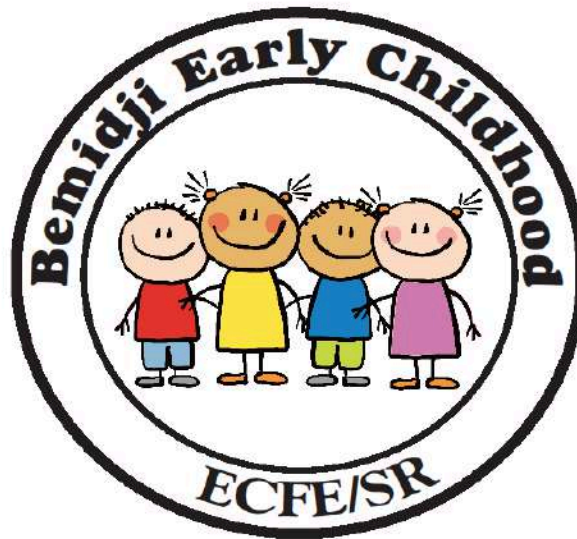


Pre-K Parent Handbook



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/SR 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

Bemidji Area Schools 2024-2025 School Calendar

AUGUST 2024							SEPTEMBER 2024							<div>August 26-28.....Teacher Days</div> <div>August 29.....Teacher Half Day</div> <div>September 2.....Labor Day</div> <div>September 3.....Students' First Day</div> <div>September 30.....Staff Development</div>
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31	29	30						
0 Student /3.5 Teacher							19 Student/20 Teacher							
OCTOBER 2024							NOVEMBER 2024							<div>October 16.....Student Early Release</div> <div>October 17-18.....Education Minnesota</div> <div>November 7.....Conferences</div> <div>November 8.....No School</div> <div>November 27.....Student Early Release</div> <div>November 28-29.....Thanksgiving</div>
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
21 Student/21 Teacher							17 Student/19 Teacher							
DECEMBER 2024							JANUARY 2025							<div>December 13.....Student Early Release</div> <div>December 23 – January 5.....Winter Break</div> <div>January 20.....Martin Luther King Jr Day</div> <div>(or Snow Make-up Day if Needed)</div> <div>January 22.....Student Early Release</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	
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	31		
15 Student/15 Teacher							19 Student/19 Teacher							
FEBRUARY 2025							MARCH 2025							<div>February 14.....Staff Development</div> <div>February 17.....Presidents' Day</div> <div>(or Snow Make-up Day if Needed)</div> <div>March 5.....Student Early Release</div> <div>March 13.....Conferences</div> <div>March 14.....No School</div>
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	
23	24	25	26	27	28		23	24	25	26	27	28	29	
18 Student/19 Teacher							19 Student/21 Teacher							
APRIL 2025							MAY 2025							<div>April 4.....Student Early Release</div> <div>April 18-21.....Spring Break</div> <div>May 24.....BHS Graduation</div> <div>May 26.....Memorial Day</div>
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	
20 Student/20 Teacher							21 Student/21 Teacher							
JUNE 2025														<div>June 4.....Students' Last Day</div> <div>June 5.....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/3.5 Teacher														

End of 1st Term.....November 6
 End of 2nd Term.....January 24
 End of 3rd Term.....April 4
 End of 4th Term.....June 4

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 3rd and 4th 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
 - 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 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.

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://bemidjicommunityed.arux.app>)

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

Tuition Payments 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 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/SR Secretary or email 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

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 for more information on Pathways Scholarships.

School Calendar

Preschool classes follow the Bemidji Area Schools calendar. There are 6 Early Release Days during the 2024-25 school year. These dates are listed on the school calendar.

Weather Related Closings and Early Release Days

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

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.

Early Release Days:

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

There will be no afternoon half day classes on these early out days or afternoon ECCE classes.

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

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.

“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
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
Click on the PARENTS link; then on Health Services.

Toileting for Children Enrolled in Preschool Programs

Your child must be independent with toileting without the use of a pull-up or diaper by September 1 of the school year. (Students with a disability, which may prohibit independent toileting, are exempt from this requirement).

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 30-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 Eileen Campbell 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.

The field trip permission form AND the photo release permission form are part of the Arux online registration questionnaire. This should be completed at the time of registration.

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 9:45 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 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/SR 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/SR 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 or (218) 209-1652
- Erin Mason: 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/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. “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. “Wheels” event in the JW Smith Elementary parking lot
7. “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.
- We will be asking for snack donations throughout the school year. We have a daily classroom snack.
- The American Academy of Pediatrics recommends one hour of screen time per day for children ages 2 to 5.



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 ECCE/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.

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.