

Little Husker 4's School Readiness

Parent Handbook

2020-2021



This handbook has been prepared to help acquaint you with Holdingford School Readiness Programs. We hope this information will help make your child's experience at preschool the best possible.

Please consider this handbook as one part of our communication network. Conferences, daily newsletters, school webpage, Facebook, district newsletter and individual notes all comprise our communication effort. Your calls, notes, visits, and emails will help to make communication a two-way process and will be of maximum benefit to your child. We encourage you to contact us when concerns or questions arise.

The Holdingford Elementary phone number is 320-746-2221. Each teacher has a phone in their classroom with an extension. We encourage you to call teachers either before or after school. The elementary office number is 320-746-4462, and is open from 7:30am– 3:30pm.

The district website is <http://www.isd738.org/>. Be sure to check there for information about our school district, activities, make payments and lunch menus.

What is Little Husker 4's School Readiness?

It is a program designed to prepare children 4 years of age or older as of September 1, 2020 for kindergarten and beyond. Children come to school twice a week for a full school day (approximately 8am-3pm). They participate in developmentally appropriate learning activities guided by a licensed Early Childhood Teacher. All classes are located at Holdingford Schools, preparing them for the transition to kindergarten.

The Little Husker 4's program uses the curriculum *DLM Early Childhood Express*. The *DLM Early Childhood Express* is a holistic, child-centered program that nurtures each child by offering focused, meaningful instruction that is developmentally appropriate. The complete system provides a wealth of materials to help foster the social-emotional, intellectual, and physical development of children.

The assessment tool that is used in the Little Husker 4's program is Work Sampling. The Work Sampling System is a curriculum-embedded, authentic performance assessment for teachers to use to assess young students' development in multiple domains. The program features updated content, based on Common Core and state early learning guidelines and current research in the field of early childhood education.

Eligibility Requirements: (These requirements pertain to students not on an IEP and were established by the Holdingford Early Childhood Advisory Council 1.09.2019)

School Readiness Program Requirements:

- Provide immunization records. Minnesota Statutes 121A.15
- Child must complete a health/developmental screening while in the program or prior to. Minnesota Statutes 124D.15 Subd. 15.
- Students must be 4 years of age or older before September 1, 2020.
- Include payment with registration or inquire about scholarship information.

Termination: Participation in Little Husker 4's School Readiness may be terminated if one or more of these requirements are not met.

Registration Process:

- Starting at 6pm on Wednesday, February 19th you can register online from your home or at the Community Ed. Office. The Community Ed. office will be open from 6-7pm on February 19th for walk in registrations.

- Online at: <https://holdingford.revtrak.net/RW-Community-Education/>

- Students will be placed in classes in order of registration and according to their priority ranking. (see table on next page)
- When registering, mark your class preference.
- The first month's payment is due with registration (see fee scale). There will be 9 total payments billed monthly. No one will be denied participation due to inability to pay. Scholarships are available for those that qualify for free or reduced lunch. Call 320-746-4465 for scholarship information.
- Online/initial registration will close on March 20th at 3pm. You will be notified of your child's class placement by Thursday, April 9th.
- Phone and mail registrations will be accepted after April 9th, space permitting. Call 320- 746-4465 or mail information to PO Box 250 Holdingford MN 56340.

Registration Priority Ranking

1 Residents of Holdingford School District.

2 Non-residents of Holdingford District, but have a child in grades K-12 that is open enrolled, your child attended an Early Childhood program in Holdingford or a parent is employed by the Holdingford School District.

3 Non-residents of Holdingford School District, do not currently have children open enrolled, and the child has not attended an Early Childhood program in Holdingford.

Program Components:

Super Snack Sharing Friend– Each child will have the opportunity to be our Super Snack Sharing Friend several times throughout the year. The Super Snack Sharing Friend is a highlight for your child because it is their day to help with the calendar, be line leader, bring snacks, sit by the teacher, and bring 1-2 items from home to share with the class. The teachers try to schedule your child to be the Super Snack Sharing Friend close to their birthday or their 1/2 birthday. School Readiness classrooms are peanut-free and we ask that snacks brought to school contain no peanuts and/or peanut oil. Snacks must be store bought and in an unopened package. Possible Snacks Include: Fresh fruit, fresh veggies, apple sauce, raisins, string cheese, teddy grahams, yogurts, cheese-its, wheat thins, goldfish crackers, pretzels, ritz crackers and fruit cups.

Library– Students will visit the elementary library one day each week. They will have the opportunity to check out a book to take home and read. Please send the book back to school with your child once they have read it. Lost or damaged books are charged replacement costs. Lost books are not billed until the end of the school year, in case the book is found.

Gym Time– Each day your child will go to the gym. During gym time students have the opportunity to run, play group games, and work on gross motor skills.

Lunch– Students will eat lunch at school. The cost of school lunch for students is \$2.05/ day. Reduced lunch is FREE. The lunch menu will be published on the school website prior to the beginning of each month. Students can bring a bag lunch from home if they choose to. Milk can also be purchased for 35 cents.

Payments for lunch can be made by sending money to school with your child labelled food service or paying online via credit card on the school website.

Students are required to have money in their account in order to eat lunch. Students will be given a sandwich and milk for lunch if their account is not current. You will be notified when your account gets low.

Money left in the account at the end of the school year will be carried over to the next school year.

Forms for free or reduced meals are sent home with all students at the beginning of the school year. Additional forms are available in the office or school website.

Daily Notes– Please check your students green folder each day. Teachers will send home a daily note on what your child did in school that day and important reminders. It is critical that the green folder goes back and forth with your child for communication purposes.

Parent Involvement- It is essential for parents to support the learning that happens in preschool settings at home as well. Parents who are in tune with what is happening in their child’s preschool classroom are better able to establish a connection between what is learned at school and what takes place in the home. This connection is a key component of a child’s development and supporting further learning. Not only does family or parental involvement help extend teaching outside the classroom; it creates a more positive experience for children and helps children perform better when they are in school.

There will be parent involvement activities throughout the school year. It is a requirement of the program and you should attend as many as possible. Teachers will send home information and sign up sheets for each activity. Sibling care may be provided during parent involvement activities.

Outside/Recess– School Readiness classes try to make it outside to play every day when weather allows. Make sure your child has appropriate outside attire.

Quiet Time– Each day there will be time set aside for your child to rest their bodies and minds. Please bring a 4 sectioned, no bigger than 19’’x 45’’ resting mat and label it with your child’s name. We will store the mats at school. If you would like your child to also have a small towel or blanket, you may do so. The blanket/towel will have to be stored in their backpack and be brought back and forth to school.

Transportation:

School readiness students are able to ride the bus to and from school if they are on an existing bus route. For bus route information please contact the Transportation Director at 320-746-4464.

- Preschool students must wear a mask on the school bus. Preschool students are not required to wear a mask in the school or classroom.

Tuition:

School Readiness is a tuition based program. Shown below is the sliding fee scale based on the family’s income. Scholarships are available for students that are unable to pay. The first payment is due at the time of registration. You will be invoiced monthly during the school year for the remaining eight payments. Payments will be due the first of each month starting October 1.

How to make a payment?

- 1) On-line at the Holdingford School District Website. Log in or create an account and click on the parent portal.
- 2) By check written out to: Little Husker Preschool
Mailed to: Community Ed.
PO Box 250 Holdingford MN 56340
- 3) Cash/check payment: sent with your child to school in envelope that says Community Ed. or Preschool Payment.

*Overdue payments can result in your child being removed from the preschool program. If deadlines cannot be met, please contact Kendra Posch at 320-746-4465 or kendra.posch@isd738.org.

Overdue Payment Communication Process

1. Reminder phone call or email.
2. Follow-up letter sent home.
3. Phone call from administration.

Parent Responsibilities:

Drop Off/Pick Up Times:

- You can drop off your child in their classroom at 7:55am. You must accompany them to the room and wait until there is a staff member present.
 - You can pick up your child by the elementary office (inside door 8) at 2:50pm.
 - Please let your child's teacher know of any changes in regards to pick up and drop off.
- Absences: Call or email your child's teacher directly if they will be absent.

Donations: All supplies for school readiness are provided by the program. However, we do accept donations. A few items that we would appreciate include:

Cheap paper plates, shaving cream, colored pencils, scissors, scrapbook paper, zip-loc bags, markers, dry erase markers, glue sticks, elmer's glue bottles, disinfectant wipes, coffee filters, boxes of tissues and crayons

Orientation/Conferences:

Orientation– Parents will bring their child to school the first day to do some projects and fill out paperwork. This is also the time that you can ask any questions regarding school readiness, transportation, lunch, payments, etc. You and your child may stay as long as you wish during this time. Information will be mailed out in the summer.

Conferences- Specific days have been set aside with the fall and spring for conferences. Notices are sent home to arrange these conferences. These times are devoted to focus attention on your individual child. Please make every effort to attend. We are partners in the education of your child and communication about progress is critical for success.

School Closing: In addition to a pre-recorded announcement received from School Reach, we request you listen to radio stations KASM-1150AM, WJON– 1240AM, WCCO– 830AM, WYRQ– 92.1FM, KCLD– 104.7, and TV Stations KARE, KTSP, or KMSP. This is usually done before 7am.

Health and Safety

Parents are responsible for keeping our Emergency Information sheet up to date. If you have a change in address, phone numbers (daycare, work or home) or persons authorized to pick up your child, the staff must be notified in writing. If your child becomes ill at school, a parent or authorized person will be called to take the child home. If a parent/ guardian cannot be reached an ambulance may be called if needed. If your child will not be attending school, please call or email your child's teacher.

- **A child showing indications of being ill before leaving for school should be kept home.**

Medication– If your child needs to receive any type of medication (over the counter or prescribed) during the school day, the school must have on file a permission form signed by the parent/guardian and family physician. These forms need to be updated annually in the case of long-term medication requirements. Forms are available in the office or on the district website. Prescription medications must be in a duplicate bottle with the name and phone number of the pharmacy, the student's identification, the physician and the dosage. All medication is dispensed from the nurse's office.

Contact Information

Kendra Posch
Community Ed. Director
Kendra.posch@isd738.org
320-746-4465

Jim Stang
Elementary Principal
Jim.stang@isd738.org
320-746-4461

Christy Gustafson
Elementary Secretary
Christy.gustafson@isd738.org
320-746-4462

Amanda McDonough
EC/School Readiness Teacher
Amanda.McDonough@isd738.org
320-746-4403

Jennifer Schwalbe
EC/School Readiness Teacher
Jennifer.schwalbe@isd738.org
320-746-4378

Lynn Nelson
EC Special Education
Lynn.nelson@isd738.org
320-746-4399

Sara Jensen
Speech & Language
Sara.jensen@isd738.org
320-746-4379

Carrie Cremers
School Social Worker
Carrie.cremers@isd738.org
320-746-4496

Kristen Bruns
School Nurse
Kristen.bruns@isd738.org
320-746-4369