

www.farmingtonCE.com  
(651) 460-3200



**ECFE**

**2022-23**

**Farmington  
Community  
Education  
District #192**

**Office  
651-460-3200**

Early Childhood Family Education  
Handbook



## Class and Attendance

- ◆ Parent(s)/Guardian(s)/Grandparent(s) must accompany their child to all ECFE classes and/or activities and remain for the duration of the class. Grandparents, moms and dads are encouraged to come to classes.
- ◆ If you will be unable to attend a class, please notify us by calling the Meadowview ECFE office (651)460-3232 or TLLC room 651-460-3864 before class time.
- ◆ Staff will be available during the parent/ child time to replenish supplies and to supervise the classroom. Parents are responsible for their child(ren) while they are with them in any room. This is your time with your child. Please make the most out of the parent/child interaction time by participating with your child. If you need assistance with your child or have any questions about the activity, please ask one of the staff.
- ◆ If you need to leave early please notify the staff before separation time. Knock on the children's classroom door and/or the sibling care room door, and staff will bring your child to you.
- ◆ Dress your child - and yourself - in casual and comfortable clothes.
- ◆ Shoes or slippers must be worn during class.
- ◆ Please take your child to the bathroom before you separate for the parent discussion.
- ◆ Child Interaction time. These activities are specifically designed for parents and children to participate in together. Evening classes will follow the same routine.
- ◆ If your child is in the process of toilet learning, please bring a diaper, pull up and a change of clothes. It takes a few sessions for a child to develop the trust to tell someone, other than mom or dad, that he/she needs to go to the bathroom. Please tell your child it is all right to ask the staff for assistance to the bathroom. Label your child's diaper bag, diaper, and change of clothes, etc., with a piece of tape. Please bring disposable diapers only. Parents will be called to change diapers of children in childcare and classrooms.
- ◆ No formal parent-staff conferences will be held regarding your child. However, if you have concerns or questions, please feel free to share them with us at a time when your child is not present. You may schedule a telephone conference with either the Early Childhood Teacher or the Parent Discussion Teacher, by calling Meadowview ECFE office (651)460-3232 or by making a telephone conference appointment time directly with the teacher of your class.
- ◆ The parenting component is extremely important in the ECFE programs. This is a time for a parent to use the Parent Educator and the other parents to gain ideas and resources for their parenting.
- ◆ Parents are asked to refrain from using ECFE class time to solicit for home businesses, or fund-raising opportunities.

### Food

- ◆ Children enjoy a snack during the second half of each class. You may bring a sippy cup if your child needs one and label it with your child's name. Please notify staff if your child has food allergies, sensitivities, or special dietary needs.
- ◆ No cupcakes or cakes. Birthday party favors will be sent home in the child's backpack. Please be considerate and sensitive to allergies in your child's classroom.

### Incident Weather Policy

When Farmington Schools are closed due to inclement weather, ECFE will also be closed. If there is a 2-hour late start, there will be NO morning classes. Afternoon classes will go on as scheduled. Refunds will be given only after a class has been canceled two times. In some situations there may be an online class in place of the in-person class. For information on school closings due to inclement weather, call (952)985-1100. Community Education announcement line (651)460-3299.

# Health Matters

- ◆ All children attending ECFE classes, including children in sibling care, must have an immunization record completed for ECFE. This document is collected yearly unless additional immunization dates need to be added.
- ◆ Please let us know if your child contacts a communicable disease (measles, fifth's disease, chicken pox, head lice, COVID, etc.), call the Community Education office at (651)460-3200.
- ◆ If you or your child has had a fever, diarrhea, vomiting, strep throat, pink eye, COVID etc., within 48 hours of any ECFE class or event, we ask that you do not attend.
- ◆ The staff will handle minor cuts and scrapes when the parent is not present, and the parent will be notified at the end of class. Parents will be called to the classroom if the child seems to need a parent present to be comforted. In case of a serious injury, staff will immediately inform the parent.
- ◆ The ECFE staff will call the parent for assistance when diapers need to be changed or there have been accidents in toilet learning.
- ◆ For sanitation reasons we ask that you change diapers or soiled clothes in either the classroom bathrooms or the adult bathrooms down the hall.

## District Information

- ◆ ECFE follows the District #192 Weapons Policy (#FPA), which includes any kind of toy, which may resemble in any form, a "real" weapon that could scare or be used to threaten others.
- ◆ ECFE follows the District #192 NO SMOKING policy, which prohibits smoking in school buildings or on school grounds.
- ◆ Our Meadowview site has been equipped with an entrance door that has a handicapped accessible opener. This piece of equipment has been installed for individuals needing assistance in entering the building. Please use this door sparingly. Please use this as a teaching time to encourage your children to use the other set of doors to the building and not misuse the button.

### *Address and Phone number changes*

Please notify us of any changes in your address or phone number by updating your account online. We need to keep all current addresses, work and home phone numbers on file, in case of an emergency.

### *Photo Release*

District #192 Community Education periodically takes pictures of participants in our classes and during other sponsored activities. These photos may be used in the Community Education catalog, newspaper, teacher website or other public relation or promotional materials. If you do not wish to have your child's picture taken or published you must provide us written notice in advance.

### *Security Process*

For security needs in our district, all adults that are attending ECFE will be required to have a sticker name tag. When you come into the building go directly to sign in and receive your name badge. We ask that you do not take this badge off until you have exited the building.



4



**We have a Pinterest Page!**  
**Find us at:**  
**Farmington**  
**Preschool Kids**

## Do we have everyone?

Have you registered your baby, toddler, or preschooler with the Farmington School District census?

### Having your child's name on the census will ensure:

- ◆ Receiving all Early Childhood mailings
- ◆ Notification of Early Childhood Screening
- ◆ Registration information about Kindergarten
- ◆ Notification about Kindergarten Round-up

## You can help!

If you have moved to or within Farmington School District 192, changed your phone number, or had a new baby, you will need to update the census information.

**Farmington School District Census Office**

**Call (651) 463-5052**

**Tell a friend!**