

Early Childhood Family Education (ECFE) Parent Handbook Highlights

Registration: We ask that you preregister for all ECFE classes and pay in advance of the first class. For winter and spring sessions, pre-registrations will be available for currently enrolled families.

Fees: Payment is due by the first class of each session. Please see us to arrange payment plans if necessary.

Class Cancellation: Classes may be canceled if a minimum number of children do not enroll.

Refunds: ECFE does not refund money for missed classes. If class is canceled due to weather more than once during the session, a credit will be issued toward the next session.

Cell Phones: Please keep your cell phone on silent in bags or pockets. We understand that important calls may come during class, but phone conversations are disruptive to class time. Please take necessary brief phone calls in the hallway.

Clothing: Remember to dress your child to have fun, wearing clothes that allow for easy movement and art activities. We use washable paint and markers, but cannot guarantee that paint or glue will not wander! Please have children wear sturdy shoes and socks. Bare feet are not allowed in the gym or space maze.

Bringing Other Children to Class: If, in an emergency, you need to bring an additional child to class, you must first call the classroom ahead of time to receive permission. Staff will make a decision based on class size and needs. The visiting child must be registered for liability purposes, and will be billed \$4 per class.

Sibling Care: We may provide sibling care for younger or older (non-school age) siblings of the child you are bringing to class. Arrangements for sib care need to be made at the time of registration. Please call the office (333-6460) if your child will not be coming to sib care.

Crying: We will do everything to make separation go smoothly, but if crying does occur, our staff will never allow your child to cry for a long time. We will come get you if we need you for any reason, but it is helpful for parents to allow staff and children to become comfortable with one another.

Diapering and Bathroom: Parents are responsible for diapering and bathroom needs. Diapers must be changed in the bathroom or on a changing table, if available. This is a health and sanitation issue.

Snacks: We ask that parents provide a snack once during each session if their child's class serves snack. Snack should be nutritious, but no homemade treats are permitted. Please let staff know if your child has any food sensitivities or allergies.

Parent and Child Interaction Time: This is a special time for you and your child without the distractions of home. Follow your child's lead and enjoy this time with him or her. We ask that cell phones not be a distraction during this time.

Parent Discussion Time: This is your chance to relax and discuss the joys and concerns of every day parenting with other parents. If your child is not yet ready for separation, we ask that you stay with your child in the children's classroom, rather than bringing a child into the parent discussion room (newborns and lap babies are welcome during parent time). We ask all parents to respect their groups, give all parents an opportunity to share, and maintain confidentiality about what is shared in the group.

Immunizations: All children participating in school district early childhood programs are required by the MN Immunization Law to provide proof of immunizations or record of a legal exemption. Records for ECFE students must be in by the second week of attendance, or a plan must be in place with the office.