Early Childhood Programs
Little Rangers
Family Handbook

Forest Lake Area School Community Education
Early Childhood Programs
943 9th Ave SW
Forest Lake, MN 55025

Office Hours
8:00 am – 4:00 pm
Monday – Friday

Office: 651-982-8300
Fax: 651-982-8375
Email: earlychildhood@flaschools.org
Website: www.flaschools.org/preschool

Welcome to Little Rangers Preschool

Table of Contents

ECFE Core Values..... 3
Early Childhood Programs Staff..... 3
A 4
Age Guideline..... 4
Animals on School Grounds..... 4
Assessment..... 4
Attendance..... 4
B 4
Behavior Management..... 4
Birthdays..... 5
Breakfast..... 5
C 5
Calendar..... 5
Child Abuse Reporting..... 5
Classroom Engagement Model..... 5
Communications..... 5
Conferences..... 6
Crisis Management..... 6
Curriculum..... 6
D 7
Discipline Complaint Procedure..... 7
Divorced/Separated/Guardians..... 7
Drop off and Pick up..... 7
E 7
Early Childhood Expectations..... 7
Early Childhood Screening..... 8
G 8
Grievance Procedure..... 8
H 8
Harassment, Violence and Discrimination..... 8
I 8
Illness..... 8
Immunization..... 9
L 9
Late Pick-Up Policy..... 9
Lunches..... 10
M 10
Medications/Health Plan..... 10
N 10
Nonexclusionary Discipline..... 10
P 10
Parent Advisory Council..... 10
Pledge of Allegiance..... 11
Program Fees..... 11
R 11
Registration Requirements..... 11
S 11
School Closings..... 11
Smoking Prohibited..... 12
Snack Time..... 12
Social Media..... 12
Special Education Integration..... 12
Sunscreen..... 12
T 13
Toilet Training..... 13
Toys from Home..... 13
Transportation..... 13
V 14
Volunteers..... 14
W 14
Withdrawal Requirements..... 14

ECFE Core Values

The purpose of Forest Lake Area Schools Early Childhood Program is to:

- Strengthen families
- Foster children's development
- Provide both parent and child education and learning
- Partner with families to provide resources, education, and referrals.
- Support opportunities for all families.

Early Childhood Programs Staff

We are staffed by friendly and caring people. All teaching staff have experience and/or education working with children ages 0-5. Our trained teaching assistants assist in classrooms and staff our sibling care and child care programs.

Program Coordination

Bethany Hardy	*Early Childhood Programs Coordinator*	bhardy@flaschools.org	651-982-8315
Rachel Kaiser	*Early Childhood Assistant Coordinator*	rkaiser@flaschools.org	651-982-8318
Lori Harrington	*Early Childhood Support Manager*	lharrington@flaschools.org	651-982-8378
Bonnie Hushagen	*Early Childhood Nurse*	bhushagen@flaschools.org	651-982-3165
Katie Suloff	*Office Assistant*	ksuloff@flaschools.org	651-982-8349
Erika Siverhus	*Office Assistant*	esiverhus@flaschools.org	651-982-8300
Jill Krautkremer	Special Education Coordinator	jkrautkremer@flaschools.org	651-982-8314
Debbie Legeault	Special Education Admin Assistant	dlegeault@flaschools.org	651-982-8131
Angell Pearson	ECSE Office Assistant	apearson@flaschools.org	651-982-8309

For a list of all program staff and contact information, please visit our website at www.flaschools.org/ec.

A

Age Guideline

Our program follows Forest Lake Area School's guidelines regarding the eligible age for school attendance. Students must be the appropriate age for a class by September 1st of the current school year. Classroom activities are geared to the developmental levels of the children in attendance.

Animals on School Grounds

School Board Policy #706 states: "To ensure safety of students and the community, no animals are allowed on school grounds unless with the prior approval of building principals or the Community Education Director."

To request permission to bring an animal onto school grounds, please submit a written note to the building principal. Note that for health and safety reasons, pets are generally not permitted inside the building; please coordinate with staff for a suitable outdoor visit.

Assessment

The Desired Results Developmental Profile (DRDP) assesses development throughout the school year. It is a developmental continuum from early infancy to kindergarten entry. The DRDP was developed in California and aligns with the Early Childhood Indicators of Progress. It is a formative assessment instrument approved by the MN Department of Education and Parent Aware.

Information on our assessment can be found online at www.flaschools.org/preschool.

Attendance

Please contact your child's teacher directly before class if your child will not be in school. If you are unable to reach your child's teacher, please contact the Early Childhood office at (651) 982-8300.

B

Behavior Management

The following factors guide behavior management:

- Children are treated with respect.
- Staff model positive, acceptable behavior.
- Behavior expectations are consistent with the developmental level of the child.
- Children are redirected to alternative activities if behavioral problems arise.
- Children are taught acceptable alternatives to problem behavior.
- Protecting the safety of children and staff is of prime importance.

All staff have been trained to use frameworks suggested by the Department of Children, Youth and Families.

Through targeted interventions, these frameworks foster the social, emotional, and behavioral development of young children. We view behavior management as a partnership and will communicate openly with families to ensure a consistent approach between home and school.

Birthdays

Birthdays are a special day for your child. The school district has implemented a policy prohibiting students from bringing birthday treats. Teachers will ensure that your child feels special for the day. Invitations must be distributed **outside** of class. Staff are not permitted to disclose any information regarding invitations. For more information, please visit District Wellness Policy 546.

Breakfast

Our district offers free breakfast for students at the start of each school day. Preschool students who choose to eat breakfast at school will eat with their peers and a preschool staff member.

C

Calendar

Preschool begins one week after the K-12 school year starts and follows the district calendar.

Child Abuse Reporting

School District employees are mandated by state law to report suspected child abuse or neglect to county social services or the local police department.

Classroom Engagement Model

The Classroom Engagement Model (CEM) is a framework used in Minnesota to apply practices that improve engagement, social relationships, and independence for children with and without disabilities, promoting the full participation of every child in a classroom setting. The Forest Lake Little Rangers Program has four goals in using the classroom engagement model:

- Students will be more excited, engaged, and actively participating in learning, resulting in improved kindergarten readiness and overall learning outcomes.
- Families will develop strategies that can be applied in the home environment, making family routines easier.
- Staff will learn strategies to increase knowledge, confidence, and collaboration, creating time during the day to focus on play and learning with children.

Communications

Teachers send out monthly newsletters that include information about classroom activities and other topics of interest to parents. The Early Childhood Office also sends out monthly newsletters. Teachers provide parents with their school email and direct phone line. We encourage you to communicate regularly with the teaching staff.

Conferences

Parent-teacher conferences are an integral part of our program. The classroom teacher will schedule these meetings twice a year, at the same time as the elementary buildings. Of course, you are welcome to come to the teacher at any time with questions, concerns, or information regarding your child. Please note that we are uncomfortable discussing your children in their presence.

Crisis Management

School Board Policy #538 has been developed in consultation with state guidelines, local community response agencies, and other relevant individuals and groups likely to be involved in assisting with a school emergency. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. State law requires a minimum of five school lockdown drills, five fire drills, and one tornado drill each year. Written communication will be sent to families before a lockdown drill. Families may opt their students out of lockdown drills by submitting a written notice to the school before the drill date.

If situations arise in any of our school buildings, all of our schools use a standardized set of protocols from the *I Love U Guys Foundation* to ensure our staff and students know what type of emergency is occurring and how to respond. These protocols are used with the local law enforcement and/or the county Sheriff's office. It is intended to provide clear emergency information for staff, students, and their families. If emergency communications are sent during the school year, we will reference these response categories and provide information about the situation. For further information about our Standard Response Protocol from the *I Love U Guys Foundation*, click here. You can also review the Standard Response Protocol Parent Handout.



Curriculum

In all Little Rangers Preschool classes, we use the Frog Street curriculum. This comprehensive curriculum educates students in all developmental domains. As a Parent Aware-rated program, we are required to choose a researched and approved curriculum. Frog Street meets these requirements.

Frog Street includes a research-based scope & sequence for literacy, math, and content domains. Acknowledging the individual needs of ALL learners, the pre-k curriculum includes strategies for differentiated

instruction, adaptations for special needs and Dual Language Learners, and more. Cultural responsiveness strategies are also incorporated at the point of use, with prompts and reminders to help teachers maintain an anti-bias mindset.
You can find information on our curriculum and assessment online at www.flaschools.org/preschool.

D

Discipline Complaint Procedure

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of local behavior and discipline policies, are not implemented appropriately or are applied discriminatorily.

The Elementary Student Code of Conduct includes major portions of the district policy on discipline, and the entire School Board Discipline Policy #515. You may also request a copy from the school office.

Please also see Nonexclusionary Discipline

Divorced/Separated/Guardians

Until a court action establishes custody, neither parent may limit the other from picking up the child from school. It is not within our rights to withhold a child from a parent unless there has been court action limiting parental rights. FLAS Early Childhood Programs requests that a copy of a judge's order establishing custody be on file to prevent a non-custodial parent from accessing their child.

Drop off and Pick up

We value your child's safety. Children must be escorted to the classroom or designated drop-off location and must be left with the teacher. Children may not be dropped off outside the room or in the building's vestibule. Children are the responsibility of their parents before and after class.

At the time of enrollment, parents must provide the Early Childhood Programs with the names of persons authorized to pick up the child and any person not authorized for pick up. The parent or guardian is responsible for informing the Early Childhood Programs of any changes in this list throughout the year. If necessary, the program may require photo identification or other official identification before releasing the child. If someone other than an authorized person is to pick up your child, please notify your child's teacher. **We will only release children to authorized persons.**

E

Early Childhood Expectations

The Early Childhood Indicators of Progress (ECIPs) outline key areas of learning from birth to age five. They reflect a shared understanding of what children typically know and can do before kindergarten. Learning in early childhood is not always linear—skills may emerge, fade, and return as the brain develops. ECIPs are not used for high-stakes assessment but help guide instruction, curriculum, and support for each child's growth. They promote equitable access to high-quality learning through both play-based and teacher-guided experiences.

The learning domains include:

1. Social and Emotional Development
2. Approaches to Learning
3. Language, Literacy, and Communications
4. The Arts
5. Social Systems (Cognitive)
6. Physical and Movement Development
7. Mathematics (Cognitive)
8. Scientific Thinking (Cognitive)

For more information on the ECIPs, visit the Minnesota Department of Education website.

Early Childhood Screening

Minnesota's mandatory Early Childhood Screening Program is available through our center. Children must be screened within the first 90 days of the start of preschool and before entering district kindergarten classes. Screening is best done before your child turns four; screening only needs to be done once. The screening includes assessments of vision, hearing, and development, as well as a review of immunizations and health history, and a parent interview. If you need an appointment for screening, please call (651) 982-8300.

G

Grievance Procedure

Any question, request, or concern a parent/guardian may have should first be addressed to the child's teacher. If the teacher cannot resolve the matter, the matter may then be addressed to the Early Childhood Coordinator.

H

Harassment, Violence and Discrimination

Please refer to School Board Policies 425 and 510. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work email address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

I

Illness

It is disappointing for parents and children to miss class, but for the health of your child and others in the program, please keep your child home if s/he is sick or has any of these symptoms. Children must be fever-free (without fever-reducing medication) and have had no vomiting or diarrhea for a full 24 hours before returning to school.

- **Fever** - Axillary or oral temperature: 100 degrees F. or higher, especially if accompanied by other symptoms such as vomiting, pink eye, sore throat, diarrhea, headache, stiff neck, or an undiagnosed rash.

- **Respiratory Symptoms** - Severe or uncontrolled coughing and a discolored discharge from the nose or the ears.
- **Respiratory Illness** (with fever) - Until the child is without fever for 24 hours and is well enough to participate in normal daily activities
- **Diarrhea** - An increased number of abnormally loose stools in the previous 24 hours.
- **Fifths Disease** - A rash that moves from face to arms, legs, and body - may have a “slapped cheek” appearance on the face. Once the fifth disease rash appears, the child is no longer contagious.
- **Vomiting** - Vomited once in the past 24 hours.
- **Chicken Pox** - Until all the blisters have dried in scabs (about 6 days after rash onset)
- **Impetigo** - Until sores are healed or can be covered with bandages or until the child has been treated with antibiotics for at least 24 hours.
- **Lice** (Head) - Until the first treatment is completed, no live lice are seen.
- **Measles** - Until 4 days after the rash started.
- **Streptococcal Infection** (Sore Throat/Scarlet Fever): Wait at least 12 hours after treatment begins and the child has not had a fever for 24 hours.
- **COVID-19** - until fever-free and well enough to participate in normal daily activities.

Parents will be informed if children have been exposed to a communicable disease. To report an illness, please call the Early Childhood Nurse at 651-982-3165.

Immunization

Minnesota Statute Section 121A .15 requires that all children enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella (and hepatitis B for incoming kindergartners), allowing for specified exceptions. Each student's immunization record will be kept on file as the law requires. See School Board Policy #525 for more information.

- Under-immunized Children
    - If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs at school, children who are not fully immunized will be excluded from the communicable period of the disease.

L

Late Pick-Up Policy

Prompt pick-up is expected at the end of each class. Families arriving after the scheduled dismissal time will be charged a base fee of $5.00, plus $1.00 for each minute thereafter. If you are delayed, please notify the teacher directly or the Early Childhood Programs office at 651-982-8300 immediately. We recommend arranging a backup contact for emergencies to ensure your child is picked up on time. Late fees will be applied directly to your account; consistent tardiness may result in a review of your child’s enrollment.

Repeated late pick-ups may result in the discontinuation of your child’s enrollment in the program.

Lunches

Full-day preschool participants can eat a hot lunch or bring a bag lunch from home. Please visit the district's nutritional services website for information on school lunches and how to sign up.

M

Medications/Health Plan

Generally, students are not permitted to take medication while attending Little Rangers Preschool. If a child must receive medications while at school, the Early Childhood nurse will work with parents to create a health plan for the child. Please indicate on your child's registration if your child has any health concerns.

N

Nonexclusionary Discipline

In accordance with MN Statute 121A.425:

Subdivision 1. **Disciplinary dismissals prohibited**. A pupil enrolled in a preschool or prekindergarten program, including a child participating in early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program, may not be subject to dismissals under this chapter. Notwithstanding this subdivision, expulsions and exclusions may be used only after resources outlined in subdivision 2 have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

Subd. 2. **Nonexclusionary discipline**. For purposes of this section, nonexclusionary discipline must include at least one of the following:

(1) collaborating with the pupil's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;

(2) creating a plan, written with the parent or guardian, that details the action and support needed for the pupil to fully participate in a preschool or prekindergarten program; or

(3) providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the pupil is eligible for special education services or section 504 services.

P

Parent Advisory Council

The Early Childhood Parent Advisory Council (PAC) is a group of parents and community members who support Forest Lake Area Schools' early childhood, parent education, and school readiness programs. Input from the council is essential to the success of our programs. Attending PAC meetings is a great way to learn more about school district programs and make personal connections with other families attending ECFE and preschool programs. The PAC is open to any parent or community member.

Meetings are held quarterly in the evening. Childcare is free, but please call in advance to register. If you are interested in joining or want more information, call 651-982-8378.

Members of the PAC receive priority registration for classes.

Pledge of Allegiance

State law requires all students to recite the Pledge of Allegiance at least once a week. If an individual student or staff member does not wish to participate, they may elect not to do so, and respect must be shown by other students and staff regarding the right to make that choice.

Program Fees

- Once your contract is accepted, a non-refundable registration fee of $50 will be charged.
- We rely on the fees you agree to pay when registering your child for classes.
- Preschool fees are due the first of each month through May. September's tuition payment is due in August.
- Payments must be made by the 15th of each month to avoid a $10 late fee. If payment has not been received fourteen (14) days after the due date, your child may be dismissed from the program. Any remaining balance on your account will be sent to a collection agency. All tuition and fees must be paid before you can register any child in the family for any further preschool classes.
- Monthly payments can be automatically charged to your credit card if you indicate this during the registration process in Eleyo.
- For information on financial assistance, please go online to www.flaschools.org/preschool. If you have any questions regarding fees or payments, please call the business office at (651) 982-8349.

R

Registration Requirements

Caregivers will be asked to complete the following forms before a child can begin classes and can be found online at www.flaschools.org/ecforms: (all information collected is confidential)

S

School Closings

School closings can happen due to weather or other non-weather emergencies. Forest Lake Area Schools lists school closings on channels 4, 5, and 11. If we are closed due to a non-weather-related emergency, we will try to contact participants via Blackboard Connect. Please ensure you have the best contact information in ParentVue. School closing announcements for Forest Lake Area Schools include Early Childhood Programs. A 2-hour late start indicates no morning classes; all classes beginning after 12:00 PM start at the normal time. School closures mean there are no morning, afternoon, or evening classes.

Due to our program's reliance on fees, no refunds will be given for school closing (inclement weather days).

Smoking Prohibited

Per Minnesota law, Smoking is prohibited in this facility and on its grounds, including in personal vehicles.

Snack Time

Families provide one snack for the full-day program. Each family will sign up to send a healthy, nutritious snack for a week during the school year. Please avoid nut products, including peanut butter, to maintain a safe environment for children with allergies. Your child's teacher will let you know if there are other allergies in the class. We will have alternative snacks on hand, such as crackers, as a substitute. Snacks will not be refrigerated. Water will be provided for their beverage.

Social Media

Early Childhood Staff are requested to refrain from being Facebook friends with any parents while their child is currently enrolled in the teacher's class. Please do not contact the teacher or other Early Childhood staff using social media to address confidential school concerns or questions. Instead, use program-approved media, such as email or phone.

Special Education Integration

The FLAS Early Childhood Programs work closely with the FLAS Early Childhood Special Education Department. As part of the FLAS District's commitment to providing the best education for all students, and in keeping with the special education laws of the State of Minnesota and the federal government, the Early Childhood Program ensures that children with special needs have the opportunity to interact regularly with their same-age peers. This process often involves allowing children in a special education preschool program to visit a general education preschool classroom for social and academic learning experiences.

This type of programming benefits all students. Children with special needs learn best from their peers through role modeling appropriate social and behavioral skills. Typically developing children have a unique opportunity to act as mentors to their peers and learn compassion, tolerance, and patience by working with children with developmental delays.

Sunscreen

In accordance with district Policy 528 Student Medication**: "**A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen."

This means a student may bring sunscreen to school but must apply it themselves. Label sunscreen with your child's first and last name. Non-aerosol sunscreen is preferred.

T

Toilet Training

- *Three-year-olds*: Children should be mostly bathroom independent, knowing when they need to use the bathroom and are having few accidents.
- *Four-year-olds*: Children need to be completely toilet-trained.

A child is toilet trained when they can communicate their need to use the bathroom and independently perform basic hygiene needs. We recognize that newly toilet-trained children occasionally have accidents, so we work with parents to complete the toilet-training process.

For liability reasons, if a child has an accident, the teaching staff will supervise and give verbal instructions for the child to clean up. A good practice is to put an extra set of clothing in your child's backpack. Sometimes children who typically do not have accidents may occasionally have one.

If supplies are not provided, or a child cannot clean themselves, parents/guardians may be called to pick up a child after a toileting accident. Please notify staff regarding any concerns in this area. A child may be removed from the program due to repeated toileting accidents.

**Special circumstances are accommodated due to medical needs. Students on an IEP must follow these guidelines when placed outside of SpEd service time.*

Toys from Home

Toys brought from home present special problems for children, parents, and staff. Prized possessions are very difficult to share and may get broken or lost. We urge you to bring only items that a group can share or have been requested by a teacher (e.g., a book, CD, or special items related to the unit of study). Please label all items with your child's name.

Transportation

School District transportation is available for children ages 4 & 5. Students can ride the bus in the morning (9:15 am) and/or home after school (3:30/3:40 pm). Parents or caregivers will have to transport in the middle of the day. Children who enroll in the full-day preschool can ride the bus to and from school. **Children riding to school must be at the bus stop when the bus arrives, and an adult over 18 must be present to escort the child onto the bus. This includes daycare providers.** If this is violated, your child's transportation privileges may be canceled.

Forest Lake Early Childhood Programs reserve the right to immediately dismiss a child from busing if serious problems occur. The following explains the results of a busing incident.

- 1st incident – parent contacted for a warning,
- 2nd incident – parent contacted and possible 1-day suspension from busing
- 3rd incident – parent contacted and possible multiple-day suspension from busing
- 4th incident is cause for dismissal from busing.

V

Volunteers

Volunteers are very special people. They play a vital role in our program. Volunteer opportunities are varied and may include helping with publicity, assisting in the classroom, serving on the Parent Advisory Council, assisting at special events, or repairing toys. Parent involvement is key to your child's success in school. Let us know if you have a talent to share. All volunteers must complete a background check.

W

Withdrawal Requirements

If you withdraw your child from the Little Rangers Preschool Program, you must notify the Early Childhood Business Office with two (2) weeks' notice. If a refund is required, the amount will be adjusted, and these two weeks will continue to be charged.

Updated 9/10/2026

Early Childhood Programs
Little Rangers
Family Handbook

Forest Lake Area School Community Education
Early Childhood Programs
943 9th Ave SW
Forest Lake, MN 55025

Office Hours
8:00 am – 4:00 pm
Monday – Friday

Office: 651-982-8300
Fax: 651-982-8375
Email: earlychildhood@flaschools.org
Website: www.flaschools.org/preschool

Welcome to Little Rangers Preschool

Table of Contents

ECFE Core Values....3
Early Childhood Programs Staff....3
A....4
- Age Guideline....4
- Animals on School Grounds....4
- Assessment....4
- Attendance....4

B....4
- Behavior Management....4
- Birthdays....5
- Breakfast....5

C....5
- Calendar....5
- Child Abuse Reporting....5
- Classroom Engagement Model....5
- Communications....5
- Conferences....6
- Crisis Management....6
- Curriculum....6

D....7
- Discipline Complaint Procedure....7
- Divorced/Separated/Guardians....7
- Drop off and Pick up....7

E....7
- Early Childhood Expectations....7
- Early Childhood Screening....8

G....8
- Grievance Procedure....8

H....8
- Harassment, Violence and Discrimination....8

I....8
- Illness....8
- Immunization....9

L....9
- Late Pick-Up Policy....9
- Lunches....10

M....10
- Medications/Health Plan....10

N....10
- Nonexclusionary Discipline....10

P....10
- Parent Advisory Council....10
- Pledge of Allegiance....11
- Program Fees....11

R....11
- Registration Requirements....11

S....11
- School Closings....11
- Smoking Prohibited....12
- Snack Time....12
- Social Media....12
- Special Education Integration....12
- Sunscreen....12

T....13
- Toilet Training....13
- Toys from Home....13
- Transportation....13

V....14
- Volunteers....14

W....14
- Withdrawal Requirements....14

ECFE Core Values

The purpose of Forest Lake Area Schools Early Childhood Program is to:

- Strengthen families
- Foster children's development
- Provide both parent and child education and learning
- Partner with families to provide resources, education, and referrals.
- Support opportunities for all families.

Early Childhood Programs Staff

We are staffed by friendly and caring people. All teaching staff have experience and/or education working with children ages 0-5. Our trained teaching assistants assist in classrooms and staff our sibling care and child care programs.

Program Coordination

Bethany Hardy	*Early Childhood Programs Coordinator*	bhardy@flaschools.org	651-982-8315
Rachel Kaiser	*Early Childhood Assistant Coordinator*	rkaiser@flaschools.org	651-982-8318
Lori Harrington	*Early Childhood Support Manager*	lharrington@flaschools.org	651-982-8378
Bonnie Hushagen	*Early Childhood Nurse*	bhushagen@flaschools.org	651-982-3165
Katie Suloff	*Office Assistant*	ksuloff@flaschools.org	651-982-8349
Erika Siverhus	*Office Assistant*	esiverhus@flaschools.org	651-982-8300
Jill Krautkremer	Special Education Coordinator	jkrautkremer@flaschools.org	651-982-8314
Debbie Legeault	Special Education Admin Assistant	dlegeault@flaschools.org	651-982-8131
Angell Pearson	ECSE Office Assistant	apearson@flaschools.org	651-982-8309

For a list of all program staff and contact information, please visit our website at www.flaschools.org/ec.

A

Age Guideline

Our program follows Forest Lake Area School's guidelines regarding the eligible age for school attendance. Students must be the appropriate age for a class by September 1st of the current school year. Classroom activities are geared to the developmental levels of the children in attendance.

Animals on School Grounds

School Board Policy #706 states: "To ensure safety of students and the community, no animals are allowed on school grounds unless with the prior approval of building principals or the Community Education Director."

To request permission to bring an animal onto school grounds, please submit a written note to the building principal. Note that for health and safety reasons, pets are generally not permitted inside the building; please coordinate with staff for a suitable outdoor visit.

Assessment

The Desired Results Developmental Profile (DRDP) assesses development throughout the school year. It is a developmental continuum from early infancy to kindergarten entry. The DRDP was developed in California and aligns with the Early Childhood Indicators of Progress. It is a formative assessment instrument approved by the MN Department of Education and Parent Aware.

Information on our assessment can be found online at www.flaschools.org/preschool.

Attendance

Please contact your child's teacher directly before class if your child will not be in school. If you are unable to reach your child's teacher, please contact the Early Childhood office at (651) 982-8300.

B

Behavior Management

The following factors guide behavior management:

- Children are treated with respect.
- Staff model positive, acceptable behavior.
- Behavior expectations are consistent with the developmental level of the child.
- Children are redirected to alternative activities if behavioral problems arise.
- Children are taught acceptable alternatives to problem behavior.
- Protecting the safety of children and staff is of prime importance.

All staff have been trained to use frameworks suggested by the Department of Children, Youth and

Families. Through targeted interventions, these frameworks foster the social, emotional, and behavioral development of young children. We view behavior management as a partnership and will communicate openly with families to ensure a consistent approach between home and school.

Birthdays

Birthdays are a special day for your child. The school district has implemented a policy prohibiting students from bringing birthday treats. Teachers will ensure that your child feels special for the day. Invitations must be distributed **outside** of class. Staff are not permitted to disclose any information regarding invitations. For more information, please visit District Wellness Policy 546.

Breakfast

Our district offers free breakfast for students at the start of each school day. Preschool students who choose to eat breakfast at school will eat with their peers and a preschool staff member.

C

Calendar

Preschool begins one week after the K-12 school year starts and follows the district calendar.

Child Abuse Reporting

School District employees are mandated by state law to report suspected child abuse or neglect to county social services or the local police department.

Classroom Engagement Model

The Classroom Engagement Model (CEM) is a framework used in Minnesota to apply practices that improve engagement, social relationships, and independence for children with and without disabilities, promoting the full participation of every child in a classroom setting. The Forest Lake Little Rangers Program has four goals in using the classroom engagement model:

- Students will be more excited, engaged, and actively participating in learning, resulting in improved kindergarten readiness and overall learning outcomes.
- Families will develop strategies that can be applied in the home environment, making family routines easier.
- Staff will learn strategies to increase knowledge, confidence, and collaboration, creating time during the day to focus on play and learning with children.

Communications

Teachers send out monthly newsletters that include information about classroom activities and other topics of interest to parents. The Early Childhood Office also sends out monthly newsletters. Teachers provide parents with their school email and direct phone line. We encourage you to communicate regularly with the teaching staff.

Conferences

Parent-teacher conferences are an integral part of our program. The classroom teacher will schedule these meetings twice a year, at the same time as the elementary buildings. Of course, you are welcome to come to the teacher at any time with questions, concerns, or information regarding your child. Please note that we are uncomfortable discussing your children in their presence.

Crisis Management

School Board Policy #538 has been developed in consultation with state guidelines, local community response agencies, and other relevant individuals and groups likely to be involved in assisting with a school emergency. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. State law requires a minimum of five school lockdown drills, five fire drills, and one tornado drill each year. Written communication will be sent to families before a lockdown drill. Families may opt their students out of lockdown drills by submitting a written notice to the school before the drill date.

If situations arise in any of our school buildings, all of our schools use a standardized set of protocols from the *I Love U Guys Foundation* to ensure our staff and students know what type of emergency is occurring and how to respond. These protocols are used with the local law enforcement and/or the county Sheriff's office. It is intended to provide clear emergency information for staff, students, and their families. If emergency communications are sent during the school year, we will reference these response categories and provide information about the situation. For further information about our Standard Response Protocol from the *I Love U Guys Foundation*, click here. You can also review the Standard Response Protocol Parent Handout.



Curriculum

In all Little Rangers Preschool classes, we use the Frog Street curriculum. This comprehensive curriculum educates students in all developmental domains. As a Parent Aware-rated program, we are required to choose a researched and approved curriculum. Frog Street meets these requirements.

Frog Street includes a research-based scope & sequence for literacy, math, and content domains.

Acknowledging the individual needs of ALL learners, the pre-k curriculum includes strategies for differentiated instruction, adaptations for special needs and Dual Language Learners, and more. Cultural responsiveness strategies are also incorporated at the point of use, with prompts and reminders to help teachers maintain an anti-bias mindset.
You can find information on our curriculum and assessment online at www.flaschools.org/preschool.

D

Discipline Complaint Procedure

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of local behavior and discipline policies, are not implemented appropriately or are applied discriminatorily.

The Elementary Student Code of Conduct includes major portions of the district policy on discipline, and the entire School Board Discipline Policy #515. You may also request a copy from the school office.

Please also see Nonexclusionary Discipline

Divorced/Separated/Guardians

Until a court action establishes custody, neither parent may limit the other from picking up the child from school. It is not within our rights to withhold a child from a parent unless there has been court action limiting parental rights. FLAS Early Childhood Programs requests that a copy of a judge's order establishing custody be on file to prevent a non-custodial parent from accessing their child.

Drop off and Pick up

We value your child's safety. Children must be escorted to the classroom or designated drop-off location and must be left with the teacher. Children may not be dropped off outside the room or in the building's vestibule. Children are the responsibility of their parents before and after class.

At the time of enrollment, parents must provide the Early Childhood Programs with the names of persons authorized to pick up the child and any person not authorized for pick up. The parent or guardian is responsible for informing the Early Childhood Programs of any changes in this list throughout the year. If necessary, the program may require photo identification or other official identification before releasing the child. If someone other than an authorized person is to pick up your child, please notify your child's teacher. **We will only release children to authorized persons.**

E

Early Childhood Expectations

The Early Childhood Indicators of Progress (ECIPs) outline key areas of learning from birth to age five. They reflect a shared understanding of what children typically know and can do before kindergarten. Learning in early childhood is not always linear—skills may emerge, fade, and return as

the brain develops. ECIPs are not used for high-stakes assessment but help guide instruction, curriculum, and support for each child's growth. They promote equitable access to high-quality learning through both play-based and teacher-guided experiences.

The learning domains include:

9. Social and Emotional Development
10. Approaches to Learning
11. Language, Literacy, and Communications
12. The Arts
13. Social Systems (Cognitive)
14. Physical and Movement Development
15. Mathematics (Cognitive)
16. Scientific Thinking (Cognitive)

For more information on the ECIPs, visit the Minnesota Department of Education website.

Early Childhood Screening

Minnesota's mandatory Early Childhood Screening Program is available through our center. Children must be screened within the first 90 days of the start of preschool and before entering district kindergarten classes. Screening is best done before your child turns four; screening only needs to be done once. The screening includes assessments of vision, hearing, and development, as well as a review of immunizations and health history, and a parent interview. If you need an appointment for screening, please call (651) 982-8300.

G

Grievance Procedure

Any question, request, or concern a parent/guardian may have should first be addressed to the child's teacher. If the teacher cannot resolve the matter, the matter may then be addressed to the Early Childhood Coordinator.

H

Harassment, Violence and Discrimination

Please refer to School Board Policies 425 and 510. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work email address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

I

Illness

It is disappointing for parents and children to miss class, but for the health of your child and others in the program, please keep your child home if s/he is sick or has any of these symptoms. Children

must be fever-free (without fever-reducing medication) and have had no vomiting or diarrhea for a full 24 hours before returning to school.

- **Fever** - Axillary or oral temperature: 100 degrees F. or higher, especially if accompanied by other symptoms such as vomiting, pink eye, sore throat, diarrhea, headache, stiff neck, or an undiagnosed rash.
- **Respiratory Symptoms** - Severe or uncontrolled coughing and a discolored discharge from the nose or the ears.
- **Respiratory Illness** (with fever) - Until the child is without fever for 24 hours and is well enough to participate in normal daily activities
- **Diarrhea** - An increased number of abnormally loose stools in the previous 24 hours.
- **Fifths Disease** - A rash that moves from face to arms, legs, and body - may have a “slapped cheek” appearance on the face. Once the fifth disease rash appears, the child is no longer contagious.
- **Vomiting** - Vomited once in the past 24 hours.
- **Chicken Pox** - Until all the blisters have dried in scabs (about 6 days after rash onset)
- **Impetigo** - Until sores are healed or can be covered with bandages or until the child has been treated with antibiotics for at least 24 hours.
- **Lice** (Head) - Until the first treatment is completed, no live lice are seen.
- **Measles** - Until 4 days after the rash started.
- **Streptococcal Infection** (Sore Throat/Scarlet Fever): Wait at least 12 hours after treatment begins and the child has not had a fever for 24 hours.
- **COVID-19** - until fever-free and well enough to participate in normal daily activities.

Parents will be informed if children have been exposed to a communicable disease. To report an illness, please call the Early Childhood Nurse at 651-982-3165.

Immunization

Minnesota Statute Section 121A .15 requires that all children enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella (and hepatitis B for incoming kindergartners), allowing for specified exceptions. Each student's immunization record will be kept on file as the law requires. See School Board Policy #525 for more information.

- Under-immunized Children
    - If a case of measles, mumps, rubella, pertussis, polio, or diphtheria occurs at school, children who are not fully immunized will be excluded from the communicable period of the disease.

L

Late Pick-Up Policy

Prompt pick-up is expected at the end of each class. Families arriving after the scheduled dismissal time will be charged a base fee of $5.00, plus $1.00 for each minute thereafter. If you are delayed, please notify the teacher directly or the Early Childhood Programs office at 651-982-8300 immediately. We recommend arranging a backup contact for emergencies to ensure your child is

picked up on time. Late fees will be applied directly to your account; consistent tardiness may result in a review of your child's enrollment.

Repeated late pick-ups may result in the discontinuation of your child's enrollment in the program.

Lunches

Full-day preschool participants can eat a hot lunch or bring a bag lunch from home. Please visit the district's nutritional services website for information on school lunches and how to sign up.

M

Medications/Health Plan

Generally, students are not permitted to take medication while attending Little Rangers Preschool. If a child must receive medications while at school, the Early Childhood nurse will work with parents to create a health plan for the child. Please indicate on your child's registration if your child has any health concerns.

N

Nonexclusionary Discipline

In accordance with MN Statute 121A.425:

Subdivision 1. **Disciplinary dismissals prohibited**. A pupil enrolled in a preschool or prekindergarten program, including a child participating in early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program, may not be subject to dismissals under this chapter. Notwithstanding this subdivision, expulsions and exclusions may be used only after resources outlined in subdivision 2 have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

Subd. 2. **Nonexclusionary discipline**. For purposes of this section, nonexclusionary discipline must include at least one of the following:

(1) collaborating with the pupil's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;

(2) creating a plan, written with the parent or guardian, that details the action and support needed for the pupil to fully participate in a preschool or prekindergarten program; or

(3) providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the pupil is eligible for special education services or section 504 services.

P

Parent Advisory Council

The Early Childhood Parent Advisory Council (PAC) is a group of parents and community members who support Forest Lake Area Schools' early childhood, parent education, and school readiness

programs. Input from the council is essential to the success of our programs. Attending PAC meetings is a great way to learn more about school district programs and make personal connections with other families attending ECFE and preschool programs. The PAC is open to any parent or community member.

Meetings are held quarterly in the evening. Childcare is free, but please call in advance to register. If you are interested in joining or want more information, call 651-982-8378.
Members of the PAC receive priority registration for classes.

Pledge of Allegiance

State law requires all students to recite the Pledge of Allegiance at least once a week. If an individual student or staff member does not wish to participate, they may elect not to do so, and respect must be shown by other students and staff regarding the right to make that choice.

Program Fees

- Once your contract is accepted, a non-refundable registration fee of $50 will be charged.
- We rely on the fees you agree to pay when registering your child for classes.
- Preschool fees are due the first of each month through May. September's tuition payment is due in August.
- Payments must be made by the 15th of each month to avoid a $10 late fee. If payment has not been received fourteen (14) days after the due date, your child may be dismissed from the program. Any remaining balance on your account will be sent to a collection agency. All tuition and fees must be paid before you can register any child in the family for any further preschool classes.
- Monthly payments can be automatically charged to your credit card if you indicate this during the registration process in Eleyo.
- For information on financial assistance, please go online to www.flaschools.org/preschool. If you have any questions regarding fees or payments, please call the business office at (651) 982-8349.

R

Registration Requirements

Caregivers will be asked to complete the following forms before a child can begin classes and can be found online at www.flaschools.org/ecforms: (all information collected is confidential)

All students enrolled in full day programming must complete early childhood screening by the last Friday in August.

Registration Window

Car

S

School Closings

School closings can happen due to weather or other non-weather emergencies. Forest Lake Area Schools lists school closings on channels 4, 5, and 11. If we are closed due to a non-weather-related emergency, we will try to contact participants via Blackboard Connect. Please ensure you have the best contact information in ParentVue. School closing announcements for Forest Lake Area Schools include Early Childhood Programs. A 2-hour late start indicates no morning classes; all classes beginning after 12:00 PM start at the normal time. School closures mean there are no morning, afternoon, or evening classes.

Due to our program's reliance on fees, no refunds will be given for school closing (inclement weather days).

Smoking Prohibited

Per Minnesota law, Smoking is prohibited in this facility and on its grounds, including in personal vehicles.

Snack Time

Families provide one snack for the full-day program. Each family will sign up to send a healthy, nutritious snack for a week during the school year. Please avoid nut products, including peanut butter, to maintain a safe environment for children with allergies. Your child's teacher will let you know if there are other allergies in the class. We will have alternative snacks on hand, such as crackers, as a substitute. Snacks will not be refrigerated. Water will be provided for their beverage.

Social Media

Early Childhood Staff are requested to refrain from being Facebook friends with any parents while their child is currently enrolled in the teacher's class. Please do not contact the teacher or other Early Childhood staff using social media to address confidential school concerns or questions. Instead, use program-approved media, such as email or phone.

Special Education Integration

The FLAS Early Childhood Programs work closely with the FLAS Early Childhood Special Education Department. As part of the FLAS District's commitment to providing the best education for all students, and in keeping with the special education laws of the State of Minnesota and the federal government, the Early Childhood Program ensures that children with special needs have the opportunity to interact regularly with their same-age peers. This process often involves allowing children in a special education preschool program to visit a general education preschool classroom for social and academic learning experiences.

This type of programming benefits all students. Children with special needs learn best from their peers through role modeling appropriate social and behavioral skills. Typically developing children have a unique opportunity to act as mentors to their peers and learn compassion, tolerance, and patience by working with children with developmental delays.

Sunscreen

In accordance with district Policy 528 Student Medication**: "**A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen."

This means a student may bring sunscreen to school but must apply it themselves. Label sunscreen with your child's first and last name. Non-aerosol sunscreen is preferred.

T

Toilet Training

- *Three-year-olds*: Children should be mostly bathroom independent, knowing when they need to use the bathroom and are having few accidents.
- *Four-year-old*s: Children need to be completely toilet-trained.

A child is toilet trained when they can communicate their need to use the bathroom and independently perform basic hygiene needs. We recognize that newly toilet-trained children occasionally have accidents, so we work with parents to complete the toilet-training process.

For liability reasons, if a child has an accident, the teaching staff will supervise and give verbal instructions for the child to clean up. A good practice is to put an extra set of clothing in your child's backpack. Sometimes children who typically do not have accidents may occasionally have one.

If supplies are not provided, or a child cannot clean themselves, parents/guardians may be called to pick up a child after a toileting accident. Please notify staff regarding any concerns in this area. A child may be removed from the program due to repeated toileting accidents.

**Special circumstances are accommodated due to medical needs. Students on an IEP must follow these guidelines when placed outside of SpEd service time.*

Toys from Home

Toys brought from home present special problems for children, parents, and staff. Prized possessions are very difficult to share and may get broken or lost. We urge you to bring only items that a group can share or have been requested by a teacher (e.g., a book, CD, or special items related to the unit of study). Please label all items with your child's name.

Transportation

School District transportation is available for children ages 4 & 5. Students can ride the bus in the morning (9:15 am) and/or home after school (3:30/3:40 pm). Parents or caregivers will have to transport in the middle of the day. Children who enroll in the full-day preschool can ride the bus to and from school. **Children riding to school must be at the bus stop when the bus arrives, and an adult over 18 must be present to escort the child onto the bus. This includes daycare providers.** If this is violated, your child's transportation privileges may be canceled.

Forest Lake Early Childhood Programs reserve the right to immediately dismiss a child from busing if serious problems occur. The following explains the results of a busing incident.

- 1st incident – parent contacted for a warning,
- 2nd incident – parent contacted and possible 1-day suspension from busing
- 3rd incident – parent contacted and possible multiple-day suspension from busing
- 4th incident is cause for dismissal from busing.

V

Volunteers

Volunteers are very special people. They play a vital role in our program. Volunteer opportunities are varied and may include helping with publicity, assisting in the classroom, serving on the Parent Advisory Council, assisting at special events, or repairing toys. Parent involvement is key to your child's success in school. Let us know if you have a talent to share. All volunteers must complete a background check.

W

Withdrawal Requirements

If you withdraw your child from the Little Rangers Preschool Program, you must notify the Early Childhood Business Office with two (2) weeks' notice. If a refund is required, the amount will be adjusted, and these two weeks will continue to be charged.

Updated 9/10/2026