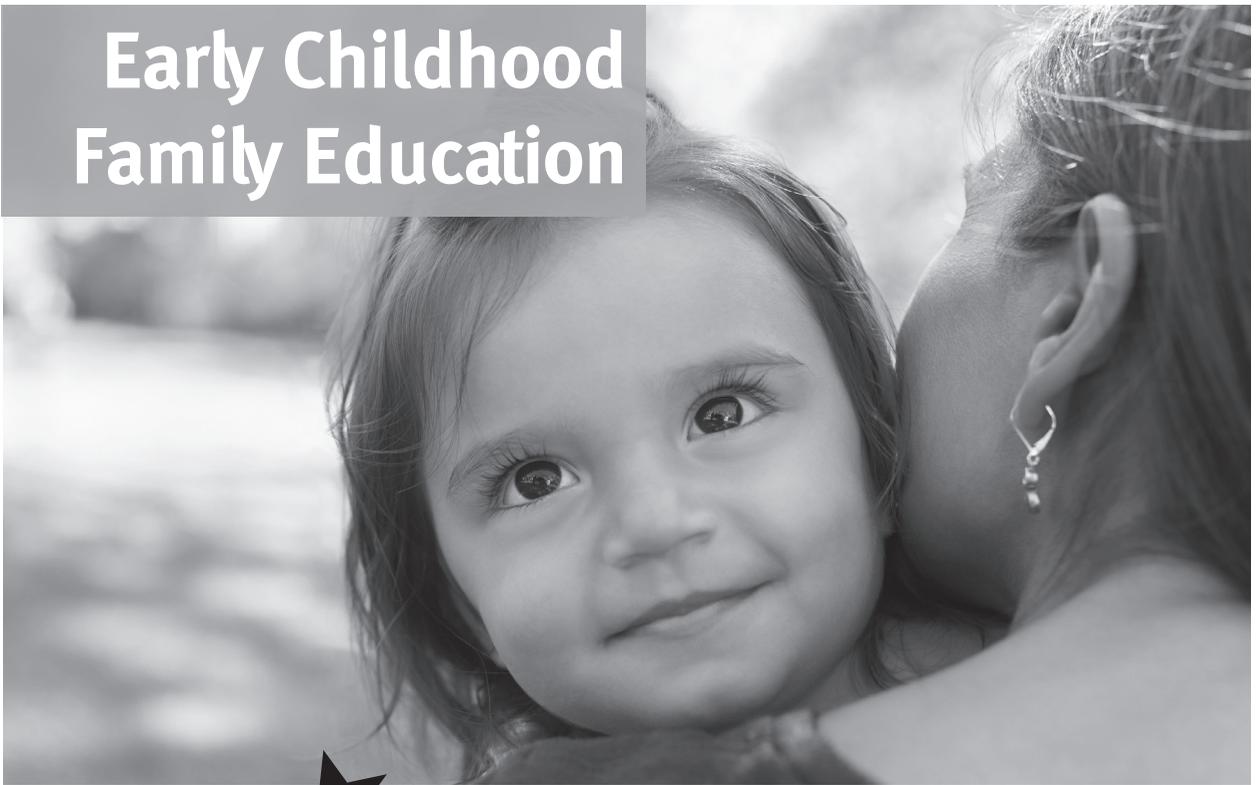


Early Childhood Family Education



Early Childhood & Family Learning Center

Eastern Carver County Schools



2017-2018 Handbook

2017-2018 ECFE Contacts

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Teacher Contacts

Teacher _____

E-mail _____

Phone _____

Teaching Assistant _____

Parent Educator _____

E-mail _____

Phone _____

WELCOME TO ECFE!

We are excited that you and your child will be part of our Early Childhood Family Education Program in Eastern Carver County Schools. We provide classes for families with children from birth to age five who are not yet enrolled in kindergarten.

Our mission is to support and strengthen families as they embark on their journey of raising young children.

ECFE Believes:

- Parents are a child's first and most important teacher.
- Parent education guides parents in understanding development and appropriate expectations for young children.
- Licensed teachers provide the nurturing and structure to best support young learners and parents.
- Classrooms must be created and organized to support developmentally appropriate exploration for young children.
- Play opens up the world of learning for young children.

Sibling Care

Sibling care is available for many of our ECFE classes so you can devote your full attention to your child who is enrolled in the ECFE class. Trained, professional staff provide a warm and friendly atmosphere for siblings ages birth through kindergarten. Registration is required. PreK students may access sib care between 9-9:20 am free of charge while their parents attend ECFE.

Parking

Please park in the Family Learning Center Family Lot (north) and enter through door #1. The door will be unlocked 10 minutes prior to drop off and pick up schedule.

You may enter door #2 at any time. Please be prepared to scan your driver's license or state id to enter during the school day.

Our parking lots are very busy places, please have your children hold your hand while in the parking lot. If you need help getting your children to and from your car, please talk to your teachers, we will be glad to help. Remember to NEVER leave your children unattended in the car while you come in to drop off/pick up another child.

ECFE Goals

We provide developmentally appropriate activities for each age group that fosters children's social, emotional, cognitive and physical development.

ECFE classes have three components to allow us to meet our goals for both parents and children:

① Parent-Child Time

ECFE classes begin with the parent and child interaction time. Please arrive promptly so you can participate in the activities for the day. During interaction we suggest:

- Follow your child's cues. Let him/her choose the activities and the pace. Visit activities s/he are interested in and move on when your child is finished. Suggest your child try a variety of activities but do not force participation.
- Observe and focus on your child. Get down on his/her level, make eye contact and communicate with words, smiles and loving touch.
- Talk with your child while working/playing together. Encourage and support them in their efforts.
- Listen carefully to your child's words and to the feelings they may express.
- Encourage creativity, stimulate imagination and promote interaction with other children as you work together. Focus on the process rather than the product.
- Encourage your child to pick up what s/he was working on before moving on to a new activity.
- Talk with other adults only when necessary. This is a special time with your child and there will be adult 'talk' time during the parent group.
- ENJOY your time together.

Advisory Council

The Early and Family Education Programs have a growing Advisory Council to help set the direction and provide support for all of our programs. Parental input and participation is welcome.

Contact Sybil Druce if you are interested in becoming a member. 952-556-6420

Circle Time

Before parents move into their parenting room for discussion, the children's teacher will lead circle time. This directed learning experience helps prepare children for school. The music, fingerplays, chants, stories, songs and rhythms are important to:

- Increase a child's attention span
- Develop listening skills
- Help child in learning to follow directions
- Develop understanding of rhythms of speech, music and life's activities
- Build vocabulary and aid in speech development
- Allow for self-expression
- Increase finger dexterity
- Teach concepts while appealing to a child's interests
- Teach beginning math concepts of size, shape, place, direction and sequence
- Provide relaxation and a legitimate opportunity to move and wiggle
- Gain experience and social skills with other children and adults
- Provide an opportunity for FUN
- Support closeness between parent and child

As circle time begins, encourage your child to participate. If s/he is not ready, sit in the circle and participate without him/her while continuing to invite your child to join you. It may take several weeks or more for your child to want to join in the activities. Remember, circle time activities are planned with children in mind—there is much repetition as children learn best through repetition.

② Guided Play for Children

Licensed teachers and assistants guide play with children while parents participate in a parenting discussion.

Staff Guidance

Our experienced and skilled staff uses positive guidance techniques, including re-direction and positive reinforcement to build children's self-esteem, empathy and competence.

③ Parent Education Time

The parenting group is a unique part of our early childhood program. Facilitated by a licensed parent educator, groups focus on the joys and challenges of raising young children and devote time to topic discussion on issues appropriate to the age of children in the class. The parent educator guides the conversation and references the latest research on child and family development. The following are recommended guidelines for parent groups:

Everyone participates at their own comfort level yet understands that the richness of group conversation is enhanced when all participate

Confidentiality is assured—what is discussed in the group stays in the group

Side conversations are avoided to give full attention to those speaking

All opinions are respected and honored as we recognize there are many good ways to parent

Parent discussion allows parents to learn from the entire group and to find support for their critical role as parents.

The Pyramid Model

In 2011 we became a demonstration site for the Pyramid Model. This year we will continue our journey which focuses on increasing the social/emotional/behavioral skills of young children. We have the support and assistance of coaches, extensive training and research-based materials. A majority of our classrooms are implementing the Pyramid Model program this year. We will expand to full implementation over the next year. Check our facebook page for links to the Pyramid Model.

www.facebook.com/EarlyandFamilyEd



facebook.com/ce4all



[@ce4all](https://twitter.com/ce4all)

Snack Time

Snack is an important part of the children's classroom time. It provides a time when all the children can gather around and begin to socialize with their classmates. Snack time also offers a nice transition for the children as parents leave the room for their parent discussion.

Parents are asked to sign up for a turn to bring a snack for all the children. Minnesota Department of Health regulations require that all snacks brought to school for children must be purchased at the store and unopened before being brought to school.

We believe the best way to provide a safe environment for children with life threatening allergy to peanuts, all types of nuts and any other allergy is to enlist the support of parents. We ask that any snack or lunch brought to ECFE be peanut and nut free or free of any other known allergen. Please check carefully ingredients for snacks that you provide as some products state: may contain a trace of peanuts or tree-nut.

Please share any special dietary concerns with the teaching team. You may do this the first day of class or contact the Early Childhood Specialist: Barbara Eckberg, via email : eckbergb@district112.org We may ask a parent to review the ingredient information of the session's snack.

We encourage you to bring a nutritious snack and recommend the following:

For Toddlers:

Graham Crackers Saltine Crackers Puff Corn Cheerios
Gerber Graduate Crackers Fruit/Veggie Booty Gold Fish

Additional Ideas for Preschool Ages:

Pretzels Cheese Bananas Apples

Evaluations

At least one time per session parents will be asked to fill out an evaluation form to provide us with feedback on your experience. Please know that we welcome your feedback and comments throughout the year—do not wait for a formal evaluation to let us know how we can better meet the needs of your family.

Illness

If your child is ill, please call 952-556-7144 to report the absence. Children should not attend ECFE because of:

- Fever of 100° or higher (must be fever free for 24 hours)
- Vomiting or diarrhea within the last 24 hours
- Undiagnosed rashes
- Uncontrolled coughing
- Pinkeye
- Yellow or green nasal discharge
- Bronchitis or croup

Please also notify the teacher if your child acquires a communicable disease such as chicken pox. Parents will be notified by our school nurse if children have been exposed to a communicable disease.

Snow Days

If bad weather forces Eastern Carver County Schools to close, preschool classes will be canceled as well. If bad weather forces a two hour late start, the morning classes will be canceled and if there is an early release, afternoon classes will be canceled.

Information regarding school closing can be found:

- on TV channels 4, 5, 9 and 11
- in a recorded message at 952-556-6100
- on the Community Ed website: www.ce4all.org
- on facebook: www.facebook.com/ce4all

Facebook®

Early and Family Education is now on Facebook! Become a FAN to stay up to date on information about our programming. You will find brief articles from our teachers and a place to ask parenting questions. We will be developing this site throughout the year. Feel free to share your ideas about how this page can meet your needs.

Notice For Leaving ECFE

We ask for written notice from you if you intend to withdraw from your ECFE class.

Please give the notice to your child's teacher or to the Community Education Office 952-556-6407 or brentonc@district112.org.

Community Education
110600 Village Road Chaska, MN 55318