



District Education Facility (DEF)

527 Main Street

Cold Spring, MN 56320

Preschool Handbook

"Play is often talked about as if it were a relief from serious learning.

But for children, it is serious learning. Play is really the work of childhood."

-Fred Rogers



Philosophy

ROCORI Early Childhood program promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We are proud to offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community.

Our Curriculum

We offer a child-centered and developmentally appropriate program for three- through five-year-old children. ROCORI Early Childhood program has chosen to adapt Open the World of Learning (OWL) curriculum for Preschool. It is a comprehensive curriculum that covers all domains of early learning. Each unit is built around a daily routine with an activity-centered day. Themes, skills and concepts are developed through quality children's books.

In addition to OWL, ROCORI Early Childhood uses Second Step Social-Emotional curriculum. This program helps our Preschoolers with skills such as listening, paying attention, controlling their behavior, and getting along with others. Our goal is that students enter Kindergarten with self-regulation and social-emotional skills, so they are set up for success.

Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas and master their bodies. OWL curriculum provides play opportunities throughout our day. As children make choices about where to play in the classroom, they are learning a variety of skills and experiencing positive interactions with other children and adults.

Community Education's Equity Philosophy

ROCORI Community Education recognizes the community is made up of a diverse group of people (racially, culturally, and socio-economically) with varying abilities, talents, needs, and goals. We are committed to meeting the needs of the diverse interests of our community, allowing them to achieve their full potential as valued and productive members of society.

(ROCORI Community Education includes anything outside of the K-12 school day across the lifespan).

"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

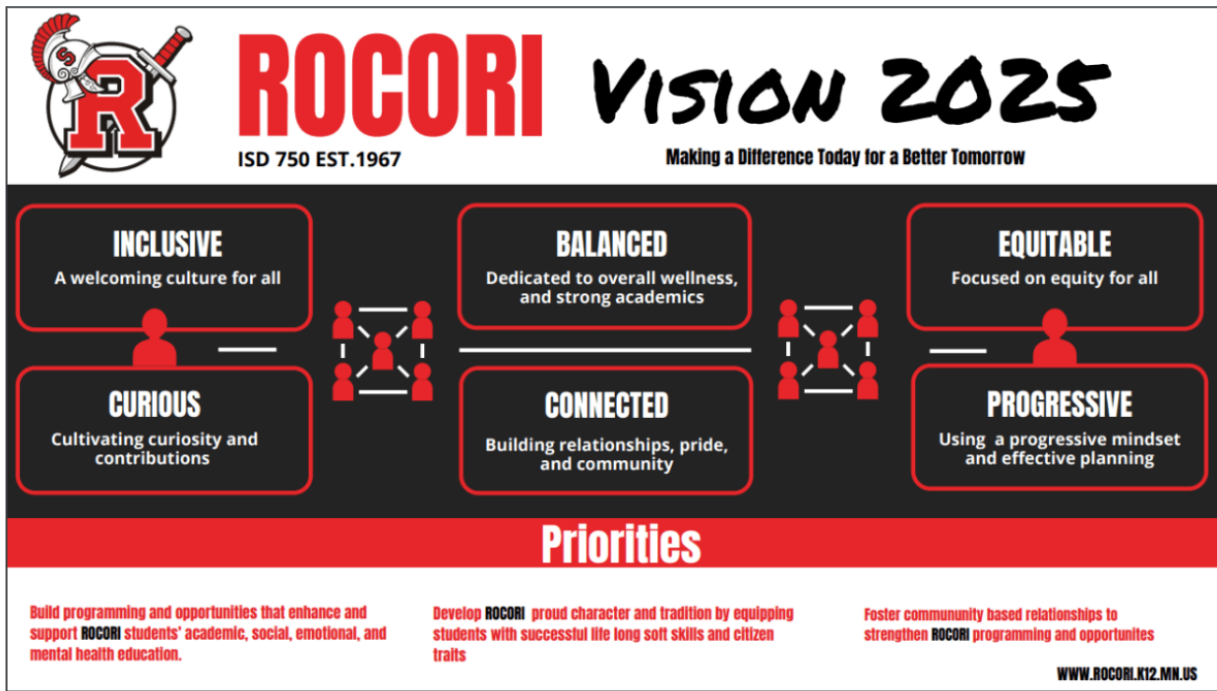
(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider."

ROCORI's Strategic Plan

Strategic Plan



ROCORI Schools • 2020 Planning Project

ROCORI Early Childhood Program is proud to be a 4-Star Parent Aware program!



ROCORI PRESCHOOL CALENDAR 2022-2023

AUGUST 2022				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	@ 14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER				
M	T	W	T	F
			X 1	2
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19	20	21	22	23
26	27	28	29	30

JANUARY 2023				
M	T	W	T	F
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16	17	18	19	@ 20
23	24	25	26	27
30	31			

FEBRUARY				
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20	21	22	23	24
27	28			

MARCH				
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
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17	18	19	20	21
24	25	26	27	28

MAY				
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15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			X 1	2
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

CALENDAR KEY	
	Professional Prep/Development--NO STUDENTS
	VACATION--NO SCHOOL
	STUDENT 3 HR EARLY DISMISSAL
	PRESCHOOL OPEN HOUSE
	DISTRICT ACADEMY DAY--NO STUDENTS
	FLEXIBLE CONFERENCES--NO STUDENTS
	FIRST/LAST WEEK SCHOOL

Emergency School Closing Make-up Days	
Students	Staff
ROCORI will use up to 5 flexible learning days in case of inclement weather.	

Class offerings

Discovery Time- This preschool class is offered for children turning *three by September 1* of the current school year.

Kinder Connection- This preschool class is offered for children turning *four by September 1* of the current school year.

Staff Qualifications

All ROCORI Early Childhood teachers are licensed by the Minnesota Department of Education (MDE). All of our lead teachers hold a four-year college degree. Every year, the teachers and paraprofessionals complete a number of continued training hours.

The State of Minnesota (state statute 121.A) requires that ALL children participate in an Early Childhood Screening, prior to entering a public-school Kindergarten program.

Children are ready for screening as early as age 3.5.

This is a FREE, and required, opportunity for you to check your child's developmental domains. The ROCORI School District provides trained screeners to administer the DIAL screening tool, designed to check your child's progress in language, cognitive skills, and motor skills. In addition, our screeners will check your child's vision and hearing, as well as gather information on your child's height and weight and immunization records.

We have screening days throughout the school year. Please register on our Eleyo Registration System at <https://rocori.ce.eleyo.com/> OR by calling **320-685-8631**.

Absences/Late Arrivals

If your child is going to be out of school for any reason or arrives at school late, please let the office know. For illnesses, this is especially important so we can inform families of any communicable disease symptoms while maintaining confidentiality.

Age requirements

- Children must be age 3 by September 1st to enter our Discovery Time program.
- Children must be age 4 by September 1st to enter our Kinder Connection program.

Birthday/Celebration/Holidays

Occasionally, when students celebrate their birthdays or other special occasions, they may want to bring a special treat to school. If you feel the need to provide something for a celebration, please be mindful of the District's Wellness Policy. The ROCORI Wellness policy models healthy behavior and is conscious of allergies. If you would still like to send a treat, we are asking that they be non-food items, such as:

Crazy straws

Pens/Pencils

Bracelets

Sunglasses

Stickers

Glow Sticks

Childcare

Kid Care: Childcare is available at the DEF year-round, Monday through Friday from 6:30am-5:30pm in our Kid Care Program. Kid Care is available to Little Spartans preschoolers, on a first-come, first-served basis. For more information about Kid Care, contact Brittany Albers at albersb@rocori.k12.mn.us

Early Birds: A limited number of spots are available for before school childcare for those students enrolled in our morning preschool classes. Preschoolers can be dropped off beginning at 6:30am and will be in the care of Kid Care staff until school begins at 8:15am.

Communication

Communication between home and school is vital to a successful preschool program. If you need to contact your child's teacher (non-emergency), the following ways are best:

- Write a note in your child's communication folder*
- Send your child's teacher an email
- Call the Community Ed office 320-685-8631

*At the beginning of the year, your child will receive a communication folder. The communication folder should be looked at each day after your child attends preschool, this is where classroom information is

kept and where communication from your child's teacher is found. It is important that the folder is always put back into your child's backpack, so it comes to school each day.

Classroom Information

Each week, a newsletter is sent home detailing your child's week in preschool. This note will include curriculum skills children are working on, books read in class, upcoming important dates, and more. Please be sure to check the contents of your child's backpack each night so that you can find important notes, art projects, and so forth.

Daily Schedule

Each classroom has their own daily schedule; however, a typical schedule would look like the following:

- Arrival
- Table activities
- Bathroom Break
- Circle Time
- Station Time
- Free Play
- Snack Time
- Gym/Outside Play
- End-of-day circle
- Dismissal

Discipline Policy

Please refer to the ROCORI Early Childhood Behavior Guidance Plan.

Drills—Fire Drills/Tornado Drills/Lockdowns

It is important to train students in school safety procedures. Throughout the year we have several drills: Fire Drills, Tornado/Severe Weather Drills, and Lockdown Drills. Students are provided specific instructions for each type of drill and the drills provide important opportunities to practice the instructions. Each classroom has the procedures posted in the event that a substitute teacher is in the classroom at the time of a drill or live situation.

Immunizations

The State of Minnesota requires all students be appropriately immunized or make a statement of conscientious religious or medical exemption to participate in early childhood programming. A student

may not attend early childhood classes if their immunization records are not on file within two weeks of the start of class. Immunization records can be dropped off in the front office of the DEF.

Inclement Weather Policy

The decision to have school during inclement weather has to do with the school's ability to safely transport students, however if a parent feels that it is unsafe for their child to come to school, the parent should keep their child home. **The final decision to send a child to school during inclement weather rests with the parent.**

In the event of inclement winter weather, you can turn to multiple sources to be notified of school closings or late starts (listen for ROCORI area schools).

Twitter: @rocoridistrict

Facebook: ROCORI School District & ROCORI Community Education

Text Message: Text the code @rocoriwithr to 81010

This will sign you up to receive texts for weather related closings/delays/cancellations

School Messenger: Our school messenger system will broadcast a phone message alerting resident

Due to the nature of our preschool program running a different schedule than the K-12 students, please always watch for preschool-specific announcements.

Illness Guidelines

The following is the illness guideline from the ROCORI District.

Antibiotic Treatment: Student must be on antibiotics for 24 hours before returning to school. However, antibiotics should be continued for the entirety of the prescription to ensure infection has been properly treated.

Chickenpox: Students must stay home until all of the pox marks have scabbed over, generally 7 days.

Conjunctivitis (Pink Eye) or Eye Drainage: Students must be on treatment for 24 hours before returning to school.

Covid-19 (Coronavirus): Please refer to the ROCORI Website for latest COVID Protocols

Diarrhea: Students must be free of a diarrheal episode for at least 24 hours before returning to school.

Fever (Temperature of 100° F or more): Student must be fever-free for 24 hours before returning to school.

Fifth Disease: Students must be fever-free for 24 hours before returning to school.

Hand, Foot & Mouth Disease: Students can return to school once symptoms subside.

Head Lice: If head lice are detected, preschool will contact parents and request student is picked up.

Impetigo: Students must be in treatment for 24 hours before returning to school.

Measles: Students must stay home for 5 days after rash appears.

Mumps: Students must stay home for 9 days after swelling begins and must be fever-free before returning to school.

Pediculosis (Head Lice): Once lice have been treated and the nits carefully removed from the scalp, students can return to school. Students can return to school the next day if the lice have been properly treated.

Ringworm: Students must be in treatment for 24 hours before returning to school.

Scabies: Students must be in treatment for 24 hours before returning to school.

Strep Throat: Students must be fever-free and on treatment for 24 hours before returning to school.

Vomiting: Students must be free of a vomiting episode for at least 24 hours before returning to school.

Rest/Nap

ROCORI Early Childhood requires a nap or rest to be provided for children in our all-day Preschool/Kid Care longer than four hours. Children who choose not to sleep, or awaken early, will be offered quiet activities (e.g., books, puzzles, manipulatives) after they rest on their cot for a minimum of 30 minutes.

The school provides cots for rest time. Children may also bring a special blanket, soft toy or small pillow for napping. Please bring nap items home once a week for laundering. Nap/Rest time takes place in the classroom and teachers position themselves so they can hear and see children sleeping at all times.

Outdoor Play

Outdoor play is an important part of the early childhood curriculum, and we consider outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, children go outside each day. Students will remain indoors if the temperature or wind chill is below 10°. It is important for caregivers to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.) and to make sure these items are sent with your child each day. If your child does not bring the appropriate

outerwear, caregivers may be contacted to bring items into school, or they will be given outerwear from the classroom supply to use during outdoor time. If your child is not well enough to play outdoors, he or she is not well enough to attend preschool.

Parent Involvement

Parents have multiple opportunities to join their child in Preschool. These opportunities may include, but are not limited to:

Open House: Parents and preschoolers are invited to an open house in their child's classroom with their child's teacher before the school year begins. This meeting is an opportunity for families to see the classroom, learn about the preschool year, and ask questions.

Kinder-Connection & Discovery Time Conferences: Preschool classes have parent-teacher conferences two times per school year (Fall and Spring). During your child's conferences, your child's teacher will share observations and documented development of your preschooler.

Preschool Concert: Each Spring, we invite parents and special guests to join us at school for a Preschool Concert. This is an opportunity to see your child and their classmates perform many of the songs they sing throughout the year.

Program News

Monthly, a Smore Newsletter will be sent to parents/guardians via email. The newsletter will contain program-wide information. In the event you do not have access to an email account, please let the office know and we can arrange for you to receive a paper copy. peartb@rocori.k12.mn.us or tronbake@rocori.k12.mn.us

Separation

Children sometimes have difficulty separating upon arrival at preschool. This is typical behavior which, over time, should decrease as children become more secure in their new environment. Here are some guidelines to make separation easier for your child:

- Allow adequate time in the morning for arrival
- Talk to your child about going to school, who will be there, etc. This prepares your child for what will occur.
- Try not to make your child feel rushed at arrival, this makes your child feel hurried and anxious.
- Parents should say "good-bye" to their child and tell him/her when they will return. Parents should not "sneak out" to prevent the child from crying at that moment. Leaving without saying good-bye may be easier for the parents than leaving while a child is crying, but it truly isn't easier for the child. Leaving without saying goodbye can also make separations more difficult

because a child will fear the unexpected departure and try to keep an eye on his/her parent, which prevents him/her from engaging with the teacher or other children.

- Give hugs and kisses and reassure you'll be back
- If you are still having difficulty, teachers are close by to help your child when you leave. Usually, children calm down and begin play soon after you leave.
- Remember, even those children who are comfortable in play and their environment need your attention, affection, and reassurance.

Snack and Supply Fee

ROCORI Little Spartans Preschool asks for a snack and supply donation from each family instead of each student's family purchasing individual supplies. We believe this plan is beneficial to families, saving them both time and money. With your donation, our teachers will be able to purchase the exact type of snacks and supplies they need in the amounts needed and will eliminate teachers' requests mid-year. We adhere to a Peanut/Tree-nut safe policy. Milk and water will be offered, at no cost, along with our daily snack.

If your child has a food allergy and/or sensitivity, please talk to your child's teacher before the start of the school year.

Toilet Trained

When your child begins enrollment, he or she must be completely toilet trained. Your child should be in cloth underwear and not in diapers, pull-ups, or training pants. A child is toilet trained when he/she can make known their need to use the bathroom and can perform basic hygiene needs independently. We recognize that children who are newly toilet-trained will occasionally have accidents. For liability reasons, if a child has an accident, the teaching staff will supervise and give any verbal instructions required for the child to clean up himself/herself. In the case of an accidental bowel movement, the parent/guardian may be contacted to help assist the child in getting cleaned up.

A good practice is to put an extra set of clothing in your child's backpack. Even children who normally do not have a problem, may have wet pants on occasion.

If you have concerns about your child regarding toilet training, please talk to your child's teacher.

Transportation

Parents can choose from several transportation options, including dropping off and picking their child up to/from preschool. When dropping your child off for preschool, it is important that your child is not alone. A parent/guardian needs to bring the preschooler to their classroom. When picking up, parents can wait inside the building (by the school office) or by the flagpole outside.

***Mid-Day busing**

Discovery Time and Kinder Connection students that live in the district have access to a preschool bus that runs during our mid-day time. The preschool bus picks up our morning students after 10:45am dismissal. It then brings our afternoon students to school for our 12:15pm classes.

*Busing is never guaranteed, but the bus companies will do their best to accommodate preschoolers in need of mid-day busing.

If your child is not going to ride the bus on a certain day (for example, they are ill), it is the parent's job to call the bus company and inform them that your child will not be riding. Failure to do so can result in suspension of bus riding privileges.

Bus Buddy

Kinder Connection students have the option of using a Bus Buddy to support them in riding the district bus to and/or from school. The Bus Buddy must use the same bus stop as the preschooler, be in grade 3 or older, and attend Cold Spring Elementary, ROCORI Middle or High School, or St. Boniface school. The Bus Buddy is responsible for helping the preschooler on/off the bus, sitting up front with their preschool buddy, and be a good role model for their preschool buddy. If you have questions about your child using a Bus Buddy, please contact the school office.

Tri-Cap

Tri-cap bus company is another busing option. We do not have a contract with Tri-cap and therefore, families who would like to consider this as a transportation option will need to contact Tri-cap privately and set up their schedule.

CHANGE IN PICKUP PERSON Please notify your child's teacher or call the Community Education office if someone other than you is picking up your child. Make sure that a list of people who can pick up your child (in addition to legal parents and guardians) is in the Eleyo Registration system. If someone who is not on the list will be picking up your child, they will only be allowed to do so if you have notified the teacher and/or the school office in advance, preferably in writing. Anyone picking up students must provide photo identification.

Tuition

Tuition payments for each month are due on the 15th of the month from September through May. Invoices are sent out each month as a reminder of this payment being due. Tuition can be set up for automatic payment on our Eleyo Registration system or paid at the Community Ed office by check, cash or credit card. If you are unable to make a tuition payment, it is important that you communicate with the Early Childhood Coordinator or Community Education Director.

What to Bring

Make sure to label each item that your child brings to school (backpack, coat, sweater, hat, boots, etc.).

Dress:

- Your child should be dressed for active and participatory play
- Your child should wear sturdy, protective shoes, which allow him/her to run, climb and ride bikes and scooters
- Children go outside most days, so please dress your child appropriately for the weather
- In the winter, a warm jacket, hat, and mittens are needed every day. Snow pants and warm boots are important whenever there is snow on the ground.

Extra clothes—please make sure that your child has one set of seasonal clothes in their backpack.

Backpack

At ROCORI Early Childhood, we encourage children to be independent. Therefore, we strongly recommend a “good sized” backpack that zips and is easy for your child to manage when putting away his/her own things. It needs to be large enough to fit a school folder and any school projects or books that are brought home. Please be sure to check the contents of the bag each night, look at your child’s communication folder, and send your child’s backpack to school each day.