo/Videotaping Policy

The Hastings School District's Policy states that unless a family files a "Denial of Release Form" then your child's work and image (including video) can be placed on school approved websites, in newspapers, used in special events, and in other public locations per our district policy. If you DO NOT want your child's image published, fill out the Denial of Release Form and return to your child's teacher. You can ask your child's teacher for a Denial of Release Forms or it can be found on our district website www.hastings.k12.mn.us.

Refunds

If classes are canceled due to insufficient enrollment, you will be notified and your money will be refunded. If you choose to drop a class prior to the class starting, you will be refunded and a \$5 processing fee will apply. If you have to drop a class, please contact the Tilden Community Center office as soon as possible, by calling 651-480-7670. No refund will be given after the start of class. Class fees will not be refunded for classes canceled due to weather. If you encounter a special circumstance please call 651-480-7678.

Medication/Health Plan

Generally, medication will not be given to students while attending an Early Childhood Program, however if it is absolutely necessary for a child to receive medications while at the school, a school nurse will work with the parents to create a health plan for the child. Please let your child's teacher know if your child has any health concerns.

Immunizations

Schools are required by Minnesota State Statutes to have up-to-date immunization forms on all children attending our early childhood program. Completed immunizations are due before classes begin. Children are not allowed to attend school until the immunization form is turned in.

Under-immunized Children

In the event of a disease outbreak, students who have not been vaccinated are at risk of contracting the disease, furthering the spread. The Minnesota Department of Health may require that a family keep exposed children home from day care and/or school if they have not been vaccinated.

Child Abuse Reporting

School district employees are mandated, by state law, to report child abuse or neglect to county social services or the local police department.

Safety and Security

- Please keep purses and other valuables with you at all times. We are not responsible for lost or stolen items.
- Sharing of phone numbers, email address or address should only be initiated by parents. We cannot provide class lists with this information to families.
- Please keep children with you at all times as you walk through the building.
- All perimeter doors with the exception of the front entrance are locked during the day.

Security Doors

As part of our effort to provide a safe environment for your child at school, secure doors are in place in the early childhood wing.

- Please check-in at the front office and a secretary will assist you as needed. If entrance through the secured doors is needed, a secretary will allow you to enter after seeing ID.
- Please communicate with other adults who may be picking up your child that the expectation is for that individual to check-in at the office.
- Thank you in advance for your cooperation. These requirements are providing a safe environment for your child.

Forms

Parents will be asked to complete the following forms at the time of registration:

- **Emergency Information:** Each family is asked to fill out an Emergency Information Form to be kept on file at school. When information changes during the school year, please update this form. Phone numbers of where you can be contacted during the day are required. We need to be able to contact you if your child is sick, pick-up issue or if there is an emergency.
- **Authorized Pick-Up Form (Preschool Only):** This form gives permission for who can pick-up your child. Your child will NOT be released to someone who is not on this list. Please update this form as needed.
- **Walking Permission Form-** A form used for parental permission for their child to go on walking field trips near Tilden. This form gives permission for the child to walk throughout the school year.
- **Census Form:** This form is used to identify who is in our school district and will be given to the district office so that they know that your child will be part of Hastings Public Schools.

Health Information

Illnesses

The Health Policy is to insure the safest and healthiest environment for your child, our families and our staff.

- ***Please keep your child home and notify your child's teacher if your child comes down with or has been exposed to any of the following:***

-Bacterial Meningitis	-Fifth's Disease	-Pertussis	-Chicken Pox	-Hepatitis A
-Diarrheal Illnesses	-Diphtheria	-Mumps	-Impetigo	-Measles
-Unidentified Skin Rash	-Rubella	-Pneumonia		
- ***Please keep your child HOME if she/he has any of the following symptoms:***

-Diarrhea	-Severe or persistent cough	-Yellowish skin or eyes	-Unidentified Skin Rash
-Pink Eye	-Difficult/Rapid Breathing	-Vomiting in the last 24 hours	
-Fever (the fever needs to be absent, without the help of fever reducing medication for 24 hours)			
-Infected Skin Patches (crusty, yellow, dry or gummy areas of the skin)			

*If your child develops any of these symptoms while they are in class, you will be notified. You may be asked to keep your child home until symptoms subside or a physician decided that the child may return to class.
- ***Please notify us if your child has any of the following: ASTHMA, SEIZURES, DIABETES, and/or SEVERE ALLERGIES.***
- *Parents will be informed if children have been exposed to a communicable disease.

Peanut Free/Tree Nut Free Classes

- Please remember to check any packaged item for peanuts or peanut exposed foods.
- We will not serve items that list peanuts/tree nuts as an ingredient on the package.
- We will also not serve items that have a package statement indicating that some machines in the production process may have been used for other items containing nuts.
- We encourage healthy snacks such as cut up fruits, cheese, vegetables, non-sugary snacks, real fruit juice, yogurt, whole grain options, etc.
- All cookie, cracker and cake-like snacks need to be packaged and unopened.
- Bakery items will not be allowed unless you can have the baker/store ensure in writing that the goods purchased are nut free and that they have been prepared or produced by machines that are also nut free.

Early Childhood Family Education (ECFE)

What is ECFE?

Early Childhood Family Education (ECFE) is a program for all Minnesota families with children between the ages of birth to kindergarten. ECFE is based on the idea that the family provides a child's first and most important learning environment and parents are a child's first and most significant teachers. ECFE works to strengthen families and enhance the ability of all parents to provide the best possible environment for the healthy growth and development of their children.

What happens in ECFE?

ECFE programs are tailored locally to meet the needs of families in each specific community. Most programs contain the following components:

- Parent discussion groups
- Play and learning activities for children
- Parent-child activities
- Special events for the entire family
- Home visits
- Early screening for children's health and development.

Who participates in ECFE?

Parents and children participate together. ECFE is committed to accessibility for everyone, so fees are based on a sliding fee scale or are waived for families unable to pay.

Why start at birth?

Brain research confirms the first three years are an extremely critical period in a child's development. This is especially true in the areas of language, social-emotional skills and cognitive development. Getting involved in ECFE can help parents be better equipped to deal with the challenges of caring for these rapidly developing infants and toddlers.

Why involve the parents?

Research shows that early childhood programs involving parents and children are more effective than programs focusing exclusively on children. Educators and psychologists agree that it is vital for early childhood programs to assist parents in their role as primary educators of their children. Involvement prior

to kindergarten encourages parents to play an active role in their children's learning throughout their entire education. Children whose parents are involved in their education have been more successful in school.

Who benefits from ECFE?

Society benefits from strong families and healthy, well-developed children. The potential of ECFE to prevent or reduce later learning problems of children has been confirmed by evaluation of ECFE and similar programs. Parents involved in ECFE report feeling more supported and more confident in their role as parents. They also report having a better understanding of how children develop and having improved parenting skills. Research strongly suggests that dollars spent on ECFE are more than repaid by savings in remedial health, education and welfare costs later.

Fees

ECFE fees are determined using a sliding fee scale. Sliding fees are based on a family's gross income. All families are welcome! No Hastings Public School District resident will be turned away due to inability to pay the class fee. If you have questions about fees or payments call 651-480-7670.

Arrival and Departure

- Please arrive on time to class. It helps to keep the class running smoothly and eliminates the distraction of families coming in late.
- Please depart on time since the staff needs to prepare for the next class to come in.
- Keep in mind that there are other people working in the building, so please help your child use respectful behavior in the hallways (walking quietly, talking softly).

Snacks

- Snack time provides a valuable learning experience for children.
- Please inform staff about any diet restrictions your child may have prior to class starting.
- For children with severe allergies or other dietary restrictions, food items can be sent from home. Please consult with your child's teacher.
- Families are asked to take turns providing healthy snacks. Snack should be low in sugar and peanut/nut free.
- Snacks brought in must be commercially prepared and brought to school in an unopened package.

Parent/Child Together Time

- During the first part of class parents and children will explore a variety of activities. This a time for parents to be together with their child in an educational setting and to take part in an educational setting under the guidance of a licensed teacher and parent educator.

Parent Education

- While children stay in their classroom with the teacher; parents are involved in a discussion led by a licensed parent educator. Topics are chosen from the areas of; parent development, parent-child relationships, early childhood development, family development and culture and community. Parents share ideas and experiences, discuss concerns and gain support from one another during this time.

Child Activity Time

- Children will separate from their parents when their parents go to the parent education room. Staff will be sensitive to child and parent needs during this time. If the separation time is particularly difficult for a child, staff may ask the parent to return to the classroom.
- Remember it is a normal part of child development for children to become upset about separation from parents and other loved ones. Early Childhood Programs provide a safe place for your child to accept and handle separation in a positive way.
- The children will stay in the early childhood classroom to engage in activities provided by a licensed early childhood teacher and classroom assistant. The activities will promote their growth and development along with social skills through play with other children.

Diapering Policy

- The parent will be called from class if their child needs a diaper change, needs help in the bathroom or is having toileting issues. Staff members are not allowed to diaper children or help with any toileting needs. This is for your child's safety.
- Bathroom/changing tables are located in the early childhood wing, which are available for parents to use.

Tilden Community Preschool - Home of the Little Raiders

Philosophy

Tilden Community Preschool is designed to provide a variety of age appropriate experiences that contribute to the growth and development of children ages 3 to 5 years of age. These experiences serve as a foundation for later school experiences. A group/class experience fosters independence, builds self-confidence and provides the child with kindergarten readiness skills that will prepare them for the start of their school careers.

Coming to School-Items to Bring

- Send a backpack with your child each day.
- Label your child's backpack, clothing, shoes and outerwear with your child's first and last name.
- Children should be dressed in washable, comfortable clothes so they are free to take part in activities which could be messy or wet. We use washable materials, but we cannot guarantee they will come out of all fabrics.
- Children should wear tennis shoes to assure their comfort and safety indoors. Outdoor clothes and footwear, suitable to weather, are required as children often go outside.

Drop off and Pick up

- The safety of your child is very important to us. At the time of enrollment, parents must provide the Early Childhood Program with persons authorized to pick up the child. It is the parent or guardian's responsibility to inform the center of any changes in the list throughout the year. If necessary, photo identification or other official identification may be required prior to releasing the child. If someone other than an authorized person (as indicated on the authorization form) is to pick up your child, please notify us. **We will only release children to authorized persons.**

- Your child will be signed in at arrival and signed out at dismissal. If you are entering the building to drop off or pick your child up, please remember, staff and children are working and other activities are going on in the building so please help your child to use respectful behavior in the hallways (walk quietly, talking softly). If a child is not picked up and we are unable to reach someone from the emergency form, we will call the police liaison officer. Additionally, do **not** leave other children left unattended in your vehicle. If this occurs we will call the police liaison officer to assess the situation.

Late Pick-Up

- Please pick up your child at the correct time. Lateness interferes with commitments staff have after class hours. A late fee will be assessed, if you are 10 minutes late to pick up your child or if your child is transferred by the bus and no one is home to receive the child and they are brought back to school.
 - If no one picks the child up at dismissal time of the class, parents will be called at work or home. If parents cannot be reached, a person authorized on the emergency form will be called to pick up the child. If the staff cannot reach anyone after 45 minutes and does not hear from the adult responsible for the child, the police will be notified.
 - First incident: Parent receives a warning and is reminded of our late pick up policy.
 - Second incident: Parents are given a written copy of our late pick up policy and will be invoiced a **late fee of \$20 for the first 10 minutes and \$1 per minute thereafter**.
 - Third incident: Parent is given a written copy of our late pick up policy, will be invoiced a **late fee of \$30 for the first 10 minutes and \$1 per minute thereafter** and a notice from the Early Childhood Coordinator informing the parent of possible additional consequences of chronic lateness.
 - Any subsequent incidents: Parents will be asked to meet with administrators to discuss further action regarding late pick up. Chronic lateness may result in removal of child from the program.

Snack Time

- Snack time provides a valuable learning experience for children. They experiment with taste, texture, smell, color, taking turns, making choices and helping themselves. Children will wash their hands before snack and sit down together to eat. Staff will sit with the children during snack time and children are encouraged to try new foods.
- Teachers will discuss their plan with parents regarding bringing snacks. Please inform staff of any dietary restrictions your child may have.

Snacks

- In most classes, families will be asked to take turns providing healthy snacks.
- Snack should be low in sugar and peanut/nut free.
- For children with severe allergies or other dietary restrictions, food items can be sent from home. Consult with your child's teacher prior to class starting.
- Snacks brought in must be commercially prepared and brought to school in an unopened package.

Preschool Attire

- Children should be dressed comfortably for play. Children will be exposed to many kinds of materials including paint, mud, water, clay and dirt when playing outside.
- If your child wears a dress or skirt, please send your child with shorts underneath. Children enjoy themselves more if they can experiment without fear of soiling their clothes.

- During class we encourage children to wear tennis shoes that they can take on and off on their own. We discourage boots, slippers, shoes with heels or ones that slip easily because they can often hinder a child's movement and are not as safe as tennis shoes.
- Accidents occasionally happen, so we ask that you send a complete change of clothing (label each item) for your child.

Curriculum and Assessment

- Tilden Community Preschool uses Creative Curriculum which is approved and recommended by the MN Dept. of Education. Our assessment tool is TS Gold which is used in daily observations and interactions with children. We also do an assessment in the fall and again in the spring called the Pre-KAT. This assessment is directly related to expectations of kindergarten and is used to help children be prepared for kindergarten.

Conscious Discipline

- Our discipline policy is to help children develop self-control and responsibility for their actions to improve their behavior. Conscious Discipline is a curriculum we use to help students learn social and emotional skills, discipline and teaches them to self-regulate so they are better able to learn.

Teacher Web Pages

- All teachers have a web page to access important classroom information. To access web pages go to www.hastingscommunityed.com.

Conferences

- Parent/Teacher conferences are an important part of our program. Teachers will set up a time for these meetings which will occur in the fall and again in the spring to allow you to meet with your child's teacher to discuss your child's progress.
- You may come to the teacher at any time with questions, concerns, or information concerning your child.
- Please note, we do not discuss your child in their presence or in front of others, it is better to speak privately with your child's teacher regarding your concerns.

Toilet Trained

- All children who are in preschool need to be fully toilet trained which includes not only not wearing diapers, but also being able to independently use the bathroom.
- Pull-ups that are used as a precaution or in a preventative manner are allowed just as long as the child is not utilizing them as diapers and wetting them regularly. Pull-ups will not be changed and parents will be called if the child uses them.
- If a child has an accident at school parents will be notified to pick up their child.
- If the accidents occur consistently over a period of time children may not be able to attend class until they are fully toilet trained.

Walking Field Trips

- Occasionally, the children will have opportunities to visit a local park or attend a special event. Parents will be asked to sign a walking permission slip at the beginning of the year that will allow the child to walk to the park or event throughout the year.

Tuition

- Tuition is due at the first of the month Sept. through May.
- **Late fees will be assessed each week for payments made after the due date.** Consistent late payments may result in the child being removed from the program.
 - o **7 days late:** \$10 late fee will be assessed.
 - o **14 days late:** An additional \$10 will be assessed (\$20 total)
 - o If tuition is not paid by the 15th of the month, contact with administration will be made to determine course of action.
- Monthly payments can be automatically charged to your credit card or pay directly to Community Education. Contact 651-480-7670 if you have any questions regarding payment.
- A sliding fee scale and fee assistance are available. For more information regarding fee assistance contact Angie McGinnis program coordinator, at 651-480-7678.

Behavior Guidance Policies

- Tilden Community Preschool- Works in accordance with ISD 200 Continuum of Response Plan
- Tilden Community Preschool's daily scheduling, curriculum plans, classroom arrangement, and staffing pattern is designed to promote positive and enjoyable learning experiences including; respectful and trusting relationships between adults and children, safety of all children, as well as the individual development of each child's self-help and self-control skills. The staff maintains daily routines and provides limits appropriate for each child. These routines and limits are frequently discussed and defined with the children. Consistency, or knowing what to expect throughout the day, helps children develop a sense of trust and understanding of their environment and encourages self-control.
- The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with their environment along with developing internal self-control. Young children learn by experimenting, testing limits and experiencing logical consequences of their behavior. Tilden Community Preschool operates on the premise that young children are never "bad". Many discipline problems arise from too much excitement, over stimulation and enthusiasm rather than direct disobedience. Continual positive reinforcement will be used to encourage acceptable behavior. The staff plan to change behaviors using positive techniques. These techniques include, but are not limited to the following:
 1. Developing, with children, rules that are stated at the children's developmental level.
 2. Clarifying the consequences of not following rules before an incident occurs.
 3. Having age-appropriate expectations for children.
 4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
 5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
 6. Provide immediate and directly related consequences for a child's unacceptable behavior.
 7. Ensure that each child is provided with a positive model of acceptable behavior.
 8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
 9. Short breaks (timeouts), which are noted and logged.

10. Protect the safety of children and staff persons.

BEHAVIOR POLICIES

If our attempts at discipline do not work, the following will happen:

1. A behavior letter/email will go home to the parents stating reason for referral, previous action by staff, actions taken by the disciplinary personnel. After three of them are sent home and corrections to the child's behavior have not been made we will go to step two.
2. When a child's behavior is continually upsetting or dangerous to others, or the staff, a conference will be called with the parents. A behavior plan will be developed. The plan will include specific details of focus to eliminate the behavior problems. Suggestions may include, but are not limited to atmosphere changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. When a child's behavior is continually upsetting or dangerous to other children or staff, a conference will be called with the parents. If the problem can't be resolved the follow actions will occur:

BEHAVIOR INCIDENT REPORTS

- A *Behavior Incident Report* is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions to ensure a safe experience, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth *Behavior Incident Report*, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

1st Behavior Incident Report:

Parents/guardians, site staff, and the child will discuss the behavior to resolve the situation. Parents/guardians will be informed that, "should a **second Behavior Incident Report** occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and EC Coordinator."

2nd Behavior Incident Report:

Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and EC Coordinator. The process continues should a parent/guardian refuse to attend a meeting. Parents/guardians will receive a written warning that "should a **third Behavior Incident Report** occur, the child will need to take a one-day leave of absence from the program."

3rd Behavior Incident Report:

Parents/guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a **fourth Behavior Incident Report** occur, the child will need to take a three-day leave of absence from the program."

4th Behavior Incident Report:

Parents/guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a **fifth Behavior Incident Report** occur, the child will need to take a five-day leave of absence from the program."

5th Behavior Incident Report:

Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.) Parents/guardians will receive a written warning that "should a **sixth Behavior Incident Report** occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth *Behavior Incident Report*.

6th Behavior Incident Report:

Parents/guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth *Behavior Incident Report*.

Tilden Community Preschool prohibits the subjection of a child to corporal punishment, which includes but is not limited to; rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

Tilden Community Preschool prohibits the subjection of a child to emotional abuse, which includes but is not limited to; name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, using language that threatens, humiliates, or frightens the child.

Tilden Community Preschool also prohibits:

1. Punishment for lapses in toileting
2. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
3. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
4. The use of mechanical restraints, such as tying
5. No child may be separated from the group unless the following has occurred:
 - (a) Less intrusive methods of guiding the child's behavior have been tried and were ineffective
 - (b) The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- (a) Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- (b) The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation
- (c) The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Early Childhood Staff Contact Information

Early Childhood Program Coordinator:

Angie McGinnis amcginnis@isd200.org 651-480-7678

Teachers:

Michelle Bump mbump@isd200.org 651-480-7376

Erin Lee elee@isd200.org 651-480-7378

Colleen Thome cthome@isd200.org 651-480-7384

Anna Tlougan atlougan@isd200.org 651-480-7670

Parent Educator:

Debbie Fleming dfleming@isd200.org 651-480-7670

Support Staff:

Linda Gunter lgunter@isd200.org 651-480-7381
Screening Secretary

Laurie Knutson lknutson@isd200.org 651-480-7670
EC Secretary

Teri Thompson tthompson@isd200.org 651-480-7671
Secretary

Director of Community Education:

Kari Gorr kgorr@isd200.org 651-480-7672

District Health Services Coordinator:

Mary Ellen Fox mfox@isd200.org 651-480-7353

Early Childhood Special Education (ECSE) 651-480-7446

Referral, assessment, and services for children with special education needs.

Resources

Dakota County Public Health and County Services

- **WIC Nutrition Program: 952-891-7525**

Women, Infants and Children (WIC) is a nutrition program that offers free nutritious foods and nutrition education to families (pregnant women and children up to age 5) WIC provides breastfeeding support and education to pregnant and postpartum women.

- **Family Home Visiting:** 651-554-6115
Home visits from Public Health Nurses and Dakota Healthy Families staff support families during pregnancy and after delivery. Staff can provide support for children with special needs.
- **Child and Teen Checkups (C&TC):** 952-891-7500
Child and Teen Checkups staff can help find a doctor, dentist, make an appointment, find transportation or an interpreter for families with children and young adults on Medical Assistance from birth to age 21.
- **Immunizations for children and adults:** 952-891-7999
Immunizations walk-in clinics are held monthly in West St. Paul and Apple Valley. Call for current information or to schedule an appointment.
- **Family Adolescents and Children Therapy Services (FACTS):** 651-379-9800
www.facts-mn.org
- **Help Me Grow:** 1-866-693-4769
Development information/referral for assessment for ages birth to 5.
<http://helpmegrowmn.org>
- **Dakota County Social Services:** 651-554-6000
- **Dakota County Crisis Response Unit:** 952-891-7171
Crisis Intervention provides 24 hour response and referral for a mental health crisis.
- **Hastings Family Service:** 651-437-7134
Hastings Family Service provides resources, food and assistance to families in Hastings School District and the Hastings area.
www.hastingsfamilyservice.org
- **Pleasant Hill Library:** 651-438-0200
- **Child Care Resource and Referral:** 952-891-7400