

# **Cannon Falls**



## **Preschool Handbook 2023-2024**



## Welcome

We are delighted that your child will be attending Cannon Falls Preschool. We are very proud of our programs and look forward to your family joining our preschool community! This handbook has important information for you and your child. Please read it carefully and keep it for future use. If you have any questions, comments or suggestions, please contact your child's teacher or call Community Education: 263-6800 extension 9, Katie Quinlan (Preschool Coordinator) extension (1271), or Jennifer Chappuis (Preschool -5th grade Principal) extension 1203.

## Introduction

Our Community Education Early Childhood Preschool program serves preschool children in the Cannon Falls area between the ages of three to five. We follow the school calendar that the School District establishes. Our preschool program is held in the Cannon Falls Elementary School. Learning opportunities are provided for children at all levels of ability. Children and families with cultural, social, economic, physical and personal differences are welcomed in an environment that is strengthened by diversity. We are Parent Aware 4-Star certified (the highest rating available from Parent Aware), which represents programs that best prepare children for kindergarten. Licensed preschool teachers, early childhood special education teachers, and trained assistants, together with the preschool coordinator, Cannon Kids coordinator and building Principal work as a team to provide children with positive learning experiences.

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# Preschool Goals and Philosophy

We believe that:

- Every child can learn and that learning is a lifelong process.
- Children learn through play and exploration.
- Playing with other children is important. Socialization increases knowledge of self and others.
- Children grow at different rates in physical, social, emotional and cognitive areas. Learning in one area helps learning in other areas.
- School experiences help children value and accept differences among individuals and individual lifestyles.
- Community, school and family must work together to assist each child in learning.

(Based on Model Learner Outcomes for Early Childhood Education, Minnesota Department of Education.)

## REGISTRATION

Registration takes place in March for the following year's classes. Registration forms can be found online, or the community education office. Contact the Community Education Office at 263-6800 x 9 for more details on registration.

**Children must be three years old and fully potty trained by September 1st to enter preschool.** Priority will be given to full time (Monday through Friday - full day) students for classroom placement. All part time students will be filled in the order they are received and based on availability.

## HOURS AND DAYS OF OPERATION

Classes run from September through June, on the same school schedule as the Kindergarten through 5th grades.

Half Day class time is from 8:00 - 11:00 a.m. Full Day Preschool is from 8:00 a.m. to 2:50 p.m. each day. Please do NOT bring your child to class any earlier than 15 minutes before class begins.

## CONTACT INFORMATION

Jennifer Chappuis - Principal 263-6800 ext. 1203 [chappuis.jennifer@cf.k12.mn.us](mailto:chappuis.jennifer@cf.k12.mn.us)  
Katie Quinlan-Preschool Coordinator/Teacher 263-6800 ext.1271 [quinlan.kaite@cf.k12.mn.us](mailto:quinlan.kaite@cf.k12.mn.us)  
Liz Malecha- Preschool Teacher 263-6800 ext. 1274 [malecha.liz@cf.k12.mn.us](mailto:malecha.liz@cf.k12.mn.us)  
Nancy Vonwald- Preschool Teacher 263-6800 ext. 1272 [vonwald.nancy@cf.k12.mn.us](mailto:vonwald.nancy@cf.k12.mn.us)  
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Reid Olson - Community Education 263-6800 Option 9 [olson.reid@cf.k12.mn.us](mailto:olson.reid@cf.k12.mn.us)  
Tammy Baird - Community Education 263-6800 ext.1411 [baird.tammy@cf.k12.mn.us](mailto:baird.tammy@cf.k12.mn.us)  
Melanie Sullivan - Community Education ext.1261 [sullivan.melaine@cf.k12.mn.us](mailto:sullivan.melaine@cf.k12.mn.us)

## SCHOLARSHIPS

Scholarships are available for families meeting the income guidelines. The Director of Community Education approves scholarships. We use the “National School Lunch and Breakfast Program Eligibility Guidelines” to determine eligibility. Forms are available from Community Education when you register your child for preschool. Scholarship money is available for Cannon Falls ISD #252 residents only.

## ARRIVAL/DEPARTURE

Please do NOT arrive with your child more than 15 minutes before the start of class. Your child will be met by a staff member at door B, staff will be there starting at 7:45. If you arrive after 8:00 and no one is at the door, proceed through door A and check into the office.

Staff will bring your child to meet you at Door B at 11:00 a.m. for **half day preschool** and 2:50 for **full day preschool**. If you have not arrived to pick up your child by 11:15 a.m. for half day or 3:15 for full day, we will try to call you. Any parent arriving after that will be charged a fee of \$10 for every five minutes you are late. This will be included on your next bill. Continual late pick-ups may result in the termination of services. If you cannot be reached, the person(s) you have listed on your emergency information form will be called. Anyone authorized to pick up your child must be listed on the registration form.

Only parents or legal caregivers can pick up children from school. We CANNOT allow a child to leave with anyone else without your prior permission. Notify us each time there is to be another arrangement. **When dropping off and picking up your child, please respect the “no parking” sign in front of the building.**

Children enrolled in Preschool have access to before and after school care. There is a separate registration form for Cannon Kids. The academic school day runs from 8:00 a.m. to 3:00 p.m. Cannon Kids before/after school care opens at 6:00 a.m. and closes at 6:00 p.m.

## **BEHAVIOR MANAGEMENT**

The preschool classes follow the same Positive Behavior Instruction and Supports (PBIS) system along with the older students in the district. You may hear your student talk about REAL deal tickets. Respect, Effort, Attitude and Learning (REAL) is the PBIS motto for Cannon Falls School district. PBIS focuses on recognizing positive behaviors in students, being proactive rather than reacting to unacceptable behaviors.

Minor behavior concerns will be reported to parents by classroom teachers. Major behaviors will be reported to parents by the principal or coordinator. After three major behavior reports, a meeting will be held to develop a plan for your child. We will do everything possible to keep your child in our preschool program.

## **BIRTHDAYS**

If you want to have your child share a birthday treat, they must be purchased and in the original container. You can also order birthday treats that are made in the school cafeteria. Order forms are available from your teacher.

## **CANCELLATIONS**

Half Day Preschool will be canceled when Cannon Falls Schools are two hours late because of the weather. Full day Preschool will follow the District's Snow Day and Late Start Policy. If school is closed, so is Full Day Preschool. Full day preschool will open two hours late (10:00 a.m.) on late start days. You will get a call from an automated service if school is canceled.

## **CHILDREN'S FILE**

Teachers and assistants record data on each child to determine progress and assess needs. These files are confidential. Only authorized school personnel may review these files.

## **CLASS SIZE**

Cannon Falls Preschool strives to maintain class sizes of 17 students per classroom with one teacher and one paraprofessional. There may be situations where class sizes may be lesser or greater than 17, provided we maintain the 1 to 10 ratio in agreement with our license.

## CLOTHING

Comfortable, washable clothing (pants, shorts, soft-soled shoes) allow children the freedom to play and work in school without concern for damaging clothes. Dresses and dress shoes can be dangerous when jumping and climbing. Inexpensive clothing that is easy to put on, snap, zip, or button is helpful. We strongly recommend children to wear non-tie shoes, that they can get on and off by themselves. Smocks are provided for painting, water and other messy activities, but accidents do occur.

- **To help with lost mittens, hats, boots, etc., please label items with the child's name.**
- **Children must be fully potty trained before attending preschool.**

## COMMUNICATIONS

We feel it is extremely important for you to know about your child's day. Please feel free to talk briefly with your child's teacher during drop off/pick up or you can email. Since drop off and pick ups may be a busy time at door B, if you need to talk to your child's teacher for longer than a few seconds please feel free to set up a phone conference with them. **Preschool Conferences will be held in October and February.**

## CURRICULUM

Cannon Falls Preschool utilizes the Teaching Strategies Curriculum. The Teaching Strategies curriculum believes that children learn best by actively engaging with people and things in their environment. Children will learn through hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play.

## EARLY CHILDHOOD SCREENING

The early childhood years are an important time of rapid learning and growth. Early Childhood Screening is a quick and simple check of how your child is developing. It identifies, at an early stage, possible health or learning concerns, so that children can get help before entering the K-12 system. Please talk to Megan Lampman to get an appointment for the screening, if you have not already done so.

Screening dates will be September 22, November 17, February 16, and May 9. Unless otherwise noted, screening will be held during the day at the Cannon Falls Elementary School and a parent or adult is required to attend with them.



## **EARLY CHILDHOOD SPECIAL EDUCATION SERVICES**

Children with special needs attend Community Education preschool classes through the cooperative effort of Community Education and Special Education. This program gives children individual services for their special needs while participating in a preschool class.

## **FIELD TRIPS**

Community trips are important learning experiences. Parents will be told the date, time and location of a trip in advance of any field trips. A field trip permission slip must be signed to allow your child to attend a field trip.

## **HOLIDAY BREAKS/TEACHER WORKSHOPS**

Cannon Kids School Age Care is available for full day preschool students during some breaks and teacher workshop days. Full day students have the option of attending that day for \$34.00. Cannon kids opens at 6:00 AM and closes at 6:00 PM. Classes will have fun, educational activities available, but their regular classroom teacher will not be there. Parents will need to register with the Cannon Kids Coordinator and sign up for the days your child will attend at least a week before the “no school” day.

## **ILLNESS AND SCHOOL ATTENDANCE**

Very often parents have questions regarding when a child should stay home from school due to illness. Please do NOT bring your child to school if they are sick. In general, the following guidelines are used:

- Elevated temperature (above 100 degrees) within the last 24 hours
- Vomiting - within the last 24 hours
- Diarrhea - within the last 24 hours
- Strep throat - on antibiotics for 24 hours

A school health nurse will be available 7:30-3:30. She will be available for consultation with parents at any time. The nurse may be reached by calling 263-6800 ext. 1262. It is the policy of the school to send children home who become ill during the school day. However, a child will never be sent home (illness, etc.) unless a parent, relative or friend is notified and agrees to accept responsibilities. Please note: Nurses and school

medications are not available for after school activities or Community Education events. If your child has a special physical or health need, or takes a daily medication, please take the time to inform the school nurse. Health plans will be written to assure that your child is safe at school. The Health office will also work with other school staff members as needed to plan for the needs of your child. If we discover any health needs, we will inform families and recommend follow up with your primary care provider. Student sick days are **not** deducted from your bill.

In the case where one of the conditions occurs at school (i.e., elevated temperature; vomiting; diarrhea) the parent will be contacted to take the child home. If the parent cannot be reached, one of your emergency contacts will be asked to pick up the child. School personnel cannot transport students home.

## **ITEMS FROM HOME**

Teachers discourage toys brought from home. This is because it is difficult for young children to be responsible for the loss and potential damage of personal items that can occur and the germs that may be brought back home. We cannot be held responsible for items that are lost or damaged. There may be special days where your child is able to bring in something to share from home, your child's teacher will let you know when this will be.

## **LUNCH**

Full Day children will eat lunch in the elementary cafeteria. They have the option of bringing a cold lunch from home or purchasing the school's hot lunch. Half Day students are released to parents before lunch time.

## **MANDATORY REPORTING**

In Minnesota, anyone who works with children is required by law to report to authorities suspected physical abuse, sexual abuse or neglect of children.

## **PLC DAYS**

Preschool classes will operate with the elementary school calendar, and will be ending at 12:50. If care is needed for after 12:50, your child will need to be enrolled in Cannon Kids.

# PARENT INVOLVEMENT

All volunteers must have a signed volunteer form on file in the office. This form reviews necessary guidelines that each volunteer must adhere to. This also includes a copy (front and back) of their drivers license. This will remain on file for one school year.

## PARENT - SCHOOL PARTNERSHIP

### PARENT(S):

- Support your child.
- Help the teacher get to know your child.
- Share your questions and concerns.
- Attend conferences.

### STAFF:

- Respect the parent-child relationship.
- Answer parent questions and concerns.
- Value parents and help them get involved.
- Schedule conferences with families.
- Understand and listen to parent's needs.

## PAYMENTS

### **Half Day Preschool**

8:00am-11:00am = \$13.00 per day

### **Full Day Preschool**

8:00am-2:50pm = \$26.00 per day

Your payment can be sent with your student, given directly to the teacher, or mailed to Community Education, 820 East Minnesota Street, Cannon Falls, MN, 55009 or dropped off at our offices (next to the district office at the east end of the high school). You may sign up for auto payment with a credit card. If you need to make alternate payment plans, please call the Community Education office, 263-6800 ext. 9, office hours are Monday through Friday, 7:30 a.m. - 3:30 p.m.

If 10 days have lapsed since the payment due date and you have not made a payment or payment plan, we may exercise our option to withdraw your child from preschool. Preschool is funded entirely by tuition payments. Please be prompt with your payments. Thank you for your cooperation.

## SCHOOL BAGS

Each child needs a school bag for transporting papers, an extra change of clothes, snow clothes, and messages. It is important that you check your child's back daily. Please label the bag with your child's name. A LARGE simple bag that opens wide and easily at the top and can hold large pieces of artwork is best.

## SEPARATION

Please talk to your child's teacher if you have concerns about your child's comfort with school and his/her ability to separate, or if you want help with separation. If your child needs a special object from home to help them feel comfortable it is okay to send it. This can include a blanket, soft animal, or whatever they need.

## SNACKS

Children will have snack time each day in preschool. **Parents are responsible for providing one nutritious snack each day**, the school will provide milk to drink. It is critical that parents inform us of any food allergies or other medical conditions that restrict your child's diet.

## SUPPLIES

- 1 folder
- 1 notebook
- 1 1 inch three ring binder
- 2 boxes of kleenex
- 1 canister of disinfectant wipes
- 1 package (of 5) dry erase markers
- 1 box (8) of washable markers
- 1 box of 24 crayons
- 4 glue sticks
- 1 bottle of glue
- 1 pencil box
- 1 backpack
- a change of clothes
- daily snack

## **TRANSPORTATION**

Transportation is to be furnished by families, but 4-year olds are eligible to ride the school bus if the child will be riding with an older sibling. To be eligible to ride the bus, the transportation form must be completed prior to bus assignment. Preschool students not following bussing rules and expectations, can be removed at the discretion of the Transportation Director. Contact Community Education with questions regarding bussing.

## **VISITORS**

All visitors must have an appointment scheduled in advance. They will then check into the elementary office. Please contact your child's teacher and Mrs. Chappuis to make that appointment. [chappuis.jennifer@cf.k12.mn.us](mailto:chappuis.jennifer@cf.k12.mn.us)

## **WITHDRAWAL**

Parents must notify the Preschool Coordinator by email ([quinlan.katie@cf.k12.mn.us](mailto:quinlan.katie@cf.k12.mn.us)) or ([community.ed@cf.k12.mn.us](mailto:community.ed@cf.k12.mn.us)) if you plan to withdraw your child from the preschool program and give at least two weeks' notice.