

Eau Claire Area School District

Prairie Ridge

Early Learning School



Parent Handbook

2023-2024

Bilingual Assistance Line

Para ayuda en español llama 715-852-3555

Xav Tau Hmoob Pab hu 715-852-3555

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Contact Information

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Eau Claire, WI 54703
Main Phone Number 715-852-3600
FAX: 715-852-3604

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Student Transit			715-839-5116

VISIT OUR WEBSITE!!

<http://www.ecasd.us>

Click on Schools

Click on Early Learning

Click on ECASD Early Learning Program



Go to facebook.com and Twitter, search:
Eau Claire Area School District Early Learning



WELCOME to the ECASD Early Learning Program!

Thank you for enrolling your child in our program and for trusting us to provide high-quality educational experiences for your preschool child.

The Eau Claire Area School District Early Learning Program promotes a balanced approach to preschool that combines academic learning and social emotional development. Recent research tells us the knowledge that children bring into kindergarten predicts achievement throughout their school career.

Our positive and dedicated staff will work to make sure that you and your child have a valuable and enjoyable first school experience. I encourage you to get in touch with me, either by [email](#) or by phone at 715-852-3600, if you have any feedback to share. Your voice is important to this program. Thanks for sharing your precious children with us!

Laurie Haus
Early Learning Principal

Mission Statement:

To support development and ensure learning that will positively impact children, families, and our community now and in the future



We Believe...

Attachment is critical to a child's development and learning.

Solid foundations in literacy and math are fundamental to life-long learning.

Data determines intentional teaching which leads us to individualized instruction.

Parents are partners in helping children reach outcomes for successful school readiness.

A strong social emotional foundation leads to confident, Independent, and secure learners.

Family Engagement	Literacy	Social Emotional	Math
<p>We will...</p> <ul style="list-style-type: none"> communicate regularly to initiate, connect, and build relationships with families. honor diversity in families and make them feel welcome. provide engaging programs and opportunities that build on a family's strengths. 	<p>We will...</p> <ul style="list-style-type: none"> incorporate rich language and literature into the classroom. interact with students to build language and vocabulary. read aloud daily. create a print rich environment. 	<p>We will...</p> <ul style="list-style-type: none"> partner with families to help children foster their emotional development. model and reinforce positive behaviors. provide consistent expectations and routines. teach children strategies to help them solve problems and control emotions. 	<p>We will...</p> <ul style="list-style-type: none"> use a variety of age appropriate strategies and materials that develop math processes. provide hands on activities that are related to the real world. incorporate children's interests into math activities and play. use math language and vocabulary throughout the day.

4 Year-Old Learner Expectations



Health & Physical Development	Social Emotional Development	Language Development & Communication	Approaches to Learning	Cognition and General Knowledge
I CAN... *Dress myself *Use the bathroom and wash my hands by myself *Hold writing tools correctly *Cut simple shapes *Throw and catch a ball *Hop on one foot and jump on two feet *Move safely	I CAN... *Follow directions from adults *Wait my turn *Be a good friend and help others *Work hard on one thing at a time *Make good choices *Use words to tell how I feel *Follow the rules and daily routines	I CAN... *Have a conversation with others *Use new words *Ask and answer questions including how and why *Use pictures to tell a story *Name most letters and some letter sounds *Rhyme words *Enjoy books *Show how a book is read *Write my name *Draw and write to tell a story	I CAN... *Try new activities *Pretend *Learn through play *Be flexible with changes *Keep trying when things are difficult *Help problem solve *Listen with my whole body	I CAN... *Count out loud to twenty *Identify numerals to ten *Count ten objects *Subitize up to 5 *Name and describe shapes *Use positional words *Use tools to compare and measure *Put a 15 piece puzzle together *Explore my world



2023-2024 CALENDAR



August 23-24: ECASD Staff Workdays/PL/IP
August 29-31: ECASD Staff Workdays/PL/IP

September 1: Prairie Ridge Family Orientation
September 4: All Schools Closed
September 5: Community Sites Start
September 5-6: Staggered Start for Prairie Ridge

October 12: Family-Teacher Conferences
October 13: All Schools Closed
October 16: ECASD PL/IP Day

November 20-21: ECASD PL/IP Days
November 22-24: All Schools Closed

December 25-29: All Schools Closed

January 1- 2: All Schools Closed

January 15: All Schools Closed
January 22: ECASD Workday
January 23: ECASD PL/IP

February 29: Family-Teacher Conferences

March 1: All Schools Closed

March 4: ECASD PL/IP Day

March 25-29: All Schools Closed

April 15: ECASD PD/IP Day

May 27: All Schools Closed
May 30: Last Day for Students
May 31: Home Visits for Prairie Ridge

June 3-5: Home Visits for Prairie Ridge
June 3-5: PK- K Transition Visits to K Buildings
June 6: Last Day for Staff

AUGUST 2023							FEBRUARY 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		
SEPTEMBER 2023							MARCH 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
							31						
OCTOBER 2023							APRIL 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				
NOVEMBER 2023							MAY 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	
DECEMBER 2023							JUNE 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							30						
JANUARY 2024													
S	M	T	W	Th	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	31										

Color Key:

	3K/4K student days
	All Schools Closed
	Conferences/ Home Visits
	PL/IP Days, Students do not attend

Approved by School Board 1/23/2023

Key Policies

Absences

If your child will be absent from school, it is important that you do the following:

- Call the attendance line at 715-852-3600 and leave a message.
- Call Student Transit at 715-839-5116, let them know your child will not be on the bus.
- Let us know how long your child will be out of school.
- If you can't get to a phone, let your child's bus driver know of your child's absence.
- Unexcused absences shall be classified as attendance problems and will require an attendance plan.

Attendance—Every Student Every Day!

In order for your child to get the most out of the Early Learning Program, it is important that your child comes to school on a regular basis. Attending school every day helps children feel better about school and themselves. Good attendance will help children do well in high school, college and at work. It is important to be present for the entire school day. Arriving to school just 10 minutes late, or leaving early may seem harmless, but there is important instruction occurring throughout the school day. Even "short" absences cause students to miss out on critical learning opportunities. Please schedule doctor's appointments, vacations, etc. before or after school hours. If a student has more than 5 absences, parents will be contacted in an effort to develop a plan to improve the child's attendance. If you have questions, or would like to discuss ways to assist in a successful attendance record, please reach out to your child's teacher or office staff. We want to ensure your child has the best academic year possible!

Birthday Invitations and Treats

Please do not send birthday party invitations or treats with your child to Prairie Ridge, staff are not allowed to distribute them.

Change of Information

Please contact the school office (715-852-3600) if any of the following changes:

- Address (verification required)
- Telephone Number
- Child Care Provider
- Emergency Contacts (change of person or telephone number).

Child Abuse and Neglect Mandated Reporter Status

Anyone who works with children such as teachers, assistant teachers, social workers, doctors, nurses and child care workers are required by law to report suspected cases of child abuse and/or neglect to the Department of Human Services (DHS).

Confidentiality

The Early Learning Program respects your privacy. The information that is in your child and family's file is not shared with anyone outside of ECASD without your written permission. As a parent, you always have the right to read, review, and request a revision to the information in your file. To review any of our records concerning your child, submit a request in writing to the Early Learning Director. The administrator will respond to your request within 30 days. If your child is enrolled in the Head Start program, your child's records will be reviewed by staff from Western Dairyland Head Start, the grantee to ECASD.

Controlled Substances

The possession or use of any controlled substance such as tobacco, alcohol, drugs, etc., on school property, school buses, or at any school-related event is prohibited.

Crisis Evacuation Procedures

In the event of an evacuation that requires us to leave school property, we will evacuate to Calvary Baptist Church, 3036 Epiphany Lane. If there is an emergency that requires us to leave the school grounds, parents should report to Calvary to pick up their children. Students who ride the bus will be transported home on the bus after the media has notified the public of the emergency evacuation.

Custodial/Non-Custodial Parents

It is the intent of the Board of Education to promote the best interests of each student enrolled in its schools in partnership with both parents of each student. Consistent with this intent it shall be the policy of the district to maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order. The district shall, upon request, provide information regarding each student's progress and behavior to custodial and non-custodial parents unless directed by a Court Order on file at the school not to do so.

Diversity in the Early Learning Program

The Early Learning Program is committed to serving children with any needs, abilities, and backgrounds. We welcome diversity and provide programming that will support diverse abilities, cultures, and families. Translators are available to support families who speak Hmong and Spanish. We can also help find resources to provide translation for other languages and American Sign Language. If you have specific questions or need a translator, call:

Bilingual Assistance Line:

Para ayuda en español llama	715-852-3614
Xav Tau Hmoob Pab hu	715-852-3642

Drop Off & Pick-Up Procedures (Parent(s)/Guardian(s))

Drop Off: 8:25 (AM session) or 12:45 (PM session)

Door 3

After you enter the Prairie Ridge drive way, turn left and proceed through the staff parking lot. There is parking to your right. Please park and escort your child to door 3. (Under the water tower). At door 3, a staff member will greet you and walk your child to class.

Pick-Up: 12:00 (AM session) or 4:20 (PM session)

Door 3

After you enter the Prairie Ridge drive way, turn left and proceed through the staff parking lot. There is parking to your right. Bring your ID and wait outside door 3. Staff will check ID, verify with the Procedure for Releasing Children Form, and sign out/dismiss your child.

*When dropping off, please remind children to use walking feet and stay on the yellow line.

*Vehicles are not allowed in the bus lane.

*Staff are very busy at the end of class session, please call the office by 3:00.

*If you are dropping off or picking up a student from school during the school day use the doorbell located at Door 2, (under Main Entrance sign), identify yourself, state reason for the visit. You will be asked to wait for a staff member to assist you.

Drills

The safety of our students is a top priority at Prairie Ridge. The State of Wisconsin and the Eau Claire School District require us to complete several different emergency drills during the school year. Fire/evacuation drills happen throughout the year. Severe weather/tornado drills occur once in the fall and once in the spring.

Emergency Closings

Official school closings or delayed openings due to inclement weather are announced over local radio stations beginning at 6:00 a.m. or when the decision to close is made. WEAU TV-13 & WQOW TV-18 broadcast and post school closings/delays on their websites: WEAU 13 www.weau.com WQOW 18 www.wqow.com. See the ECASD website for school closing information: www.ecasd.us

Emergency Procedures

In the event of an emergency, every effort will be made to contact the parent at home or at work as soon as possible. If the parent cannot be reached, emergency contacts listed on the Student Information Form (SIF) will be called. The facts of the emergency will be given and the parent or contact person will determine if a doctor is needed. In the event of an extreme emergency, an ambulance will be called. Prairie Ridge has a medical response team that is called upon when an emergency occurs at school. In the event of an emergency which causes school to be closed and students to leave at other than the normally scheduled times, no child will be released to any person other than his/her parent without written consent.

Items to be Sent to School/What to Wear to School

Your child will need the following items at school:

1. Backpack
2. Clothing—a change of labeled clothes

It is important to send your child to school wearing comfortable play clothes & shoes. Your child will be participating in an active schedule and may get dirty. Avoid clothing with complicated belts, overalls, suspenders, & straps, they are hard for children to use by themselves. Do not send your child to school in flip flops, or high heeled shoes as children will be running and playing outside daily. Please check your child's bag daily for notes & projects. Do not send umbrellas, hand sanitizer, food or toys with your child.

Outdoor Play

Students will go outside for a minimum of 30 minutes for outdoor/large motor play everyday unless it is raining or the temperature is dangerously cold. Please send your child to school with appropriate clothes for the weather. Warm winter coats, hats, boots, snow pants, and mittens are essential for outdoor play in the winter. If the temp is above zero, the children will play outside. Anything below zero (either temperature or with wind chill), we stay inside.

Releasing Children: ECASD Policy and Early Learning Procedure

ECASD Policy 491-Rule(1): Generally, no student may be released from school during the school day to any person other than the custodial parent, or joint custodial parent as authorized by the court order on file with the District, without the written authorization of the custodial or joint custodial parent.

Religious Holidays

In an effort to be respectful of all religious holidays, we will refrain from hosting holiday parties.

Student Photos/Videotaping

Staff occasionally take photos of families and children participating in classroom activities and in family events sponsored by the Early Learning Program. Parents have the right to prohibit photos of their child to appear in a website or publication within or outside of the school. The district's language on this issue is as follows: pictures may be published on school/school district websites unless a signed ECASD Opt Out form is turned in. Last names will not be used to identify students. First names may be used for identification. If you prefer not to have your or your child's picture published, please ask for and sign an ECASD Opt Out form and turn it in to the office. If we do not hear from you, we will assume that you give us permission to allow your child to be photographed or videotaped. Please be considerate when you are photographing and/or videotaping your child at school to only capture your child in the photos/videos.

Telephone Calls

Please refrain from contacting teachers at school when school is in session. In the case of an emergency, please call the school office.

Volunteers

Please contact your child's teacher or the front office about volunteering.

Weapons Policy

No one shall possess a weapon on school property, school buses, or at any school related event. Any object which could be used to cause bodily injury or property damage and which has no school related purpose will be considered a weapon.

Educational Services

Developmental Screening Process

A developmental screening is completed on each child enrolled in Head Start within 45 calendar days after the child begins the Early Learning Program. This screening combines information from parent/s and teachers. The developmental screening includes information on the child's developmental, behavioral, motor, language, social, cognitive, and emotional skills. The purpose of this screening process is to identify children who could benefit from special services. The developmental screening is one part of the total screening process that also includes a vision & hearing screening, physical exam, nutrition assessment, and dental exam. For information on developmental screenings please contact your child's teacher.

Parent/Teacher Conferences

Your child's teacher will contact you to arrange two parent/teacher conferences. Parent/teacher conferences give you an opportunity to review examples of your child's work, learn more about daily activities and ask questions of your child's teacher. Child progress and observations will also be discussed. Teachers look forward to having an opportunity to give you one-on-one time to discuss your child and to provide at-home learning activities.

Transition & Going to Kindergarten

Transitions are major life changes that we all experience. For young children, moving from preschool or home to kindergarten can feel like a big change. With teachers, parents, and school administrators working together, the process of transitioning to kindergarten can be very smooth, reducing the amount of stress experienced by your child. Your Early Learning teacher will plan transition activities that assist in making this a positive experience.

Early Learning Assessments

Literacy Assessment	<ul style="list-style-type: none"> Letter Awareness-Students identify letter names and sounds.
	<ul style="list-style-type: none"> Print and Word Awareness-Students identify front and back cover of book, title, and follow print left to right.
Math Assessment	<ul style="list-style-type: none"> Identifies how high a student can count, Counting objects 1 to 1, Number Identification, before and after, shapes, and math vocabulary.
Social Emotional Assessment	<ul style="list-style-type: none"> Based on information from the teacher and report is generated to give strategies to support each child.
Essential Outcomes Rubric	<ul style="list-style-type: none"> Identifies student knowledge or ability in the following areas: Health and Development, Social Emotional, Language development, Cognition and General knowledge, and Approaches to Learning.

Special Education

When children have identified special needs and require special services to access their education, one or more of the following may be provided: Special Education teacher, occupational therapy, physical therapy, speech therapy, audiology or vision services. Our special education staff make every effort to support children with special needs and their care providers in natural environments, (homes, childcare centers, community locations). Research indicates children with special needs do better when they have fewer transitions in their lives, when they can remain with their same age peers and when the people who have the most opportunity to influence their lives get the support they need to meet those special needs.

How Can I Learn More About Special Education Services for My Child?

The ECASD is committed to assisting families when they have questions or concerns regarding a child's development through the Request For Assistance (RFA) process. Please feel free to talk with your child's teacher if you have questions about your child's development.

Mental Health Services

What is Mental Health?

The words mental health can often be scary for parents to hear. As part of our comprehensive services, mental health most often relates to the special programming we offer that is designed to help children feel good about themselves, learn to get along well with others, and solve conflicts with words. Simply put, mental health means thinking healthy about ourselves and having healthy relationships with others. The Early Learning Program supports the emotional well being of all the children. Please speak with your child's teacher or the School Counselor if you have questions regarding your child's social-emotional development and/or behavior. Some issues you may want to discuss include:

- Impact of family stress and changes
- Sibling rivalry
- Discipline strategies
- Worry/fears
- Self-esteem
- Frustration/anger
- Domestic violence
- Substance abuse

Positive Behavior Intervention Strategies (PBIS)

PBIS is a system set up to help children improve their behavior, social skills, and learning skills. There are many benefits of PBIS: safer learning environments, children with challenging behavior receive the support they need, and by reducing challenging behavior, more time is available for teaching and learning. Children are taught how to behave in each area of the building so they can meet behavior expectations. All children are a part of PBIS. Staff model and encourage positive behavior.

The following behavior expectations are taught:

1. Be Safe
2. Be Kind
3. Be a S.T.A.R.

How Can Parents Support Positive Behavior?

- Encourage your child to do his/her best.
- Practice routines (bedtime, meals, getting ready in the morning).
- Set limits and follow through consistently.
- Celebrate and reinforce your child's efforts at school.
- Be involved in school activities and events.
- Send the message that school is important.

Health and Nutrition Services

Hearing and Vision Screenings

Every child has a hearing and vision screening during the first 45 days of each school year. If the screening shows cause for concern, the Early Learning Secretary will notify you. If you need assistance in scheduling an appointment with an ophthalmologist or audiologist, please contact the school.

Illness and Sick Child Guidelines:

Although we encourage and expect regular attendance, in an effort to maintain the good health of all our students, please refrain from bringing your child to school if they are sick. This will reduce the overall number of illnesses among the students. If a child exhibits any of the following symptoms at school, a parent/guardian/emergency contact will be notified to come and pick up the student:

- Fever-Temperature of 100.4° or more

- Diarrhea

- Vomiting

- Persistent coughing

- Draining or spreading rash

If your child has or is experiencing any of the above symptoms in the last 24 hours, please keep your child home from school. If you have any questions about these guidelines, please contact your child's school nurse for further direction.

Immunizations

Wisconsin State Statue requires that all students entering public school have basic immunizations or they will be refused entry unless the child has been exempted for religious or medical reasons. If immunizations are not up-to-date, your child may be excluded from school until the proper immunizations are received. Eau Claire City/County Health Department offers **immunization clinics** held at the Eau Claire County Courthouse. For immunization clinic times and dates, call the Eau Claire City/County Health Department at 715-839-4718.

Insurance

Student insurance plans are available for purchase. If you are interested in learning more about student insurance plans or to receive an application, please contact the Early Learning Office at 715-852-3600.

Medication

The state Medical Examining Board has issued guidelines for schools concerning the administration of medication by school personnel. Appropriate forms are available in the school office. The following requirements must be met before school personnel can legally administer medication:

1. Medication form must be completed & signed by a parent or legal guardian.
2. Medication form must be completed & signed by the child's physician.
3. Medication must be delivered to school by the parent or guardian.
4. The medication must be properly labeled from the pharmacy.

Medications Administered in the School Setting-Parent Information

If your child needs assistance with taking medications in the school setting, it is very important that accurate, consistent, and complete information be provided on both the Physician Order for Medication Administration form and the medication. Parents are ultimately responsible for providing an accurate and complete form from the doctor, and the proper medication clearly labeled from the pharmacist/doctor.

School Nurse

We have a nurse consultant available to assist with designing and implementing plans for students with critical health needs. The nurse consultant splits her time between several schools and is available by appointment. If you'd like to meet with the nurse, Amber (Thao) Nguyen, call 715-852-4990.

Sleep Recommendations

3-11 months old	14-15 hours of sleep
1-3 years old	12-14 hours of sleep
3-6 years old	10-12 hours of sleep
7-12 years old	10-11 hours of sleep

Children who are not getting enough sleep may experience:

Inattention, hyperactivity, impulsiveness, aggression, moodiness, irritability, frustration, silliness, difficulty making decisions, and a decrease in creativity and school performance.

What can parents do to help promote good sleep habits?

- Establish a set bedtime based on your child's age and recommended hours of sleep.
- Establish bedtime routines. Do the same routine at the same time every night.
- Eliminate or restrict caffeine from their diet.
- No screen time (TV, tablet, video games, computer, etc.) at least 1 hour before bed and do not allow screen time in the bedroom while trying to sleep.
- Keep voices low and gentle during this time.

Sleep Matters-National Sleep Foundation, Spring 2004, Volume 6, Issue 2

Snacks and Meals

Every child enrolled in the Head Start program receives a meal at no cost. Students in the AM session will be served breakfast and a snack. Students in the PM session will be served lunch and a snack. Nutrition is an important part of the curriculum. New foods are introduced to children on a regular basis. Children and staff eat together at small tables. Teachers use this time of the day to teach and give children time to practice language skills, table manners, and self-help skills. Children are not allowed to bring their own food items. If your child has a special diet, you will be asked to complete a food modification form, your child's doctor will need to sign it.

Meal Prices for the 2022-2023 school year:

Breakfast—\$1.00

Lunch-\$2.65

Reduced Prices:

Breakfast- \$0.30

Lunch-\$0.40

Sharing Snack

The Early Learning Program provides snack for the children. Snacks are not allowed to be brought in to the classroom. Please do not send snacks, treats, or other food items. This includes birthday treats. Thank you!

Family Engagement

Parents play a major role in influencing their child's success in school. The Early Learning Program encourages parents to become involved in their children's education. Listed below are a number of ways parents may participate in their children's educational experience:

Family Events and Trainings

Check out the monthly parent newsletter, "Connections". It contains all the information you need to participate in the family events and trainings offered!

Family Services

The Early Learning Program offers assistance to families in a variety of ways. Family Services Facilitators are available to assist families as needs arise and are able to provide emergency assistance, crisis intervention, direct assistance and referrals to other service agencies. Family Services Facilitators are also available to provide services in the areas of literacy, employment, and continuing education. Prairie Ridge has a food pantry and clothing closet, all families enrolled in ECASD Early Learning are welcome to access these free and confidential resources. If you would like to schedule an appointment to use the food pantry or clothing closet, or to speak to a Family Services Facilitator, please call 715-852-3600.

Partnership Agreements

If your child is enrolled in Head Start, you will complete a form regarding your family's current status called the Family Partnership Agreement. Goal setting is a part of the agreement that speaks to your wishes and dreams for your family/self. Family Services Facilitators will assist you in achieving your goals by finding the resources necessary to assist your family.

Recruitment for Head Start

ECASD Early Learning Head Start is a delegate of Western Dairyland. Head Start has a long tradition of delivering comprehensive and high quality services designed to foster healthy development in low-income children. Head Start agencies provide a range of individualized services in the areas of education and early childhood development; medical, dental, and mental health; nutrition; and parent engagement. In addition, the entire range of Head Start services is responsive and appropriate to each child and family's developmental, ethnic, cultural, and linguistic heritage. All Head Start programs must adhere to Performance Standards which define the services Head Start programs are to provide to the children and families they serve. They are designed to ensure Head Start goals and objectives are implemented successfully, the Head Start philosophy continues to thrive, and all grantee/delegate agencies maintain the highest possible quality of Head Start services.

U.S. Department of Health and Human Services Administration for Children & Families
www.acf.dhhs.gov/programs

If know someone interested in applying, please call or email:

715-852-3630

dpeterson1@ecasd.us



Head Start Parent Leadership Opportunities

Parent Committee

The Parent Committee is comprised of all parents of children who are currently enrolled in Head Start. Parent Committee members elect thirteen parents to be representatives on the Head Start Policy Committee and other parents to serve as alternates. A ballot is developed including all parents who are interested in serving on Policy Committee. The ballot is sent home in all Head Start children's backpacks for parents to place their votes for representatives for Policy Committee. Parent Committee members:

- *Advise staff in developing and implementing local program activities and services to ensure they meet the needs of children and families
- *Communicate with the Policy Committee

Policy Committee

Policy Committee is the local governing body for the Eau Claire Area School District (ECASD) Head Start program. It is made up of a representative group of Head Start parents & community representatives. At least 50% or more of the group must be composed of parents who have a child currently enrolled in Head Start. Parents on Policy Committee are elected to the following positions: Chairperson, Vice Chairperson, and Recorder. Policy Committee works in collaboration with the Head Start Director to govern the Head Start program through what is called shared governance. At Policy Committee meetings representatives review, provide input, and vote on matters such as:

- *Personnel reports
- *Financial reports
- *Changes in program procedures
- *Grant application approval
- *Ongoing monitoring results
- *School Readiness data

The Policy Committee is responsible for the direction of the ECASD Head Start program.

The local Policy Committee elects and sends representatives to the agency-wide Policy Council.

Policy Council

Western Dairyland is the grantee agency for the ECASD Head Start program. ECASD Head Start is considered a delegate agency. Five parent representatives from ECASD's Policy Committee can serve on Policy Council. The purpose of Policy Council is to provide a formal means for parents to be involved in Western Dairyland Head Start/Early Head Start program planning and decision making. Policy Council meetings are held monthly at the Western Dairyland office in Independence.

Policy Council works in collaboration with the Head Start Director to govern the Head Start/Early Head Start program through what is called shared governance. At Policy Council meetings, representatives review, share input, and vote on matters such as:

- *Personnel reports (including serving on committees to interview new staff)
- *Financial reports
- *Changes in program policies
- *Grant application approval

Policy Council is responsible for the direction for the Western Dairyland Head Start program.

Transportation

Bus transportation is provided for children who attend Prairie Ridge. Student enrollment is limited to children in the ECASD Head Start Program, and those children who require bussing to attend EC4T (4-year-old kindergarten). If an EC4T family is able to provide regular transportation to and from school, they will need to attend one of our EC4T community site locations.

Backpack Bus Tags

Backpack bus tags will be added to the straps of your child's backpack when they start school. Please do not remove these tags, they each have a special meaning:



The clear tag states child information: child's name, bus name, and teacher's name.



The yellow tag informs staff that the child needs extra supervision with bussing.



The blue tag lets staff know if the child started after orientation and is new to school.

Riding the Bus

1. Please be outside and waiting for the bus when it arrives and escort your child to the bus.
2. A school staff member will meet the bus when it arrives at school and will help your child get off the bus and get to his/her classroom.
3. An authorized adult must meet the bus when dropping off your child from school, otherwise they will not drop off your child. Authorized adults must have an ID Card.
4. BESI seats are provided by Student Transit and are designed to keep your child securely seated while riding the bus.
5. If your child will not be riding the bus to school, **please call Student Transit at 715-839-5116 AND call the attendance line at 715-852-3600.**

What Happens When Parents Aren't Home to Meet the Bus or Do Not Pick Up Their Child From School?

The Eau Claire School District & Student Transit Company work together to make sure your child is transported safely to and from school. Student Transit will not drop off preschool children at their home or child care setting unless a pre-authorized person is present. In the event that no responsible adult is home when the bus arrives, Student Transit personnel will make every reasonable effort to contact the emergency phone numbers provided. We ask that you provide at least two local emergency phone numbers. In the event that no one is at home, and Student Transit personnel are unable to contact any of your emergency phone numbers within a reasonable time period, your child will be taken to the Eau Claire County Juvenile Intake Center. You need to be aware that to pick up your child you will have to go to the Juvenile Intake Center at the **Eau Claire County Courthouse, 721 Oxford Avenue. The phone number for the Juvenile Intake Center is 715-839-6111, after 5:00 p.m., call 715-839-4972.**

If you or a pre-authorized adult picks up your child from Prairie Ridge, a similar procedure will be followed. If no one comes to pick up your child, school personnel will make every attempt to contact you and/or your emergency numbers. After a reasonable time period, the Eau Claire Police Department will be called to determine the next steps to keep your child safe. Our goal is to ensure the safety of your child in case no one is available to pick your child after school. Prairie Ridge does not offer after school care, therefore all students must be picked up by 12:10 or 4:30 at the latest.



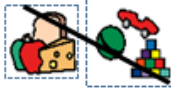
Bus Rules



Waiting for the Bus

1.

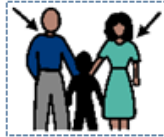
Keep food and toys at home.



Keep food and toys at home.

2.

Stay close to adult.



Stay close to an adult.

3.

Wait for bus to stop.



Stay back!
Wait for the bus to stop.

Getting On and Off the Bus

1.



Stay out of the danger zone. Walk on the yellow line at Prairie Ridge.

2.



Hold on to the handrail.

Bus Riding Rules

1.



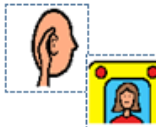
Sit down & stay buckled-up.

2.



Use an inside voice.

3.



Listen to the driver or bus helper.

4.



Be kind.

Pedestrian Safety

Teach your children:

- Do not cross the street alone if you're younger than 10 years old.
- Stop at the curb before crossing the street.
- Walk, don't run, across the street.
- Cross at corners, using traffic signals and crosswalks.
- Look left, right, and left again before crossing.
- Walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not play in driveways, streets, parking lots or unfenced yards by the street.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.



Proud Program Sponsor



PRAIRIE RIDGE BUSSING INFORMATION

Please review the following information:

- I will call the bus company (715-839-5116) if my child is not riding the bus to school that day.
- I will watch for the bus and have my child ready to board when the bus arrives.
- I understand that an adult must escort my child to and from the bus stop each day.
- I understand that a school staff member will meet the bus when it arrives at school and will assist my child getting off the bus and getting to his/her classroom.
- I reviewed the bus safety rule sheets. I will practice these rules at home with my child. I will review the rules with my child from time to time.
- I reviewed the pedestrian safety rule sheet. I will practice these rules at home with my child. I will review the rules with my child from time to time.
- **I have read the ECASD policy regarding releasing children and understand that Prairie Ridge AND Student Transit will only release my child to an adult that I have listed on the designated form.**
- **I understand that if I need to update who my child can be released to that I am required to stop by Prairie Ridge and a staff member will meet me outside with the form so I can make changes. I may also call the Prairie Ridge office to have a copy of the form sent home so I can make changes and return the form.**
- Student Transit Busses come with BESI seats. All children are clipped into the built in booster seat. These are the seats required per state law for this age group.
- Each bus has two adults, one driver and one bus monitor. The bus monitor helps children off the bus, on the bus, and they help the children stay safe.