

**Eau Claire Area School District**

**EC4T**



**Eau Claire 4 Tomorrow**

# **Parent Handbook**

## **2023-2024**

Bilingual Assistance Line

Para ayuda en español llama 715-852-3555

Xav Tau Hmoob Pab hu 715-852-3555

# Table of Contents

Contact Information .....	2
Letter to Families .....	3
Early Learning Mission Statement.....	4
4-Year-Old Learner Expectations .....	5
Early Learning 2023-2024 Calendar.....	6
EC4T-General Information .....	7
Key Policies .....	7-10
Special Education.....	10
ECASD Assessment.....	11
Mental Health.....	12
Family Engagement .....	12

## **Contact Information**

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3031 Epiphany Lane  
Eau Claire, WI 54703  
Main Phone Number 715-852-3600  
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### **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><b>We will...</b></p> <ul style="list-style-type: none"> <li>communicate regularly to initiate, connect, and build relationships with families.</li> <li>honor diversity in families and make them feel welcome.</li> <li>provide engaging programs and opportunities that build on a family's strengths.</li> </ul>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>incorporate rich language and literature into the classroom.</li> <li>interact with students to build language and vocabulary.</li> <li>read aloud daily.</li> <li>create a print rich environment.</li> </ul>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>partner with families to help children foster their emotional development.</li> <li>model and reinforce positive behaviors.</li> <li>provide consistent expectations and routines.</li> <li>teach children strategies to help them solve problems and control emotions.</li> </ul>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>use a variety of age appropriate strategies and materials that develop math processes.</li> <li>provide hands on activities that are related to the real world.</li> <li>incorporate children's interests into math activities and play.</li> <li>use math language and vocabulary throughout the day.</li> </ul>

# 4 Year-Old Learner Expectations



Health & Physical Development	Social Emotional Development	Language Development & Communication	Approaches to Learning	Cognition and General Knowledge
<b>I CAN...</b> *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	<b>I CAN...</b> *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	<b>I CAN...</b> *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	<b>I CAN...</b> *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	<b>I CAN...</b> *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





Prairie Ridge  
Early Learning School

## 2023-2024 CALENDAR



EC 4T  
All Children's Transitions

**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						
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		

SEPTEMBER 2023						
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

OCTOBER 2023						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
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DECEMBER 2023						
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31						

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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31						

APRIL 2024						
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28	29	30				

MAY 2024						
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JUNE 2024						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

### 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

## **Eau Claire 4 Tomorrow - General Information**

- In the Eau Claire Area School District, 4-year-old kindergarten is known as *Eau Claire 4 Tomorrow (EC4T)*.
- Participation is voluntary for children who will be 4 on or before September 1.
- EC4T provides an enrichment opportunity for all four-year-olds prior to kindergarten.
- There are no additional charges for EC4T at participating community early learning programs. This includes preschools, childcares, Head Start and child development centers.
- EC4T is 4 half days a week, some partner locations offer full day childcare. Centers do not charge for EC4T but will charge for extended services and/or childcare.
- All families have access to parent involvement opportunities.

## **Key Policies**

### **Absences**

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

- Call the EC4T center as early as possible letting them know of your child's absence.
- Let them know about how long your child will be out of school.
- Unexcused absences of students shall be classified as attendance problems.

### **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 everyday 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!

### **Change of Information**

Please let your EC4T center know as soon as possible if at anytime during the school year your family has a change of:

- Address
- Telephone Number
- Emergency Contacts-change of person or telephone number. Please let the people you choose as emergency contacts know that you are listing them as emergency contacts.

### **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 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 the ECASD Early Learning Program/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.

### **Controlled Substances**

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

### **Custodial/Non-Custodial Parents**

It is the intent of the Board of Education of the Eau Claire Area School District 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 a 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 the 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 supports 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

### **Emergency Closings**

If the ECASD delays or closes school, it will not be counted as an EC4T class day and community site EC4T classes will also be canceled. Check with your center regarding childcare on days ECASD delays or closes school.

### **Immunizations**

Wisconsin State Statue 140.5 requires that all students entering public school have basic immunizations or they will be refused entry unless the child has an exception on file for health, religious or personal conviction 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, please contact the Early Learning Office at 715-852-3600.

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

It is important to send your child to school wearing comfortable play clothes and shoes. Your child will be painting, pasting, and participating in an active schedule. Your child may get dirty. Avoid clothing with complicated belts, overalls, suspenders, and straps, they are hard for children to use by themselves. An extra change of labeled clothes should be sent to school for the duration of the year. Your child will also need a sturdy backpack. Please check your child's bag daily for notes & projects from school. Do not send umbrellas or hand sanitizer with your child.

### **Outdoor Play**

Students will go outside for a minimum of 30 minutes of 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. Review your center's policy regarding temperature for outdoor recess.

### **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 his/her 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.

### **Religious Holidays**

The ECASD Early Learning Program strives to be compliant with the school board policies and rules (Guidelines for Recognition of Religious Beliefs and Customs 323.3-Rule) which discourages religious holiday parties in our classrooms. For more information, [http://www.ecasd.us/ECASD/media/District-Site/PDFs/Board%20Policies/boardpolicy323\\_3.pdf](http://www.ecasd.us/ECASD/media/District-Site/PDFs/Board%20Policies/boardpolicy323_3.pdf).

### **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*

### **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 a staff member. If we do not hear from you, we will assume that you give us permission to allow your child to be photographed or videotapped. Please be considerate when you are photographing and/or videotapping your child at school to only capture your child in the photos/videos.

### **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.

### **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.

## **Special Education**

When children have identified special needs and require special services to access their education we provide Occupational Therapy, Physical Therapy, Speech Therapy, and/or the services of a Special Education teacher through our Early Childhood Special Education Program. 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. Because of this research our special education staff make every effort to support children with special needs and their care providers in their natural environments, that is homes, childcare centers, community locations (library, sport center, etc.).

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

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

## Early Learning Assessments

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

# Mental Health

## **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 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
- Self-esteem
- Sibling rivalry
- Substance abuse
- Discipline strategies
- Frustration/anger
- Worry/fears
- Domestic Violence

## **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.

## **Family Engagement**

Parents play a major role in influencing their child's success in school. ECASD-Early Learning Program encourages parents to become involved in their children's education. "Connections" parent newsletter has the information you need to participate in family events and workshops.

## **Family Services**

Early Learning Family Services Facilitators are available to provide information and support to families. Family Services Facilitators work closely with centers to link families with necessary resources. These may include: direct assistance and referrals to other service agencies, emergency assistance, crisis intervention, and information regarding literacy and employment. Your confidentiality is respected at all times. The Early Learning Program also offers a food pantry and clothing closet, located at Prairie Ridge. Any family with a child enrolled in the Early Learning Program is welcome to use the food pantry and the clothing closet. If you would like to speak to a Family Services Facilitator, call 715-852-3607.