

# **Preschool 3's School Readiness**

**Parent Handbook**

**2024-2025**

## **Welcome!**

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/weekly 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.

We encourage you to call or email 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 [www.isd738.org](http://www.isd738.org). Be sure to check there for information about our school district, activities, make payments and lunch menus.

## **What is Preschool 3's School Readiness?**

It is a program designed to prepare children 3 years of age or older as of September 1 for Little Husker 4's, kindergarten and beyond. Children come to school twice a week for 2.5 hours (approximately 8am-10:30am). They participate in developmentally appropriate learning activities guided by a Licensed Teacher. All classes are located at Holdingford Schools, preparing them for the transition to Little Husker's School Readiness program.

The Preschool 3'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 Preschool 3'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, 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
- Children must complete a health/developmental screening while in the program or prior to. Minnesota Statutes 124D.15 Subd. 15.
- Students must be 3 years of age or older before September 1st of the year entering the program.
- Include payment with registration or inquire about scholarship information.

**Termination:** Participation in Preschool 3's School Readiness may be terminated if one or more of these requirements are not met or if a child is not attending school regularly.

**Screening:** To schedule a screening, call the Community Ed. office at 320-746-4466.

**Registration Process:**

- Registration will open online at the end of February:  
<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 below)
- The first month's payment is due with registration (see fee scale). No one will be denied participation due to inability to pay. Scholarships are available for those that qualify for free /reduced lunch or other qualifying programs. Call 320-746-4465 for scholarship information.
- Online/initial registration will close after 30 days. You will be notified of your child's class placement mid-April.
- Phone and mail registrations will be accepted afterwards, 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** Nonresidents 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:**

**Snack**– Students will have a snack at school but please give your child breakfast before they come.

**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 for replacement costs. Lost books are not billed until the end of the school year, in case the book is found.

**Daily Notes**– Please check your students green folder or Seesaw app regularly. Teachers will send daily or weekly notes on what your child did in school 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 supports 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 several 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 prior to each activity. Sibling care may be provided during parent involvement activities.

**Outside/Recess**– School Readiness classes try to play outside everyday when weather allows. Make sure your child has appropriate outside attire.

**Transportation:** School readiness students are able to ride the bus to school if they are on an existing bus route. Parents will need to find transportation for children after class (10:30am). For bus route information please contact the Transportation Director at 320-746-4464.

**Tuition:** School Readiness is a tuition based program. Shown below is the sliding fee scale based on the family's income. Scholarships may be 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) Online at the Holdingford School District Website. Log in or create an account and click on the parent portal.

2) By check written out to: Holdingford Public Schools

Mailed to: Community Ed.

PO Box 250

Holdingford, MN 56340

3) Cash/check payment: sent with your child to school in an 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](mailto:kendra.posch@isd738.org).

**Parent Responsibilities:** Parents are welcome to volunteer in the classroom and may also have the opportunity to attend field trips and other special events. If you choose to visit your child during school, you are required to stop in the office for a visitor's pass. In order to receive a pass, you will need to have a drivers' license and pass a background check.

**Drop Off/Pick Up:**

- 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 (door 7) at 10:30am.

- 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, Ziplock bags, markers, dry erase markers, glue sticks, elmer's glue bottles, disinfectant wipes, coffee filters, boxes of tissues, and crayons.

### **Open House/Orientation/Conferences:**

**Open House**– School Readiness classrooms will be open during open house. Please stop by your classroom to check it out and meet your teacher.

**Orientation**– Parents will bring their child to school the first morning to do some projects and fill out paperwork. This is also the time that you can ask any questions regarding school readiness, such as 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 on the calendar for fall and spring for conferences. Notices are sent home to arrange these conferences. These times are devoted to focusing 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– 104.7FM, and TV Stations KARE, KTSP, or KMSP. This is usually done before 7am. If school is delayed, there will not be 3's preschool that day.

### **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.

**Toileting**– If your child wears diapers or pull ups, it is the parents responsibility to provide the school with diapers/pull ups and wipes. Also send an extra change of clothes.

## Contact Information

<p>Kendra Posch Community Ed. Director <a href="mailto:kendra.posch@isd738.org">kendra.posch@isd738.org</a> 320-746-4465</p>	<p>Jim Stang Elementary Principal <a href="mailto:jim.stang@isd738.org">jim.stang@isd738.org</a> 320-746-4461</p>	<p>Christy Gustafson Elementary Secretary <a href="mailto:christy.gustafson@isd738.org">christy.gustafson@isd738.org</a> 320-746-4462</p>
<p>Amanda McDonough EC/School Readiness Teacher <a href="mailto:amanda.mcdonough@isd738.org">amanda.mcdonough@isd738.org</a> 320-746-4403</p>	<p>Jennifer Schwalbe EC/School Readiness Teacher <a href="mailto:jennifer.schwalbe@isd738.org">jennifer.schwalbe@isd738.org</a> 320-746-4378</p>	<p>Lynn Nelson EC Special Education <a href="mailto:lynn.nelson@isd738.org">lynn.nelson@isd738.org</a> 320-746-4399</p>
<p>Sara Szafranski Speech &amp; Language <a href="mailto:sara.szafranski@isd738.org">sara.szafranski@isd738.org</a> 320-746-4379</p>	<p>Kristen Bruns School Nurse <a href="mailto:kristen.bruns@isd738.org">kristen.bruns@isd738.org</a> 320-746-4369</p>	<p>Jennifer Meemken Elementary Social Worker <a href="mailto:jennifer.meemken@isd738.org">jennifer.meemken@isd738.org</a> 320-746-4496</p>
<p><b>Katie Block</b> <b>3's School Readiness</b> <a href="mailto:katie.block@isd738.org">katie.block@isd738.org</a> 320-746-4374</p>	<p>Becca VanHeel Community Ed. Coordinator <a href="mailto:becca.vanheel@isd738.org">becca.vanheel@isd738.org</a> 320-746-4466</p>	

Revised April 24, 2024.