MISSION STATEMENT
To educate, support and prepare all learners for success.

VISION STATEMENT
To be the premier school district where every student is inspired every day.
### Program Directory of Instructional and Support Services

**Little Cubs Preschool**
[www.marshall.k12.mn.us/earlychildhood](http://www.marshall.k12.mn.us/earlychildhood)

<table>
<thead>
<tr>
<th>ECFE Office</th>
<th>Park Side Elementary School</th>
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<tbody>
<tr>
<td>Marshall Middle School</td>
<td>1300 East Lyon Street</td>
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<tr>
<td>401 S Saratoga St</td>
<td>Marshall, MN 56258</td>
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<tr>
<td>929-2633</td>
<td>537-6948 ext. 7009</td>
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<tr>
<td>Office hours: 8:00 am – 3:00 pm</td>
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**Tiffany Teske - Early Childhood Coordinator**
Phone: 929-2634 Ext. 4013
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**Sara Kompelien – Early Childhood Administrative Assistant**
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**Crystalynn Larsen – Paraprofessional**

**Julie Clark – Paraprofessional**
Little Cubs Preschool offers a variety of activities to channel children's energies into positive growing experiences. The purpose of Little Cubs Preschool is to provide all children with adequate opportunities to participate in child development programs. These programs enable the children to enter school with the necessary skills, behavior, family stability and support to succeed.

We would like to share our Little Cubs Preschool goals with you.

Children attending Little Cubs Preschool will develop the following skills through a variety of PLAY experience:

- Develop listening skills and class participation.
- Develop language and motor skills for success in school.
- Develop self-help skills to be independent at school.
- Have the opportunity to play with children the same age.
- Feel confident about attending school.

Parents, you benefit from Little Cubs Preschool by:

- Learning about your child's readiness skills.
- Discovering ways to support your child in school.
- Participating in family special events.
- Opportunity to share with other parents in informational classes.

Staff will be observing your child in the following ways:

Self-esteem, social skills, health and safety, physical development, language, math, and science skills, art and music participation.

Little Cubs Preschool is a MN School Readiness Preschool Program and is 4 Star Parent Aware approved. Parent Aware is a rating system for Early Childhood programs in Minnesota who have met certain criteria in assessment, curriculum, teacher certification, and training. This also means parents can access Early Learning Scholarships to help pay for preschool tuition. If you want more information please talk to Tiffany or Sara in the Early Childhood office.

Little Cubs Preschool offers a variety of enrichment experiences for your child. Some of the activities include: arts and crafts, creative and dramatic play, community exploration, reading, science, manipulative and construction toys, outdoor play, and special events. Activities are presented in age appropriate ways. A developmentally appropriate mix of play, group, and individual learning experiences are provided.
The 4 and 5 year old preschool classes will have the opportunity to check out books from the school library each week. Free choice time is provided each day for the children to pursue their own interests in a safe, friendly and stimulating environment.

**Program Philosophy**

Central to our philosophy is the belief that each child is a special and valued person who has been entrusted to our care by his/her first teachers, the parents. It is important to us that each child in our classroom not only meets with success every day, but that he recognizes his own accomplishments as successes. We believe young children learn by interacting with people and things in their environment. Play (with other people and with objects in their environment) is a “child’s work” and as much of a child’s learning that takes place in our classroom. However, in order for play to become prime learning time, children need to be provided with a stimulating environment, to promote their desire to explore and interact.

A balance of teacher planned and child initiated activities are part of a typical preschool day. Our goal is to find creative ways to become part of his activities, experiences, and practice he will need in order to be ready for his next learning level. We believe it is essential to capitalize on each child’s interests while addressing a child’s needs.

**Parent-Child Partnership**

Little Cubs Preschool is very proud of the parent-child partnership included in our preschool. We respect that you are your child’s first and most important teacher. Early learning opportunities with the whole family involved is supported by research that indicates preschool children who have families that actively support learning beyond the classroom are more successful in school - and life!

**Parent Participation**

A. Participate in Early Childhood Screening with their child prior to the start of Little Cubs Preschool, or within 90 days of enrollment. Children enrolled in Little Cubs Preschool will be referred to the screening coordinator for screening.

B. Attend two parent-teacher conferences to discuss your child’s development. The focus of the conference will be your child’s development and how the school can partner with you to meet your child’s developmental and educational needs. Conferences are approximately 15 minutes in length.

C. Attend Parent information meetings.

D. Attend ECFE class or classes is strongly encouraged. We offer daytime and evening classes to meet your schedule. You will need to register through Marshall Community Services at www.marshallmn.com or call (507) 537-6767.

E. ECFE /Little Cubs Preschool offers family special events that you are encouraged to attend with your child.
**Tuition Payments**

We believe all children deserve a quality preschool experience before Kindergarten and that money should not be the barrier to that experience. Due to not enough funding, we do have to charge tuition to maintain our three year old programs for 18-19. Our four year old Voluntary Pre-K program will be free for families for 18-19. Tuition is based on a families’ income level according to sliding fee scale. The sliding fee scale and payment options are available upon your request. Early Learning Scholarships are also available to families who meet certain criteria.

If at any time throughout the school year it becomes difficult to make payments or your income status has changed, please contact our office at 929-2633.

**Payments can be made in the following ways:**

- **Checks, cash or credit card**
  - Checks Payable to: Little Cubs Preschool
  - You may send your payment in your child’s folder
  - Give it to your child’s teacher
  - Bring it to the ECFE office at the Middle School
  - Mail payment to: Little Cubs Preschool
  - 401 South Saratoga
  - Marshall, MN 56258

- Pay Online with credit or debit cards, at the Marshall Public Schools website. Click on the **Online Payments** icon on the MPS home page. Ask for more information about this option.

**If a check is returned because of non-sufficient funds, cash will be required for the check amount and all bank processing fees.**

**Attendance and Transportation Procedures**

**Drop Off and Pick-up**

- Arrival time at school should be **no earlier than 15 minutes before class starts**.

- Please bring your child **INTO THE BUILDING AND TO THEIR CLASSROOM, DO NOT** drop children at the front door and allow them to walk in unattended.

- For the safety of everyone, classroom doors will be locked during preschool hours. Parents and visitors must check-in at the office after the start of class.

- Please pick up your child **immediately** after class. An adult listed on their registration form should meet your child at the classroom door.

**Please note:** Your child will **not** be released to any individual who is not listed on the online enrollment form.
• If your child has other means of transportation such as the MAT bus or Southwest Coaches, please inform them when your child will not be attending school or taking alternate transportation home.

If Your Child is going to be absent
If your child is not going to be in school because of illness, vacation, etc., please call Little Cubs Preschool and leave a message for your child’s teacher.
• If your child attends preschool at the Middle School location call: 929-2633
• If your child attends preschool at Park Side Elementary call: 537-6948 Ext. 7009

School Closing Announcement
In case of inclement weather (severe thunderstorms, ice storms, blizzards, extremely cold conditions, etc.), or other building emergency such as a power outage, look for cancellation info at the following radio stations or websites below.

Marshall Public Schools uses an automated phone system to inform parents of school closings and announcements. You will receive these notifications as well.

AM  1400 KMHL  FM  99.7 KKCK
AM  830 WCCO  FM  105.1 KARL
www.marshallradio.net  www.gomarshall.net

WHILE YOUR CHILD IS AT SCHOOL... . .

Label Belongings
All personal belongings (coats, boots, hats, etc.) that are brought to school should be labeled with the child's name.

Dress and Toileting
We suggest that you send your child to school in comfortable clothing that is easy to manage in the bathroom. Clothing that your child can remove in order to attend to his/her own needs is suggested. (ex: snaps, suspenders, jumpsuits and belts may be difficult for your child).

We run and jump and dance too! It is best if your child wear comfortable shoes that support their feet and ankles and do not easily fall off. Please avoid wearing flip flops or other similar footwear. Velcro shoes are preferred.

Also, we tend to get messy at school. We use paint, glue and goo...so; it may be less worrisome for you and your child if their clothing is something that’s easily washed.
  • Please put an extra set of clothes in your child’s backpack in case of spills or toileting accidents.


Snack Time
A snack is served to the children during each class.
Please let the teacher know if your child has any food allergies.

Students will take turns bringing snack. We use a snack calendar and a snack sack. We encourage healthy snacks that are low in sugar and have a good nutritional value.

The following are suggestions that can be accepted for serving to children:

- Animal Crackers
- Graham Crackers…in all flavors!
- Crackers…in all flavors!
- Wheat Thins
- Crackers with Cheese
- Orange Wedges
- Apple Slices
- Bananas
- Dried fruit
- Pineapple
- Peaches
- Pears
- Banana Bread
- Raisins
- Muffins
- Grapes
- Breakfast Cereal Bars
- Breakfast Cereal – Unsweetened
- String Cheese
- Popcorn
- Carrot & Celery Sticks
- Yogurt

- Please contact your child's teacher in advance if the snack you are contributing is perishable or a birthday treat.

- All food and drink items for snack, a school party, birthday or treat should be purchased at a store. Snacks do NOT need to be individually wrapped. This is not meant to be an insult to parents who bake those super goodies, rather it is a State Law passed in the 1960’s.

Curriculum
Little Cubs Preschool uses a variety of research based tools and resources in our curriculum. We have established child outcomes based on the Minnesota Department of Education’s Early Childhood Indicators of Progress, Worksampling Assessment System, High Scope Curriculum, and the Minnesota Kindergarten Standards, as well as the Marshall Public School Kindergarten standards and expectations. Our curriculum is eclectic and provides children with opportunities for lots of hands on learning. Learning will occur through lots of play experiences, stories, songs, art, pretend play, individual, small, and large group activities.

Handwriting Curriculum
Little Cubs Preschool uses the Handwriting without Tears (HWOT) approach to teach handwriting readiness. Research shows that a good foundation of up, down, left, right exploration of movement and line are essential building blocks for success with handwriting.
The HWOT letters and numbers are simplified, using straight lines, consistent curves, and consistent verbal cues for starting place and directionality are essential for success. Instruction for each letter formation will be sent home with your child.

**Little Cubs Preschool** will follow these guidelines when considering each child’s developmental level for handwriting readiness.

- 3 year olds – explore letters thru movement and multi-sensory
- 4-5 year olds – will begin writing letters

This program will start with basic shapes so that in Kindergarten, these skills will easily transfer to their program.

**Social Emotional Curriculum**

Social Emotional development is a very important piece to early childhood education. A social-emotional curriculum that helps children learn about their feelings, emotions, getting along with others, problem solving, calming down techniques, and much more is the foundation of being successful in a classroom. Classrooms use a combination of Second Step, Pyramid Model-TACSEI, Listening Larry, CEM, and other various tools.

**TACSEI—Together We Can!**

TACSEI stands for the Technical Assistance Center for Social Emotional Intervention. We call TACSEI “Together We Can!” in our classrooms. The purpose of TACSEI is to enhance knowledge and skills of preschoolers social and emotional needs as well as, enhance the knowledge, skills, and techniques for all preschool staff to use. There will be Together We Can family events for you to attend with your child, as well as information sent home about TACSEI tools. This can be useful for you to use at home too.

**Classroom Engagement Model**

Classroom Engagement is an innovation that we started implementing during the 15-16 school year. Throughout the year you will see information come home from your child’s teacher about Classroom Engagement activities. Parent engagement is also encouraged and you will have an opportunity to create a family and child goal. We will help support you throughout the year to make your goals.

**Communication**

Communication between the teacher and parents is a very important part of your child’s success in school. Since we believe strongly that parents are the first and most important teachers in a child’s life—we want to hear from you and talk to you.

**Please check your child’s back pack every day!**

Your child is proud and excited about what he learns and does in preschool. Our lives can get so busy sometimes, but try to take 10 minutes each day to talk and ask about your child’s school day, look at school papers and projects, or read his library book.

We will use the folder you purchased to send important papers, calendars, and occasional newsletters, etc. Please leave this folder in your child’s back pack.
A communication/notice board is located in or near the classrooms. Please check the board weekly for reminders, special announcements and surprises!

**Photo Internet Use Release**
Families enrolling in the Little Cubs Preschool will be given the opportunity to sign off through parent portal verification a release allowing ISD 413 the opportunity to photograph or video-tape family members participating in the Little Cubs Preschool program. We are excited to offer current technology in the classrooms. Your child will have smart board and I-pad use. Parents will need to authorize internet use through parent portal verification.

**Observers**
At times throughout the school year, there may be authorized observers in your child’s classroom.

**Health and Safety**
Current immunization records are required for all children in Little Cubs Preschool. Minnesota Department of Health rules do not allow children to begin school without the immunization records on file. If your child is not compliant with the State Law, he/she will be withheld from school until proof of immunizations is obtained.

Please inform staff if your child has food allergies, medical concerns, special needs or physical limitations.

Please keep your child home if he or she has:
* An infectious illness  * Any rash
* Discharge from eyes or ears  * A fever within a **24-hour** period
* Any vomiting within a **24-hour** period  * Diarrhea

*Who do I call if my child is ill and staying home?*
*Please call your child’s teacher if your child will not be attending school due to an illness.*
**Middle School classroom:** Call the ECFE office at 929-2633 and leave a message
**Park Side classroom:** Call 537-6948, extension 7009 and leave a message

*What if my child gets sick at school?*
We will contact parents if a child becomes sick while at school and you will be asked to pick up your child.

*For your information:*
Please be aware that your preschool staff are mandated reporters and are required to report any suspected neglect or incidence of child abuse.
In case of an emergency or injury at school which requires professional medical attention, parents will be notified immediately. If a parent cannot be reached, we will call the persons (in the order listed) on the Child Information Sheet. If necessary, we will immediately dial **9-1-1** and proceed with medical/dental help. Every effort will be made to contact the parents as soon as possible.
CHILD GUIDANCE PROCEDURES

The Little Cubs Preschool views discipline as an opportunity to teach children social skills needed to function successfully in daily life. Staff encourage appropriate behavior through clear guidelines, consistent consequences and positive staff interaction. When working with children, Little Cubs Preschool staff remain proactive, guiding children in making appropriate choices and redirecting them as needed.

To be more effective in working with children, Little Cubs Preschool staff team up with parents to work on issues together. Ongoing communication between home and Little Cubs Preschool promotes success for children.

Specific behavior guidance procedures adhered to the Little Cubs Preschool include:
◊ Children will be provided with a positive model of acceptable behavior.

◊ Behavior expectations will be developmentally appropriate for the children served.

◊ The staff will clearly explain to the children what behavior is expected of each person in the classroom.

◊ Children will be redirected from problem situations to more constructive activities in order to reduce conflict.

◊ The staff will help children develop problem solving skills by using the following steps:
  1. Staff will name the unacceptable behavior for the child.
  2. Staff will explain why the behavior is a problem.
  3. Staff will suggest or get other ideas from the child for new acceptable behaviors.

◊ The children will be made aware that our classroom procedures are:
  "You can't hurt yourself; you can't hurt others; and you can't hurt property."

◊ Children's unacceptable behavior will be promptly dealt with using natural or logical consequences. If your child is unable to stay at school, a parent will be called.

If your child rides the school bus, we do follow the MPS bus policies. It is a privilege to ride the bus and our children need to follow the rules.