

# 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**

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

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

Kenzie Hanson/Rachel St. Michel (ext. 46406)

Janelle Slough (ext. 46303)

**Jack & Jill Preschool Teachers** (Lisa Newhouse & Mackenzie 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 2023-2024 School Calendar

<b>AUGUST 2023</b>							<b>SEPTEMBER 2023</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	August 28-30.....Teacher Days
		1	2	3	4	5	3	4	5	6	7	8	9	August 31.....Teacher Half-Day
6	7	8	9	10	11	12	10	11	12	13	14	15	16	September 4.....Labor Day Holiday
13	14	15	16	17	18	19	17	18	19	20	21	22	23	September 5.....Students' First Day
20	21	22	23	24	25	26	24	25	26	27	28	29	30	
27	28	29	30	31										
0 Student/3.5 Teacher							19 Student/19 Teacher							
<b>OCTOBER 2023</b>							<b>NOVEMBER 2023</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	October 2.....Staff Development
1	2	3	4	5	6	7	1				1	2	3	October 19-20.....Education Minnesota
8	9	10	11	12	13	14	5	6	7	8	9	10	11	November 9.....Conferences
15	16	17	18	19	20	21	12	13	14	15	16	17	18	November 10.....No School
22	23	24	25	26	27	28	19	20	21	22	23	24	25	November 23-24.....Thanksgiving
29	30	31					26	27	28	29	30			
19 Student/20 Teacher							18 Student/20 Teacher							
<b>DECEMBER 2023</b>							<b>JANUARY 2024</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	December 23 – January 2.....Winter Break
						1	1	2	3	4	5	6		January 15.....Martin Luther King Jr Day
3	4	5	6	7	8	9	7	8	9	10	11	12	13	(or Snow Make-up Day if Needed)
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				
31														
16 Student/16 Teacher							20 Student/20 Teacher							
<b>FEBRUARY 2024</b>							<b>MARCH 2024</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 16.....Staff Development
						1	3						1	February 19.....Presidents' Day
4	5	6	7	8	9	10	3	4	5	6	7	8	9	(or Snow Make-up Day if Needed)
11	12	13	14	15	16	17	10	11	12	13	14	15	16	March 14.....Conferences
18	19	20	21	22	23	24	17	18	19	20	21	22	23	March 15.....No School
25	26	27	28	29			24	25	26	27	28	29	30	March 29.....Spring Break
19 Student/20 Teacher							18 Student/20 Teacher							
<b>APRIL 2024</b>							<b>MAY 2024</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	May 25.....BHS Graduation
	1	2	3	4	5	6	5	6	7	8	9	10	11	May 27.....Memorial Day
7	8	9	10	11	12	13	12	13	14	15	16	17	18	May 30.....Students' Last Day
14	15	16	17	18	19	20	19	20	21	22	23	24	25	May 31.....Teacher Last Half Day
21	22	23	24	25	26	27	26	27	28	29	30	31		
28	29	30												
22 Student/22 Teacher							21 Student/21.5 Teacher							
<b>JUNE 2024</b>														
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														
<b>End of 1<sup>st</sup> Term.....November 7</b>														
<b>End of 2<sup>nd</sup> Term.....January 23</b>														
<b>End of 3<sup>rd</sup> Term.....March 28</b>														
<b>End of 4<sup>th</sup> Term.....May 30</b>														

End of 1<sup>st</sup> Term.....November 7  
End of 2<sup>nd</sup> Term.....January 23  
End of 3<sup>rd</sup> Term.....March 28  
End of 4<sup>th</sup> Term.....May 30

### Parent Aware 4-Star Rated

Our 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

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 website
- Hover your mouse the "Early Childhood Screenings" tab
- Click on "Schedule your appointment" (Side note: there are multiple irrelevant questions to answer once you place the appointment in your "cart" and "check out")
- Click "Screening Forms to Fill Out". Complete this paperwork prior to your appointment. These forms can be printed directly off the website. Forms can also be completed as a PDF and saved to your computer.
- Form #5 is completed per your child's age group
- The completed forms can be emailed to Eileen at [eileen\\_campbell@isd31.net](mailto:eileen_campbell@isd31.net) or you may bring the completed forms to your appointment.
- If you are unable to access the internet to set up an appointment online, please contact Eileen 218-333-8329 and she can schedule the appointment for you.

Along with the completed parent forms, please bring a copy of your child's **birth certificate** and current **immunization records** to their screening appointment.

## Fees

There is a \$30 registration fee to register for a preschool class. Log onto the Bemidji Area Schools home page ([www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us)) and click on the Preschool Registration icon:



In order to register, you will need to set up a username and password. If you have forgotten either of these or need additional assistance, call our ECFE/SR Secretary, Eileen Campbell, and she will help you. She can be reached at 218-333-8329.

## Tuition Payments Paul Bunyan Center and Jack & Jill Preschool

Your first emailed invoice will be generated on August 15th. This will be for your September tuition and is due by September 30th.

Your second emailed invoice will be generated on September 15th. This will be for your October tuition and is due October 31st.

This invoicing process continues until the end of May. There are a total of 9 invoices for the 2023-24 school year. Tuition payments are always due by the last day of each month.

If you do not receive your invoice, please check your spam folder. The invoice will come from [notifications@mail-cr.schooltoday.net](mailto:notifications@mail-cr.schooltoday.net) and often goes into spam. If you add this address to your email contacts, you will probably avoid this issue. If you still cannot find your invoice, please call the ECFE/SR 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 say you did not receive one.

### Four ways to make a payment:

- **Telephone** - Payments can be made by calling our secretary, Eileen Campbell. Her number is 218-333-8329. Visa, Mastercard and Discover cards are all accepted.
- **Drop Boxes** - Drop boxes are located at the Paul Bunyan Center by Door #1 and at Jack & Jill Preschool inside the front doors.
- **Online** - Payments can be made online by logging into your Bemidji Community Education account. This is the account you created when you registered your child for preschool. • **Automatic Monthly Payments** - This can be set up by logging into your Bemidji Community Education account. If you have questions or problems setting this up, please contact Eileen Campbell at 218-333-8329.

### How to make a payment online:

1. <https://www.bemidjicommunityed.com/>
2. Hover your cursor over *Early Childhood Family Education & School Readiness*
3. Click on *ECFE or PRESCHOOL Registration*
4. Click on *My Account*

5. Returning user (you will need to know your sign-in and password)
6. Green bar: View My Account
7. Green tab: Payment History
8. Left side toward top of page: Make Payment

**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.**

## **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).

## **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.

### **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.

## **Immunizations**

Bemidji Area Schools require 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. 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 district nurse. Her contact information is:

Emily Helm, District School Nurse  
218-333-3115, ext. 37209  
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.

## **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 Campbell (218-333-8329), if your child attends the Paul Bunyan Center
- Your child's teacher (218-755-3133) if your child attends Jack & Jill Preschool
- Secretary, Chris Bush (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.

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**

We have 20 EARLY DROP-OFF spots available at 7:30 a.m.  
Please pre-register on the Bemidji Community Education website under School Age Care.

All other students can be dropped off between 7:45 - 8:00 a.m.

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

If mailing a payment, the address is:

**Kids & Co  
Attn: Robin Frisco  
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 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.

Childcare will be provided in our ECFE classroom.

(First Wednesday of each month from 6:00 pm to 7:30 pm)

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



- Ruth Baker: [ruth\\_e\\_baker@hotmail.com](mailto:ruth_e_baker@hotmail.com) or (612) 214-2390
- Rachel Miller: [rachelmiller829@gmail.com](mailto:rachelmiller829@gmail.com) or (218) 556-5461

## **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.

## **Student Behavior Policy**

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. 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/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.*

**Parent Acknowledgement:**

I, the parent/guardian of \_\_\_\_\_ (Child's Name) acknowledge that the Student Behavior Policy was explained to me and I have read and received a copy.

**Parent/Guardian's Printed Name:** \_\_\_\_\_

**Parent Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_