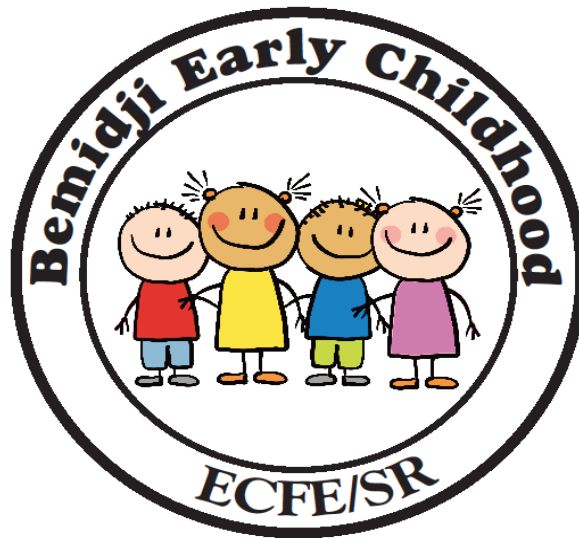


# School Readiness/Preschool Parent Handbook



**Paul Bunyan Center**  
3300 Gillett Drive NW  
Bemidji, MN 56601  
(218) 333-8329

**Jack & Jill on the BSU Campus**  
1500 Birchmont Drive NW  
Bemidji, MN 56601  
(218) 755-3133

**ECFE/SR Secretary** (Eileen Campbell): 333-3119

**ECFE/SR Coordinator** (Janelle Saiger-Slough): 333-3119, ext. 46303

**3-year-old Preschool Teacher** (Mariah Petersen)

**Jack & Jill Preschool Teachers** (Mackinzie Greenwaldt & Lisa Newhouse): 755-3133

**JW Smith Elementary Preschool Teachers:**

(A VPK program a collaboration with BI-CAP Head Start) (Kayley Stevens & Emily Norris)

**Paul Bunyan Preschool Teachers:**

Alicia Samson, Danielle Stittsworth, Deb Vikre, Ashley Theisen

**Community Education Director** (Rachel Amdahl): 333-3284 ext. 35311

**Community Education Secretary** (Eileen Campbell): 333-3284 ext. 35301

**Community Ed School Age Childcare Secretary** (Robin Frisco) 333-3284, ext. 35302

**Fax: 333-8331**

SBR 400-90-3  
ISD #31  
DATE: 16 MARCH 2020  
REVISED: 28 FEBRUARY 2022

## Bemidji Area Schools 2021-2022 School Calendar

<b>AUGUST 2021</b>							<b>SEPTEMBER 2021</b>							August 30-September 1.....Teacher Days September 2.....Teacher Half-Day September 6.....Labor Day September 7.....Students' First Day
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			
0 Student/2 Teacher							18 Student/19.5 Teacher							
<b>OCTOBER 2021</b>							<b>NOVEMBER 2021</b>							October 4.....Staff Development October 21-22.....Education Minnesota November 11....., Conferences November 12.....No School November 25-26.....Thanksgiving
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28	29	30					
31														
18 Student/19 Teacher							18 Student/20 Teacher							
<b>DECEMBER 2021</b>							<b>JANUARY 2022</b>							December 23 – January 2.....Winter Break January 17.....Martin Luther King Jr Day (or Snow Make-up Day if Needed) January 18-21.....Reset Days
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28	29	
16 Student/16 Teacher							16 Student/19 Teacher							
<b>FEBRUARY 2022</b>							<b>MARCH 2022</b>							February 18.....Staff Development February 21..... Presidents' Day (or Snow Make-up Day if Needed) March 10.....Conferences March 11.....No School
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5			1	2	3	4	5	
6	7	8	9	10	11	12	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	20	21	22	23	24	25	26	
27	28						27	28	29	30	31			
18 Student/19 Teacher							21 Student/23 Teacher							
<b>APRIL 2022</b>							<b>MAY 2022</b>							April 15.....Spring Break May 28.....BHS Graduation May 30.....Memorial Day
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	29	30	31					
20 Student/20 Teacher							21 Student/21 Teacher							
<b>JUNE 2022</b>														June 3.....Students' Last Day June 6.....Teachers' Last Half-Day
S	M	T	W	T	F	S								
			1	2	3	4								
5	6	7	8	9	10	11								
12	13	14	15	16	17	18								
19	20	21	22	23	24	25								
26	27	28	29	30										
3 Student/3.5 Teacher														

End of 1<sup>st</sup> Term.....November 10  
End of 2<sup>nd</sup> Term.....January 21  
End of 3<sup>rd</sup> Term.....March 25  
End of 4<sup>th</sup> Term.....June 3

## **Parent Aware 4-Star Rated**

Our school readiness preschool program has received the highest possible rating by Minnesota's quality rating system for early education settings. Licensed teachers use a variety of research-based curriculum to thoughtfully engage children in activities that build essential school-readiness skills. These skills provide children a smooth and successful transition into kindergarten.

Preschool children participate in a comprehensive curriculum designed around the Minnesota Early Learning standards.

## **Early Childhood Screening**

Any child enrolled in our school readiness preschool programs will need to be screened within the first three months of school.

All 3 to 5 year old children in Minnesota are required to complete an Early Childhood Screening to determine if they need additional support or services to prepare them for kindergarten.

Early Childhood Screening is a free and simple check of your child's vision, hearing, height, weight, and development as well as a brief review of health history and immunizations.

The screening tools are designed to provide a snapshot of your child's motor, thinking, speech and language skills. This is not an IQ test, achievement test or comprehensive medical exam. The results are based on your child's age at the time of the screening.

Appointments are available each month and the screening takes about one hour. Call Secretary Eileen at 333-8329 to schedule an appointment.

## **Fees**

There is a \$30 registration fee to register for a school readiness class. Log onto [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us) and follow the links to Early Childhood Family Education.

If you need to set up an online login and password, call Secretary Eileen and she will help you.

## **Payments for Preschool Tuition**

Tuition payments will begin in September. You will receive a tuition statement prior to the month your payment is due. If you have any questions, please call Eileen at 218-333-3119 or 218-333-3284.

If you do not receive your invoice, please check your spam folder. The invoice will come from [notifications@mail-cr.rschooldtoday.net](mailto:notifications@mail-cr.rschooldtoday.net) and often goes into spam. If you add this address to your email contacts, you will probably avoid this issue. If you cannot find your invoice please call or email the community education office to request an invoice at [eileen\\_campbell@isd31.net](mailto:eileen_campbell@isd31.net). You are expected to pay all invoices even if you say you did not receive one.

Payments can be made online. However, if you prefer to pay by cash or check, you may use the drop boxes at Jack & Jill, the Paul Bunyan Center or at the Community Education office. The Bemidji Community Education office is located at 1420 Beltrami Ave NW.

For those who experience a change in their situation or find they are struggling with the payments, arrangements can be made by contacting [rachel\\_amdahl@isd31.net](mailto:rachel_amdahl@isd31.net). A written request is needed for this type of arrangement to be considered.

## **Weather Related Closings**

In the event of severe weather or other emergency conditions, it may be necessary to cancel or delay school readiness classes.

Cancellations or changes will be posted on the Bemidji Area Schools district website at [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us)

Cancellations will also be announced on local radio and TV stations.

### **If school is closed all day:**

Preschool is canceled.

### **If school is delayed 2 hours:**

Preschool will start two hours after your regular scheduled class start time.

Early drop off will open at 9:30 a.m.

## **Weather Related Closings for After School Care**

### **When school is canceled or dismissed early:**

After school care is canceled.

### **When school continues until normal time, but after-school activities are canceled:**

After school care will still operate, but only for **ONE HOUR**. For everyone's safety, we ask parents to pick up their child no later than 4:00 pm on these days.

## **Immunizations**

School readiness requires an immunization record for each child. We do not guarantee that all students in class have been immunized.

## **Birth Certificates**

All children are requested to have a copy of a certified birth certificate on file with the school district.

## **"Too Ill" to be in School**

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff.

For more information on our school district's medical policies, you may refer to the Bemidji Area Schools district website at [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us)  
Click on the PARENTS link, then on Health Services.

## **Procedures for Student Behavior**

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children and follow the direction of an adult other than their parent.

### **Unacceptable behavior:**

Staff will focus on positive reinforcement and a caring approach with any unacceptable behavior. However, there are times when it is necessary to have consequences for

behavior. This is for the well being of all children and for the child to learn how to develop self-control and take responsibility for their actions.

- Staff will encourage children to use their words when having a disagreement with another child or staff member.
- Staff will redirect children when appropriate.
- Children will “take a break” from the group when necessary. The one-minute/age guideline will be implemented for “take a break”.
- The staff will speak with the child about the behavior so they understand what it is that they did and how to make a better choice.
- This behavior will seldom require an incident report, but in severe or repeated cases, it may.

### **Disruptive behavior:**

Disruptive behavior differs from unacceptable behavior in that it is more serious. It is often behavior that is considered dangerous to the well being of the child involved and others. It stops the classroom from functioning in a normal manner. Some things that would be considered disruptive behavior are:

- A student who requires constant attention from the staff.
- A student who inflicts physical or emotional harm on self, other children or staff.
- A student who disrespects others.
- A student who damages materials, toys, furniture, etc.
- A student who consistently and persistently disobeys the rules.
- A student who verbally threatens self or others.
- A student who diverts attention away from the learning process.

When a child has **unacceptable or disruptive behavior** over a period of time or does not seem to be responding to the staff's interventions, parents/guardians will be notified with a phone call and/or an incident form.

If the child receives a **second incident form** for their behavior, the staff will schedule a meeting with the parents/guardians to discuss strategies and consequences.

If a **third incident report** is completed, the family may be asked to adjust his/her school schedule in some way. This may include coming to school later in the morning, leaving earlier in the day or just taking a few days off from preschool.

If the behaviors continue and the staff determines that none of the interventions are working, it may be suggested that the child is not ready for preschool and should not be enrolled in the program.

Children cannot become self-disciplined unless adults teach them right from wrong. Children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway,

consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in preschool.

## **Medications**

Please talk to your child's school readiness teacher if your child needs medication administered during school hours.

There are certain guidelines the school district requires before a child takes any sort of medication.

Please refer to the Bemidji Area Schools district website at [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us)  
Click on the PARENTS link then on Health Services.

## **School Calendar**

Preschool classes follow the Bemidji Area Schools calendar.

## **Absence Policy**

In the event that your child is sick or cannot come to school for another reason, please call:

- Secretary Eileen (333-8329) if your child attends the Paul Bunyan Center
- Your child's teacher (755-3133) if your child attends Jack & Jill Preschool

Your child needs to be fever free without medication for 24 hours before returning to school. We ask that you respect this policy to ensure a healthy environment for everyone.

Parents will be contacted if their child has been absent for seven consecutive school days without any communication between the teacher and the parent. At that time, parents will need to decide if they are voluntarily withdrawing from the program or if their child will return on the next school day. Parents are responsible for tuition during ANY absence.

Habitual absence may be considered a reason to withdraw a child from our program. (For example...continuing to miss one or more days of preschool per week, every week.)

## **Withdrawal Policy**

We appreciate a 30-day written notice of intent to withdraw your child from Jack & Jill or the Paul Bunyan Center. The written notice can be given to your child's teacher or to Secretary Eileen at the Paul Bunyan Center.

## **Field Trips & Photographs**

Occasionally children are photographed and photos are displayed in the classroom, used in art projects, put in the newspaper or on a social media page to promote or cover a special event.

Classes may go on field trips to places around the community. Parents will always be informed about where and when these field trips occur.

Please sign and date the photograph/field trip permission slips and indicate whether you do or do not want your child to participate.

## **School Readiness Tips**

Please drop off your child when class starts unless prior arrangements have been made.

Children must be picked up promptly when class ends. Please arrive a few minutes early to allow for parking to ensure your child is not distressed at being the last one picked up.

## **Before School Care**

Before and After School Care operates each day that class is in session.

Before school care begins at 7:30 a.m. This program will operate each day the class is in session. If school is late, before school care will also start late. For example, if school is two hours late, before school care will open at 9:30 a.m.

## **After School Care**

After school care is offered from class dismissal until 5:30 p.m.

A variety of activities will be offered for children to choose from. (Choices include quiet/free play, playground, art, board games, reading, etc.)

An after school snack is provided.



## **Cost and Registration for After School Care**

The cost for after school care is \$8 per day. Set up a School Age Child Care account prior to the start of school if you plan to use after school care. Call Community Education 218-333-3284, ext. 35302, if you need assistance setting up the account.

You will only be charged for the days your child attends after school care.

Payments may be made online or placed in the drop box at Jack & Jill or at the Paul Bunyan Center.

If mailing a payment, the address is:

**Bemidji ECFE/SR  
Attn: Sue  
502 Minnesota Ave NW  
Bemidji MN 56601**

If you are late picking up your child, staff will attempt to call parents beginning at 5:35 p.m. If we cannot reach a parent, emergency contacts will be called. If no one is coming to pick up the child by 6:00 p.m., law enforcement will be called to pick up the child and take him/her to an appropriate shelter. This is consistent with the Bemidji School District After School Care policy.

## **Procedures for Student Behavior in After Care**

When a child has **unacceptable or disruptive behavior** over a period of time or does not seem to be responding to the staff's interventions, parents/guardians will be notified with a phone call and/or an incident form.

If the child receives a **second incident form** for their behavior, the ECFE/SR coordinator or the community education director will arrange a parental conference to discuss strategies and consequences.

If a **third incident report** is completed, the family may be asked to adjust his/her after school schedule in some way. This may include picking up your child at an earlier time or taking a day/s off from after school care.

If the behaviors continue and the staff determines that none of the interventions are working, it may be suggested that the child should not be enrolled in the after school program.

### **Parent Advisory Council (PAC)**

The ECFE/SR Parent Advisory Council (PAC) is a great way to give back to our early childhood programs, families and the community.

PAC works to support the early childhood programs through fundraisers and plans events for families to attend. Past events include the ECFE/SR Garage Sale and Bake Sales.

The group works to inform other parents, legislators and community members about early education, school district issues and other community concerns that affect children and families.

Members meet once a month during the school year. Any parent or guardian is welcome to attend meetings. You can attend just one meeting, a few or all. There is no minimum requirement of commitment.

Meetings are held at the Paul Bunyan Center. (Second Thursday of each month at 10:00 a.m.) Childcare is always provided for our PAC members.

For more information, please contact Secretary Eileen at 333-3119.

### **Facebook**

Look and join our “**ECFE/SR Bemidji**” Facebook page. This page will keep you up-to-date on upcoming ECFE/SR and community events for families.

### **Special Events**

Throughout the school year, special activities are planned for families. These events are held both during the day and evening hours.

Examples of the special events include:

1. Buena Vista with a family meal, climbing the hills and wagon rides
2. Wheels event at JW Smith School
3. Santa Night at the Paul Bunyan Center
4. Movie at the Bemidji Theatre
5. Cabin Fever at the Bemidji High School to swim and play in the gym.

If you have an idea for a special event, tell your PAC representative.



## SECURE

**"Get inside. Lock Outside Doors"**

### Why?

Danger/threat outside the school

### Examples:

- Wildlife in the area
- Criminal activity in the area

### How will I know?

Skyward email and/or call

### What to expect:

- Outside doors locked
- Inside business as usual
- No one in or out of the building

### What do I do?

- Stay home.
- Stay informed.
- Dismissal times & situations could change

## LOCKDOWN

**"Locks. Lights. Out of Sight"**

### Why?

Danger/threat inside or very near the school

### Examples:

- Threat inside the school
- Emergency or dangerous situation very near school

### How will I know?

Skyward email and/or call

### What to expect:

- Law Enforcement and First Responders will be involved

### What do I do?

- Stay home
- Stay informed
- Be ready

## EVACUATE

### Why?

Students & Staff are moved to a new or safe location due to a situation in or near the school building.

### Examples:

- Gas Leak
- Fire

### How will I know?

Skyward email and/or call

### What to expect:

- Law Enforcement and First Responders will be involved

### What do I do?

- Stay home
- Stay informed

## SHELTER

### Why?

Students & Staff are instructed to take safe shelter due to a situation in or near the school.

### Examples:

- Weather emergency such as a tornado

### How will I know?

Skyward email and/or call

### What to expect:

- School will keep parents updated as the situation evolves

### What do I do?

- Stay home
- Stay informed

## HOLD

**"Hold in your classroom or area"**

### Examples of HOLD:

A Hold is called when the hallways need to be kept clear due to a situation either inside or outside of the building. Staff & students are asked to stay where they are until the issue is cleared. Hold situations are usually "low stress" events. Parents may or may not be contacted depending on the situation. A HOLD is NOT a lockdown.

- Fight/disturbance in hallways
- Power failure
- Inclement weather
- Medical Issue
- Water pipe leak
- Playground safety

## REUNIFICATION

As the result of any of the actions above, students may need to be reunified with parents through a controlled release or reunification at a new location.

For more information please see "ISD #31 Parent's Guide to Emergency Situations."

## ISD #31 Parent's Guide to Emergency Situations



**STAY HOME** - Parents are advised **not to come to the school**. The main goal in an emergency is to keep everyone safe. ISD #31 personnel and First Responders will be working hard to control the situation and protect your children. By coming to the school, the efforts of these groups could be slowed down or interrupted. You could be placing your child and others in danger.



**STAY INFORMED** - Please **do not call the school**. ISD #31 will provide information as soon as possible. Providing accurate information may take time. You will be notified of an emergency situation through Skyward email/call, district website and local media. Calling the school could tie up phone lines or pull staff away from the emergency situation.



**BE READY** - In case a reunification is necessary, the school will notify you of when and where to pick up your child. Please bring photo ID. Please be patient. Please stay calm. The goal of a reunification is to make sure each student is reunited with their parent/guardian in a safe manner. This can take time. **It is important your contact information remain updated with the district office. Students may not be released to someone who is not listed as an emergency contact or does not have permission to pickup a student.**



**Hold off on calling or texting your student.** When safe to do so, students will be allowed to text their parents during a crisis, if applicable. **You should NOT call or text a student's cell phone during a crisis** unless you have heard from them first and you know it is safe to text them back. You may be putting your child at risk. Students are trained to stay out of sight and remain quiet during a Lockdown. A phone ringing or vibrating could alert an intruder to the student's location.



**MAKE A PLAN** - Talk to your children about school safety. Review as a family how you will communicate, where you will go and the safety steps to take during an emergency. **Everyone plays a part in keeping our schools safe.**

Thank you to the i love you guys foundation ([iloveyuguyz.org](http://iloveyuguyz.org)) and Adams 12 Five Star District Colorado for help in developing this document.

