



FLOODWOOD PRESCHOOL HANDBOOK 2023-2024

District Vision Statement: FLOODWOOD SCHOOL: Preparing all students to succeed.

District Mission Statement: ROAR with Pride – Prepare with Excellence

Preschool Mission Statement: The mission of the Floodwood Preschool program is: *To provide high quality* educational and play based learning opportunities that ensure all children will engage in and benefit from their experiences.

We do this by:

- Delivering instruction that is facilitated by highly qualified and highly effective teaching staff.
- Providing programming that is child-centered and based on solid research practices.
- Using a curriculum aligned to state standards, state developmental guidelines and is responsive to student needs.

Ages of Preschool Students: To be eligible for the preschool program, children must be 4 years old on or before September 1st of the current school year.

Programming Options: Our 4 year old programming includes four full days per week. The 4-year-old class runs Monday through Thursday: 8:25 AM-3:00 PM (Wednesdays 8:25 - 2:30). The Floodwood School District will not be offering a 3 year old program for the 2023-2024 school year. Due to class sizes, Kindergarten and 4 year old Preschool will be combined under the instruction of Ms. Bartsch, Floodwood's current Kindergarten teacher. Ms. Bartsch has extensive experience with early grades and we are preparing to give all students an excellent educational program.

Enrollment Packet: Enrollment forms include: Pathways enrollment application , registration/emergency form, developmental history, MN Language survey, application for educational benefits , Handbook and Calendar. There will be additional registration instructions mailed to you in August.

Tuition: Programming for the 4 year old is free for 2023-2024. In order to qualify for the free programming, all families need to turn in the application that was sent to you with proof of income. The funding the district applies for is based on the family's annual income compared to the number of people in the household.

Busing: Transportation is provided to and from school for children enrolled in preschool. The 4 year old group will be walked to the bus from their classroom daily. Transportation eligibility for students not in the resident district who have no siblings in K-12 will be reviewed on an individual basis, taking existing routes into consideration. Car seats will not be available on the school buses. If the parent feels a car seat is required, then the parent needs to provide their own transportation. Car seats on school buses are not required by law. Car seats could potentially cause a delay in an

emergency evacuation. Any change (temporary or permanent) to the child's daily transportation plan must be made directly through 4.0 Transportation by calling 218-476-2211 and leaving a message. A note for the teacher in the student's folder is also recommended to avoid confusion.

Arrival & Dismissal Procedures:

Arrival: Parents will complete a health screening on their children prior to arriving at school each day. Students will not enter the school until 8:00 AM. Hand sanitizer will be provided to all students upon arrival. Students who ride the bus will be met when getting off by either a teacher or paraprofessional and then accompanied to the designated arrival spot. Students who are dropped off need to be walked to the designated arrival spot. Parents who bring their children, or pick up their children, will not come into the building. Use the south entrance (polar bear side) to drop off/pick up your child and use the E10 entrance, which is very close to the preschool classroom. Children will be greeted by school staff and will take students into the building and to their classroom. Students should not be dropped off prior to 8:00 AM.

Dismissal: Students riding the bus will be walked to the bus by their teacher or a paraprofessional. If a student needs transportation to a different place than what is stated on their bus form that is filled out upon enrolling then communication must be made directly through 4.0 Transportation by calling 218-476-2211 and leaving a message.

Students who are parent pick up can be picked up at the designated pick up spot outside of the building. Parents who pick up their children will not come into the building. If someone other than the parent is picking up they will need a form or ID so we can match the name stated in the note as the pickup person with the ID. We care about your kids and want them to go home with the correct people.

In order to keep all children safe, please help us by obeying all traffic laws around the school building. A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may NOT leave that child inside a motor vehicle without supervision.

Attendance/Absences: Schools are responsible for teaching your child but we cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that can not be replaced. You can help by making school a top priority. By building the habit of daily attendance, you will help your child see that school is important. If your child will be absent or late from school, please call the attendance line (218) 476-2285 ext.70103 or email attendance@isd698.org before 10:00 a.m. explaining the reason for their absence. Please refer to the K-12 student handbook for clarification on excused and unexcused absences.

Accident/Injury/Illness Reporting:

All preschool classrooms must immediately report in writing to the Floodwood Principal an accident or illness occurring in the classroom or that resulted in medical treatment by a physician or other health care professional, hospitalization, or death. This report must be made within 48 hours after the accident or illness occurred.

CAMPUS INFORMATION

Once enrollment has been completed, you will receive a login for Infinite Campus via email. This is where you can change enrollment information, look at attendance, add funds to your child's lunch accounts etc. If you have any questions about Infinite Campus please email attendance@isd698.org.

Guidelines for Keeping Children Home Due to Illness: It is sometimes difficult to know when to keep children home

due to illness. There may be times when your child wants to come to school but they are not healthy. Please use good judgment for the health and safety of all kids. Below are some general guidelines that will help you make the decision about whether or not to send your child to school. These are the guidelines:

- If your child is too sick to participate in the school day, such as; overly tired, fussy, won't stop crying, or cannot focus on learning.
- Diarrhea: frequent, loose, or watery stools compared to child's normal stools that are not caused by food or medicine.
- Vomiting: Flu-like symptoms- fever over 99°F with a cough or sore throat or runny nose. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.
- **Children need to be fever free without medication for 24 hours.** If your student is showing signs of a fever the evening before or morning of school, please do not give tylenol and send students to school.
- Coughing- if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing then medical attention is necessary
- Rash with fever-call the doctor. Any rash that spreads quickly, has open weeping wounds, and/or is not healing should be evaluated. NOTE: Rash without fever or behavior changes usually DOES NOT need to stay home from school.

Please refer to the district website School Nurse-page for the most up to date guidance.

Separation Anxiety:

Making Goodbyes Easier -These strategies can help ease kids and parents through this difficult period:

- Practice. Practice being apart from each other, and introduce new people and places gradually. Practice leaving your child with a caregiver for short periods of time so that he or she can get used to being away from you.
- *Be calm and consistent.* Create an exit ritual during which you say a pleasant, loving, and firm goodbye. Stay calm and show confidence in your child. Reassure him or her that you'll be back — and explain how long it will be until you return using concepts kids will understand (such as after lunch) because your child can't yet understand time. Give him, or her your full attention when you say goodbye, and when you say you're leaving, mean it; coming back will only make things worse.
- *Follow through on promises.* It's important to make sure that you return when you have promised to. This is critical — this is how your child will develop the confidence that he or she can make it through the time apart. As hard as it may be to leave a child who's screaming and crying for you, it's important to have confidence that the caregiver can handle it. It may help both of you to set up a time that you will call to check in, maybe 15 to 20 minutes after you leave. By that time, most kids have calmed down and are playing with other things. (see full text at http://kidshealth.org/parent/emotions/feelings/separation_anxiety.html#)

Clothing and Personal Belongings:

Appropriate clothing is necessary to allow children the freedom to paint, explore and play outdoors safely. Children will play outside daily if weather permits. Coats, boots, jackets and play shoes are always appropriate. Open-toed sandals or slick-soled shoes are not recommended. All children's belongings should be labeled with the child's first and last name.

It is good practice to send a change of clothes in your child's backpack in case of incidental soiling for any reason.

Toys and personal items should not be brought to school unless the teacher has requested certain items for activities. If

toys are brought to school, they will remain in the child's backpack.

Rest Time Policy:

1. There will be a 30 minute quiet/rest time in each classroom.
2. Rooms can be dimmed, but should not be darkened. You should be able to see children.
3. In past years rubbing backs was allowed when individual children needed assistance to settle.
4. At any point, children may be given something to do quietly on their mat. Children are encouraged but not forced to rest or nap.
5. If a child is struggling during rest time, they are allowed to get up off of the mat and do an alternate quiet activity.
6. After 30 minutes, lights should be turned on, and any children not sleeping are allowed to get up and do quiet activities at tables.
7. After 60 minutes from the start of scheduled rest time, any sleeping children should be gently woken. This does not mean 60 minutes after a child falls asleep.
8. During shortened or special days (field trips, classroom events, etc.) there will still be a quiet activity time, however mats are not required.
9. Students will be provided with a place to store their rest mat and blanket. Rest mats will be wiped down each day by staff after use.

Additional Notes:

- Shoes must remain on. If there were to be a fire drill, real fire, etc. children need to be prepared to exit the building.
- **Blankets, pillows and stuffed animals may be used. All rest items will be sent home each Thursday and families must wash them each weekend before sending them back.**
- We ALWAYS work with families to individualize based on parent request.

Evaluating Program Quality:

We also use MyTeaching Strategies GOLD (TS GOLD) Objectives for Development and Learning assessment system to monitor student learning. TS GOLD is an observational assessment tool designed to assess how children are developing and learning. We also use MyIGDIs which stands for Individual Growth and Development Indicators, three times a year as a formative assessment. We also do the KLST twice a year, which stands for Kindergarten Language Screening Test.

Early Learning Standards: We have aligned our curriculum to the Early Childhood Indicators of Progress. This is widely known as the ECIPS and is Minnesota's early childhood standards. You can view these standards at <http://education.state.mn.us/MDE/dse/early/ind/>

Conferences: Conferences are held with parents in the fall and spring to discuss the progress of each child. Please refer to the school's annual preschool calendar for specific scheduled dates. Parents will be contacted by their child's teacher regarding conference appointment date and time.

Closings: Please see the preschool calendar for scheduled days off.

Weather-Related Delays or Closures: When bad weather is expected, Floodwood Public Schools administration and transportation officials will assess weather conditions to determine if the district should delay start times, close schools, or proceed with the scheduled school day. Information will go out as an all school emergency alert.

Medication: In order for medication to be given at school you will need to complete a medication administration form. All meds need to be in the original container and must have the students name on the prescription label. Meds that are out of date cannot be given. The amount to be given on the label must match the medication administration form. Forms for over the counter and prescription medications can be found on the Nurse page of the district website.

Medical Procedures in Emergency Situations: Each room has an outline of emergency medical procedures including emergency telephone numbers. In every situation, staff will follow the instructions of the poison control center, physician, or medical response team when providing first aid and/or administering emergency medications.

Contact Information Is Critical: It is critically important that parents provide the school with updated home and work telephone numbers throughout the school year. In addition, the school must have the name of an adult to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their children in case the unexpected happens (early dismissal, parent delay, etc.) Please make certain to update your students campus account each year.

Access student records: The confidentiality of information provided by parent(s) or guardian(s) is maintained. Only authorized personnel and licensing authorities have access to children's records.

Child Abuse Reporting: All staff members of the Floodwood Public School are obligated by law to report suspected abuse or neglect to the county Department of Human Services and/or the local law enforcement agency. To report suspected child abuse, please contact St. Louis County at 218-726-2012

Annual Notice to Parents Disability: In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973 and, the Floodwood Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability. Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.

2023-2024 Preschool School Supply List:

4 year old Preschool School Supply List:

- Backpack
- 2 two-pocket folders
- 1-24 count box Crayola crayons
- 1 pkg. Fine point dry erase markers
- 2 boxes of Crayola markers (Classic colors)
- 1 bottle of glue
- 1 pack of glue sticks
- 1 container sanitizing wipes
- Paper cups
- Water bottle with name to be brought back and forth
- Small blanket for rest time
- \$30 snack money
- Kleenex
- Hand sanitizer
- Gym Shoes to keep at school
- Paper plates
- Paper Bowls
- 1 water color paint