



Little Wingers Preschool

Family Handbook

CREATIVE

COURAGEOUS

UNITED

RED WING PUBLIC SCHOOLS

Early Childhood Services through Red Wing Public Schools

Colvill Family Center

269 E. Fifth St.

Red Wing, MN 55066

651-385-8000

www.rwps.org

Large Print Format Available Upon Request

Welcome to Little Wingers at Colvill Family Center.

Our early childhood education program provides a strong foundation for our youngest learners to build their strongest future. We look forward to being part of your family to best meet the needs of your child and the entire Little Wingers family so that everyone can reach their fullest potential.

Becky Norton

Director of Colvill Family Center

***The mission of Colvill Family Center is
to welcome, support, and inspire all families
in lifelong learning.***

PROGRAM

The Little Wingers Preschool at Colvill Family Center is a community preschool operated by Community Education through Red Wing Public Schools. Colvill Family Center hosts a variety of birth-to-5 programs and services, including Early Childhood Family Education, Head Start, and early childhood screening.

Little Wingers Preschool is a Four-Star Parent Aware-rated program for children ages 3, 4, and 5. Programs are aligned with preschool expectations and are offered two, three, four, and five half days per week. We partner with Kids Junction to offer an All Day option.

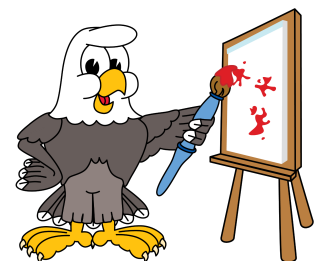
To be eligible, a child must be 3 or 4 years of age by Sept. 1. There is a fee, with scholarship funds available based on family need. Transportation is available to preschool students receiving special education services, eligible Voluntary PreKindergarten (VPK) students, and those partnering with Kids Junction for before- or after-preschool child care. Other families provide their own transportation or contract with Hiawathaland Transit.

PHILOSOPHY

Little Wingers Preschool is designed to support and nurture young children as they learn and grow. Little Wingers Preschool strives to help young children:

- Explore, discover, and learn through play.
- Develop age-appropriate social/emotional skills.
- Expand verbal communication skills.
- Begin to develop literacy skills.
- Develop an understanding of mathematical relationships.

Our sessions will provide educational experiences for each child through circle time, storytime, small group time, play, physical activity, music, and art.



CURRICULUM

Little Wingers uses Creative Curriculum and Teaching Strategies GOLD (TS Gold) assessment in our programs. These are state-approved curricula and assessments, aligned with early childhood and kindergarten state standards. Conscious Discipline is used throughout the programs to teach self-regulation skills while building a school “family.”

PROGRAM FEES

Tuition payments are due on the 20th of each month for the upcoming month (e.g., the September payment is due by Aug. 20). Unpaid tuition can result in your child being dropped from class.

We accept payments made with Visa, MasterCard, or Discover. Payments by check or money order may be sent to the school with your child in their backpack or mailed. Please make cash payments in person; receipts are available.

Please notify us promptly if your child will not be attending so his or her spot can be given to another child on a class waitlist. We often have a waitlist. You are still responsible for tuition until we are formally notified by the parent/guardian that your child is dropping preschool.

POLICIES

Little Wingers Preschool abides by all Red Wing School District and Red Wing School Board policies. The District Student and Parent Handbook is available at www.rwps.org.

CLASS INFORMATION

1. Field Trips

Some classes may take field trips during the year. You will receive a permission slip that you must complete and return for your child to participate.

2. Breakfast/Lunch



The school will provide breakfast for the morning classes and lunch for the afternoon classes. Please notify the Colvill office of any known food/milk allergies (or other known allergies) your child has. There is no charge for meals. If you choose to send lunch with your child, please ensure it is nut-free.

3. Bringing a child to and from school

Parents/guardians will drop off and pick up their children at the designated area each day. We will release your child only to the persons you have listed on the pick-up permission form. If someone else will be picking up your child, they need to be listed on the pick-up permission form and be at least 18 years old. Families are expected to pick up and drop off their children on time.



4. Transportation

The school district does not provide transportation for all general education Little Wingers Preschool students at this time. However, Little Wingers does offer transportation in certain circumstances.

Students who receive Special Education services and have an Individualized Education Plan (IEP) may receive transportation through Red Wing Public Schools as part of their IEP.

Students attending Little Wingers through Voluntary PreKindergarten may also be eligible for transportation through the Red Wing Public Schools.

Families who use Kids Junction for before- and after-school child care may also use transportation to and from Kids Junction.

All other families may choose to make arrangements through Hiawathaland Transit (The Ride). Colvill Family Center or the Red Wing School District does NOT operate Hiawathaland Transit. Hiawathaland Transit can be reached at 1-866-623-7505. If your family qualifies for a scholarship, you may be eligible for support with transportation costs.

5. Clothing

Your child should wear comfortable play clothes that they can easily manage in the bathrooms.

Please note that children and adults must refrain from wearing clothing that displays offensive or obscene wording or images or any references to activities that are illegal to minors (examples include references to drugs or alcohol). See [Policy 504](#) for detailed information.



Children should wear shoes that are appropriate for play in the gym and/or on the playground.

Children should have boots, hats, mittens, snow pants, and a warm coat during cold months. See Outside Play below.

6. Outside Play

When age and developmentally appropriate, each class attempts to get children outside daily.

We monitor temperature, rain, wind, and air quality to determine when it is safe for Colvill students to play outside. Children do not go outside when the wind chill factor is at or below -15°F or when the heat index is above 90°F, according to the National Weather Service.

7. Toys From Home

We recommend that toys and objects be left at home. If your child has sharing time or Show and Tell, the teacher will let you know. In keeping with the Red Wing Public School Violence/Weapons Policy, all toy guns and weapons must be left at home.

8. Birthdays and Holidays

We celebrate each child's birthday at Little Wingers Preschool. Students are not allowed to bring food for birthdays. Please see your child's classroom teacher for alternate ideas to recognize your child's birthday. Thank you for your understanding.

Because we are a public preschool, we do not celebrate religious holidays, but we may have some seasonal activities that correspond with holidays (e.g., making pumpkin pictures in autumn). Non-religious activities are planned for Thanksgiving, Christmas, and Valentine's Day. If you prefer that your child not participate in these activities, please inform us.

9. Conferences

Conferences will be scheduled twice during the year. Conferences provide an opportunity to share information regarding your child's strengths and development.



10. Visitors

District policy requires visitors entering the center to sign in and out at the front desk.

Parents and guardians are welcome to visit their child's classroom. Visits must be pre-approved by the director. Please call us to schedule a time to meet or use conferences if you wish to discuss any concerns you have about your child or school.

11. Volunteers

We welcome parent involvement in our programs. If you would like to volunteer in the classroom, on field trips, or in any way, please let us know! We will also have additional opportunities for parent involvement throughout the year. We would love for you to be involved! (Depending on supervision level, duration, and nature of the work, volunteers may

be required to complete a “Volunteer Application Form” and/or background check before volunteering.)

12. Snow Days

In case of inclement weather, parents/guardians should visit and monitor www.rwps.org and the Colvill Facebook for announcements.

If there is a two-hour late start, Colvill cancels morning classes.

If there is an early release, there are no afternoon classes.

Parents/guardians of children who do not use transportation on that day are expected to pick up their children at the announced closing time.

13. Other Weather Emergencies

In case of tornado or storm watches or warnings, staff will move children to safety. Parents/guardians are advised to use their judgment when picking up their child during a storm watch.

14. Major Nuclear Accidents or Other Improbable Issues

In the event of a major event – i.e., train wreck, chemical spill, etc. – ALL students and staff members will be evacuated from their school and transported by bus to the Hastings Middle School (1000 11th St. W., Hastings, MN). The Goodhue County Emergency Operations Center decides to evacuate.

Additional information will be announced on KCUE. No other options for dismissal will be permitted during a nuclear emergency that necessitates an evacuation.

15. Early Childhood Screening

Early childhood screening is required for entrance to Minnesota public schools and must take place between the ages of 3 and kindergarten, or within the first 30 days of school. Screening is a quick, no-cost check of a child’s vision and hearing, height and weight, immunizations, overall development, and a summary for the parent.

Screening is offered monthly throughout the school year. Early childhood screening provides the best opportunity to identify health or developmental concerns early.

Please contact the Colvill Family Center to schedule your child’s Early Childhood Screening.

BEHAVIOR GUIDANCE

At Colvill, we use Conscious Discipline to support and directly teach healthy, positive social/emotional skills and self-regulation.

Guidance strategies will be used to help your child develop self-control, correct behavior, and strengthen self-control. Teachers and assistants will:

- Teach strategies to resolve interpersonal issues
- Model and teach expected behavior & social interaction skills
- Set limits
- Provide direction
- Redirect children to constructive activities
- Set clear expectations
- Build self-regulation skills

In rare instances, it may be necessary to remove a child from an activity to a quiet area with a staff member. Under Minnesota Laws 2020, Chapter 8, Article 5, Section 1, Little Wingers Preschool prohibits disciplinary dismissals, including expulsion and suspension, except for a child presenting an ongoing serious safety threat to the child or others. If a child presents an ongoing serious safety threat to the child or others, and after non-exclusionary discipline practices have been exhausted, expulsion and exclusion practices may be implemented.

HEALTH AND SAFETY

1. Immunizations

According to the Minnesota Department of Health, we are required to have an up-to-date immunization record **before** your child starts school.



2. Illness

Colvill Family Center will follow the Red Wing School District's illness policies.

If you have concerns about your child's health, please keep your child home. Also, please contact the Colvill Family Center with information about your child's symptoms.

If a child becomes ill while at Little Wingers Preschool, we will provide supervised isolation from the other children and contact you to pick him or her up as soon as possible. If we cannot contact you, we will call the emergency contact listed on the child's enrollment form. Transportation home and medical care need to be provided by you or someone you have designated.

Keep children home if:

- Temperature is above 100°F.
- Vomiting or diarrhea within the last 24 hours.
- A cough that does not stop with cough syrup or cough drops.

Temperatures should be normal for at least 24 hours without medication before the child returns to school. Students must wait at least 24 hours before returning to school after vomiting/diarrhea.

Please notify our school office immediately if your child becomes ill with a communicable (contagious) disease.

Parents/guardians will be notified in writing, when appropriate, if a child in the classroom has a contagious disease. You are urged to call the school nurse with any questions before sending a child to school.

Since most diseases are spread before they are recognized, it is impossible to prevent exposure completely. However, parents/guardians are urged to keep children home if they develop any symptoms suggestive of a communicable disease.

Please call to let us know if your child will not be in class due to illness or any other reason. If your child rides the bus, contact Hiawathaland Transit (1-866-623-7505) or MTN (the district's transportation company) at 651-212-6116.

3. Medical Emergencies

In the event of an emergency, we will attempt to contact you. If necessary, we will contact 911 and transport the child to Mayo Health Systems-Red Wing via ambulance. We will then continue to try to notify you. Staff members are trained in First Aid and CPR.

4. Medication

No over-the-counter or prescription medications shall be administered to a child by school personnel without written parental authorization. Prescription medications must be in their original containers, and a doctor's order must accompany them. Please contact the Colvill Family Center office to obtain the proper forms.

5. Allergies / Asthma

If your child has asthma or any food, animal, bee sting, or other allergies, please let the Colvill office know.

6. Weapons

The Red Wing School District's Weapons Policy states: No student or visitor shall possess a weapon before, during, or after school hours in any school district location. This policy includes any toy gun or weapon.

Information on this policy and other district policies is available on the district website at www.rwps.org.

Phone Numbers

Colvill Family Center 651-385-8000

Hiawathaland Transit 866-623-7505

MTN (Red Wing Schools' Transportation) 651-212-6116

