

# Pre-K 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

**JW Smith Elementary**  
1712 America Ave NW  
Bemidji, MN 56601  
(218) 333-3290

**Secretary (Eileen Campbell): 333-8329**

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

**3-year-old Preschool Teachers: 333-3119**

Ashley Theisen/Rachel St. Michel (ext. 46406)

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

**JW Smith Elementary Preschool Teachers (Kayley Stevens & Samantha Baker): 333-3290**

**Paul Bunyan Center Preschool Teachers: 333-3119**

Alicia Samson (ext. 46306), Danielle Stittsworth (ext. 46317),

Deb Vikre (ext. 46319) & Sami Fisher (ext. 46305)

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

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

**Fax: 333-8331**

SBR 400-90-3  
ISD #31  
DATE: 26 FEBRUARY 2024

## Bemidji Area Schools 2025-2026 School Calendar

<b>AUGUST 2025</b>							<b>SEPTEMBER 2025</b>							<div>August 25-27.....Teacher Days</div> <div>August 28.....Teacher Half Day</div> <div>September 1.....Labor Day</div> <div>September 2.....Students' First Day</div> <div>September 29.....Staff Development</div>
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							30							
0 Student/3.5 Teacher							20 Student/21 Teacher							
<b>OCTOBER 2025</b>							<b>NOVEMBER 2025</b>							
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	
21 Student/21 Teacher							30 16 Student/18 Teacher							
<b>DECEMBER 2025</b>							<b>JANUARY 2026</b>							<div>December 22 – January 2.....Winter Break</div> <div>January 19.....Martin Luther King Jr Day</div> <div>(or Snow Make-up Day if Needed)</div>
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30	31	
15 Student/15 Teacher							19 Student/19 Teacher							
<b>FEBRUARY 2026</b>							<b>MARCH 2026</b>							<div>February 13.....Staff Development</div> <div>February 16.....Presidents' Day</div> <div>(or Snow Make-up Day if Needed)</div> <div>March 12.....Conferences</div> <div>March 13.....No School</div>
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	5	6	7	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	22	23	24	25	26	27	28	
18 Student/19 Teacher							29 30 31 20 Student/22 Teacher							
<b>APRIL 2026</b>							<b>MAY 2026</b>							<div>April 3-6.....Spring Break</div> <div>May 23.....BHS Graduation</div> <div>May 25.....Memorial Day</div>
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	
26	27	28	29	30			24	25	26	27	28	29	30	
20 Student/20 Teacher							31 20 Student/20 Teacher							
<b>JUNE 2026</b>														<div>June 3.....Students' Last Day</div> <div>June 4.....Teachers' Last Half Day</div>
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/5 Teacher														

End of 1<sup>st</sup> Term.....November 5  
End of 2<sup>nd</sup> Term.....January 23  
End of 3<sup>rd</sup> Term.....April 2  
End of 4<sup>th</sup> Term.....June 3

### **Early Childhood Screening:**

In Minnesota, all 3 to 5 year old children 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.

We recommend that children be screened between their 3<sup>rd</sup> and 4<sup>th</sup> birthdays. This helps ensure that all young children are well equipped for learning and that families are aware of resources in the school and community.

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, an achievement test or comprehensive medical exam. The results are based on your child's age at the time of the screening.

### **Directions to set up an early childhood screening appointment:**

- Log onto the Bemidji Community Education registration site: [bemidjicommunityed.arux.app](http://bemidjicommunityed.arux.app)
  - Click on the "Early Childhood Screening" icon
  - You will see the five documents that should be completed prior to your child's screening appointment.
  - Scroll down and click a screening date that works best for your child
  - Click the "ENROLL NOW" button for the correct date and time of the appointment
  - If you are a new user to the Arux registration system, you will need to create a new account and add your child.
  - If you have an Arux account, click on the circle next to your child's name.
  - If your child is not listed, add your child by clicking on the "+add a relationship" button
  - If your child is listed, click the "Enroll Selected People" button
  - Click on your "cart" at the top right corner of the screen.
  - Click "Proceed to checkout" when you are finished.
  - Click "Continue" and this finishes the screening registration. There is no fee for this service.
  - You will receive a registration confirmation in your email from Bemidji Community Education
- 
- The completed forms can be emailed to Secretary Eileen at [eileen\\_campbell@isd31.net](mailto:eileen_campbell@isd31.net) or you may bring them to your screening appointment.
- 
- If you are unable to access the internet to set up an appointment online, please contact Eileen at 218-333-8329 and she can schedule the appointment for you.

Please bring a copy of your child's **birth certificate** and current **immunization records** to their screening appointment.



**EARLY CHILDHOOD SCREENING**

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

Our inclusive 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.

### **Preschool Options and Tuition for 4 and 5 year olds:**

#### **5 day a week preschool at the Paul Bunyan Center:**

- Your child must be at least 4 years of age by 5/31/2025 (unless approved by our preschool director)
- Your child is planning to attend Kindergarten the following school year
- M - F from 7:45 to 2:30
- Recommended tuition of \$450 a month (Limited Early Learning Scholarships are available)
- Busing is available and must be set-up with Janelle Slough
- Breakfast and Lunch are provided
- Your child must be fully toilet trained
- Before school care is available at 7:30am (Registration is under "School Age Care")
- After school care is available for an add'l \$10.00 per day (2:30 to 5:30) and registration is also under "School Age Care".
- Families will be asked to fill out the Application of Benefits form
- Non-refundable \$30 registration fee

#### **2 or 3 day a week preschool at the Paul Bunyan Center:**

- Your child must be at least 4 years of age by 9/1/2025
- M/W/F option or a T/Th option from 8:00 to 2:30
- M/W/F recommended tuition of \$250 a month
- T/Th option recommended tuition of \$200 a month
- Busing is available and must be set-up with Janelle Slough
- Breakfast and lunch are provided
- Your child must be fully toilet trained
- Before school care is available starting at 7:30am (Registration is under "School Age Care")
- After school care is available for an add'l \$10.00 per day (2:30 to 5:30) and registration is also under "School Age Care".
- Families will be asked to fill out the Application of Benefits form
- Non-refundable \$30 registration fee

#### **5 day a week preschool at Jack & Jill Preschool on the BSU campus:**

- Your child must be at least 4 years of age by 5/31/2025 (unless approved by our preschool director)
- Your child is planning to attend Kindergarten the following school year
- M - F from 8:15 to 2:45
- Earliest drop off is 7:45am.
- Recommended tuition of \$450 a month (Limited Early Learning Scholarships are available)
- Busing is NOT available
- Lunch is NOT provided. Parents/Guardians are responsible for sending a packed lunch.
- Your child must be fully toilet trained
- After school care is available for an add'l \$10.00 per day (2:45 to 5:30) and registration is also under "School Age Care".
- Families will be asked to fill out the Application of Benefits form
- Non-refundable \$30 registration fee

**2 or 3 day a week preschool at Jack & Jill Preschool on the BSU campus:**

- Your child must be at least 4 years of age by 9/1/2025
- M/W/F option or a T/Th option from 8:00 to 2:30
- Earliest drop off is 7:45am.
- M/W/F recommended tuition of \$250 a month
- T/Th option recommended tuition of \$200 a month
- Busing is NOT available
- Lunch is NOT provided. Parents/Guardians are responsible for sending a packed lunch.
- Your child must be fully toilet trained
- After school care is available for an add'l \$10.00 per day (2:45 to 5:30) and registration is also under "School Age Care".
- Families will be asked to fill out the Application of Benefits form
- Non-refundable \$30 registration fee

**Preschool Options and Tuition for 3 and 4 year olds:****2 day a Week (½ am days)**

- Must be at least 3 or 4 years old by 9/1/2025
- Monday & Wednesday (8:00 am to 10:45 am) OR Tuesday & Thursday (8:00 am to 10:45 am)
- Recommended tuition of \$100 a month (Limited Early Learning Scholarships are available)
- Your child must be fully toilet trained

**4 Day a Week (½ pm days)**

- Must be at least 3 or 4 years old by 9/1/2025
- Monday through Thursday (11:30 am to 2:15 pm)
- Please eat before you arrive
- Recommended tuition of \$200 a month (Limited Early Learning Scholarships are available)
- Your child must be fully toilet trained

**Fees:**

There is a \$30 registration fee to register for a preschool class. Log onto the Bemidji Community Education registration page and click on the Preschool icon. (<https://bemidjicomunityed.arux.app>)

In order to register, you will need to set up an account. If you need additional assistance, call our ECFE/PreK Secretary, Eileen Campbell, and she will help you. 218-333-8329.

**Tuition Payments at Paul Bunyan Center and Jack & Jill Preschool:**

Your first emailed invoice will be generated on August 1st. This will be for your September tuition and auto pay will process your tuition payment on August 15th. This process will occur each month; August through April. There are a total of 9 invoices for the school year.

If you cannot find your invoice, please call the ECFE/PreK Secretary or email [eileen\\_campbell@isd31.net](mailto:eileen_campbell@isd31.net) to request an invoice. You are expected to pay all invoices even if you claim you did not receive one. Invoices are located on your Arux account.

- **Automatic Monthly Payments** - Using your credit card on file, the monthly tuition payment runs on the 15th of each month. If you have any questions, please contact Eileen Campbell at 218-333-8329.

**If a financial situation is limiting your ability to pay tuition or limits your child's participation in a preschool class, please contact Rachel Amdahl at 333-3119, ext. 35311 or email her at [rachel\\_amdahl@isd31.net](mailto:rachel_amdahl@isd31.net)**

**She will discuss a reduced tuition rate and how we might support you.**

**A written request is needed for this type of arrangement to be considered.**

**No family is turned away for inability to pay.**

**We have limited scholarships that are available and we encourage you to apply for those upon registering. Contact [Janelle\\_Slough@isd31.net](mailto:Janelle_Slough@isd31.net) for more information on Pathways Scholarships.**

### **School Calendar:**

Preschool classes follow the Bemidji Area Schools calendar. The calendar is on Page 2 of this handbook.

### **Early Release Days:**

There are 6 Early Release Days during the 2025-26 school year.

These dates will be approved by the school board at the January 2025 meeting and then added to the calendar.

Preschool will end 2 hours earlier than your scheduled class ending time.

Aftercare will be offered to those families that are currently enrolled in our aftercare program.

Pre-registration is required and the cost is \$15.

### **Weather Related Closings**

In the event of severe weather or other emergency conditions, it may be necessary to cancel or delay preschool 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. There will be E-Learning options for your child listed on the district website under the E Learning Day Plan quick link.

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

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

Early drop off will open at 9:45 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.

**“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. Your child needs to be fever free without medication for 24 hours before returning to school.

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.

If you have additional questions about your child's illness, you may want to discuss the situation with our ECFE/PreK nurse. Her contact information is:

**Vicki Furer - Paul Bunyan Center and Jack & Jill Preschool**  
Nurse/ Health Paraprofessional  
218-333-3119, ext. 46408  
Fax: 218-333-3175

**Medications:**

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

The preschool teacher will refer you to our school district nurse, Emily Helm, for further guidance on administering medications. Emily Helm can be reached at 333-3115, ext. 37209.

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.

**Accident and Emergency Procedures:**

In the event of an accident or emergency, parents and/or guardians will be contacted immediately and informed of the situation. An incident report will be filed with the district office.

**Immunizations:**

Bemidji Area Schools require an immunization record for each child. We do not guarantee that all students in the classroom have been immunized.

**Birth Certificates:**

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

**Toileting Policy:**

Children enrolled in our drop-off preschool program must be potty trained before attending. Children must be wearing underwear and very rarely having accidents.

Please note that wearing pull-ups isn't considered being potty trained.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children change their clothes, encouraging independence as much as possible.

**A potty-trained child is a child who can do the following:**

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With bowel movements as well as urine)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.

We certainly will ask your child and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparation as well as any transitions away from the classroom. A teacher will assist children if necessary, but children must be able to complete toileting activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool teachers and paraprofessionals are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes that is appropriate for the season. These will remain in your child's backpack so that you can replace them as needed. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend the attendance of the child at such time.

**If your child is not completely potty trained as described above when preschool starts, the following option is available:**

1. You may withdraw your child from preschool and place their name at the top of our waiting list.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents (excluding rest time accidents) after the first 4 weeks of school.

**The following policies will be in place for children who have toileting accidents:**

1. Parents/guardians will be notified each time a child has a toileting accident.
2. The classroom teachers/paras will document all toileting accidents.
3. The classroom teachers/paras will document the efforts that have been made to help reduce bathroom accidents.
4. The classroom teachers/paras will partner with the parents/guardians to help develop additional interventions to help improve bathroom success.
5. The classroom teachers/paras will consult with the Preschool Coordinator about the situation. The Coordinator will offer input and possible additional ideas for reducing toileting accidents.
6. If toileting accidents are habitual, parents/guardians may be asked to participate in a parent-teacher conference. During this conference, a formal toileting support action plan will be developed to address the issue. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take. The Preschool Coordinator will be present at this conference.
7. If improvements are not evident after implementing this plan, the teachers and parents will meet again to discuss other available options/strategies including the possibility of time away from school while the child becomes successful with toileting.
8. Our preschool program reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with toileting.



**Absence Policy:**

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

- Secretary, Eileen Campbell (218-333-8329), if your child attends the Paul Bunyan Center
- Mrs. Greenwaldt or Mrs. Newhouse (218-755-3133) if your child attends Jack & Jill Preschool
- Secretary, Jane Sweep (333-3290, ext 43201), if your child attends JW Smith Preschool

If your child is absent from school due to sickness, they need 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 15-day written notice of intent to withdraw your child from Jack & Jill Preschool, JW Smith Preschool or the Paul Bunyan Center. The written notice can be given to your child's teacher or to Secretary Eileen Campbell at the Paul Bunyan Center.

Students will be dropped from their classroom when our Registrar has received a Request for Records from another school OR when a student has been absent for fifteen (15) consecutive school days.

Upon withdrawal of your child from our program, we will refund any unused days that you have paid. Absences due to illness or other reasons will not be refunded.

**Field Trip**

Our 4 & 5 year old preschool program does offer a field trip to the Headwaters Science Center every May. Children will be bussed to and from their attending school to the science center.

**Photographs:**

Occasionally your child may be photographed or videotaped at various school events. These photos or videos may be used as marketing material for our preschool program. These photos and/or videos 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.

The photo & video release form were part of the Arux online registration questionnaire.

If you would like to alter the photo & video release form, please contact your child's teacher and our secretary, Eileen Campbell. Eileen can be reached at 218-333-8239.

**Conferences:**

Parent-teacher conferences will take place two times per school year. (November and March) The conferences will provide a designated time where the teacher can discuss the child's progress. The parents are also able to ask questions and discuss concerns they may have. Parents can also request conferences throughout the year whenever they feel it is necessary.

**Preschool Curriculum:**

The Creative Curriculum for Preschool empowers children to be confident, creative, and caring learners through play-based, hands-on investigations—a research-based approach that incorporates language, literacy, and mathematics throughout the day.

<https://teachingstrategies.com/product/the-creative-curriculum-for-preschool/>

**Preschool Assessments:**

Teaching Strategies GOLD is an authentic, ongoing observational system for assessing children from birth through kindergarten. It helps teachers to observe children in the context of every day experiences, which is an effective way to learn what they know and can do.

<https://teachingstrategies.com/product/gold/>

**Before School Care:**

We have 20 EARLY DROP-OFF spots available at 7:30 a.m. at the Paul Bunyan Center.

Please pre-register at <https://bemidjicommunityed.arux.app> and click on the Preschool Before and After Child Care icon.

**PBC:** If you have not signed up for before school care, your child can be dropped off between 7:45 - 8:00 am. If you arrive after 8:00 am, go to Door 1 and check-in with Secretary Eileen.

**Jack & Jill Preschool:**

- Newhouse's Classroom - Your child can be dropped off between 7:45 - 8:00 am
- Greenwaldt's Classroom - Your child can be dropped off between 7:45 - 8:15 am

**JW Smith Preschool:** Your child can be dropped off between 7:30 - 7:55 am.

If school starts late due to weather conditions, 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.

**After School Care:**

The cost for after school care is \$10 per day. Set up a "School Age Child Care" account prior to the start of school if you plan to use this service. If you have questions about setting up an account or making a payment, please call:

Robin Frisco  
Kids & Co/Summer Kids Administrative Assistant  
218-333-3284, ext. 35302

You will only be charged for the days your child attends after school care. All payments are set up through autopay upon registration.

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 pm, 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.

**Parent Advisory Council (PAC):**

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

PAC works to support the school district early childhood programs and plans events for families to attend. Some of these events include the ECFE/PreK Garage Sale and Pictures with Santa, Elsa and Spiderman.

PAC discusses program fees, policy, program services and parents' perspectives on ways to improve quality and accessibility of our ECFE/PreK program. They also 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. They meet the first Wednesday of each month from 5:30 pm to 7:00 pm
- Childcare will be provided in our ECFE classroom.

For more information, please contact our PAC co-presidents.

- Amanda Peters: [amanda.minske01@gmail.com](mailto:amanda.minske01@gmail.com) or (218) 209-1652
- Erin Mason: [mac.geo30@gmail.com](mailto:mac.geo30@gmail.com) or (218) 251-1153

**Facebook:**

Look and join our "ECFE/SR Bemidji" Facebook page. This page will keep you up-to-date on upcoming ECFE/PreK 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. "Fall Festival" at the Paul Bunyan Center
3. "Santa Night" at the Paul Bunyan Center
4. "Movie Morning" at the Bemidji Theatre
5. "Cabin Fever" at the Bemidji High School to swim and play in the gym
6. "ECFE Garage Sale" in the Commons at the Bemidji High School
7. "Wheels" event in the JW Smith Elementary parking lot
8. "Ice Cream Social" to celebrate the end of the school year.

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

### **Preschool Tips:**

- Please be cell phone free and prompt during drop off and pick up times.
- Each teacher uses the REMIND app.
- Send a jacket/sweatshirt and running shoes daily.
- Check your backpack and folder daily.
- If your child is ill, please keep them home until they are symptom/fever free for 24 hours without medicine.
- Occasionally, we will ask for snack donations throughout the school year.
- The American Academy of Pediatrics recommends **one hour of screen time per day** for children ages 2 to 5.

### **Parent and Family Involvement:**

We strongly encourage parents and families to be as involved as possible and work together as a team. The more involved the more successful your child will be. The following are activities you can do with your child to help support what is being taught in the classroom:

- Practice counting.
- Practice colors and shapes.
- Practice writing their name.
- Read to your child as much as possible with the goal of at least once a day.
- Have your child practice retelling you the story.
- Have your child read road signs and other signs in the community to you.
- Always have your child tell you about their school day and what they learned.
- Have your child participate in a home "chore chart".



## SCREEN TIME FOR KIDS: *new recommendations*

The longtime "no screen time before 2" rule is out. Here are the latest recommendations from the American Academy of Pediatrics.

18  
months  
or  
younger



No screens are still best.

The exception is live video chat with family and friends.

18  
months  
to 2  
years



Limit screen time and avoid solo use.

Choose high-quality educational programming, and watch with kids to ensure understanding.

2 to 5  
years



Limit screen time to an hour a day.

Parents should watch as well to ensure understanding and application to their world.

6 or older



Place consistent limits on the time spent and types of media.

Don't let screen time affect sleep, exercise or other behaviors.

Set family media-free times, like meals or driving, and media-free zones, like bedrooms.

Continue discussing online citizenship and safety, including treating others with respect online and offline.

Source: American Academy of Pediatrics

 **CHOC** Children's

## **Student Behavior Policy IN SCHOOL**

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. The Community Education Director or designee will make a determination of the consequence/disciplinary action on a case by case basis.

***If the behaviors continue and the staff determines that none of the interventions are working, it may be suggested that the child should be transitioned to another classroom within our early childhood program or the hours in the school day may be adjusted. The classroom may be at the same site or at an alternative site. This will be done for the well-being of the child, his/her peers and the staff in the preschool classroom.***

## **Student Behavior Policy IN AFTER SCHOOL 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/PreK 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.

*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.*