



# **2024-2025**

## **Moorhead Early Learning Center Family & Student Handbook**

*Probstfield Center for Education*  
Early Learning ♦ Early Intervention Services

*The mission of Moorhead Area Public Schools is to develop the maximum potential of every learner to thrive in a changing world.*

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## Accessing Building

For the safety of our students, visitors must enter Door 1 and sign-in with a driver's license. A visitor's name badge must be worn at all times in the building and be visible to district employees. A visitor is considered anyone in the building not enrolled in a school district class.

## Admission to JumpStart

A child must be at least three years old by September 1st of the current school year to enroll in JumpStart preschool. Prior to enrollment, your child must have the following required documentation provided: current immunizations, proof of residency, and student identification (example: birth certificate, passport). Early Childhood Screening must be completed within 90 days of entry to comply with the Minnesota Department of Education requirement.

- Families will be required to complete a school registration through Power School Registration. This link will be sent to families once the student has been accepted into the JumpStart program.
- Any changes to your family, ie. phone number, address, family info, etc. please let the school know so your child's information can be updated.

## Attendance

### We believe:

- students with regular attendance achieve better academically in school;
- students with regular attendance are better adjusted to school;
- learning that is lost due to absence can never be adequately replaced;
- regular attendance allows students to practice transitions, gain self-management skills, and benefit from the consistency of a predictable schedule.

It is the responsibility of the student's family to ensure that their child attends school or to inform the school of a student's absence.

If your child misses 15 consecutive school days they will be dropped from the program [Minnesota Statute 126C.05 Subd. 8](#)

### Reporting Absences:

If a student is/will be absent or late to school, the family must notify the school:

- Call the office attendance line at 218-284-3800

- Enter absence in PowerSchool under Absence Reporting

## Bullying/Intimidation

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Refer to the discipline procedures section in this handbook and to [School Board Policy 514](#) on the school district website or in the school office.

## Bus Information

Transportation for students attending JumpStart is not provided by the Moorhead School District. Early Intervention students transportation is provided through Richards Transportation.

## Calendar/Schedules

JumpStart will follow the Moorhead Area Public Schools district calendar. Early Intervention Services also follows the district calendar, as well as provides infant and toddler services on a stretch calendar through the summer months of June, July and August.

## Census Information

It is important that all residents of Moorhead Area Public School District (ISD152) be included in the school census, even newborns. If you or someone you know recently moved into the district, had an addition to the family through birth or adoption or a change of address, [please let us know](#). This is very important in keeping our student records up-to-date. To include your family in this census, please complete the form on our website or call our office at 218-284-3400.

## Child Abuse/Mandated Reporters

It is the policy of the Moorhead Area Public Schools to fully comply with [Minnesota Statute 626.556](#) requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the policy of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services or the proper city or county law enforcement agency.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Refer to [School Board Policy 414](#) on the website or in the school office.

## Curriculum & Assessments

Early Childhood programs are led by licensed teachers who follow developmentally appropriate expectations detailed in the MN Department of Education's Early Childhood Indicators of Progress - Minnesota's Early Learning Standards.

Curriculum: HighScope

Assessments: Child Observation Record (COR)  
Preschool Early Literacy Indicators (PELI)  
Hawaii Early Learning Profile (HELP) Developmental Assessment

## Conferences

Family-teacher conferences are scheduled twice a year in the fall and spring. Your child's teacher will ask you to sign up for an available date and time prior to conferences.

## Custody

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school. The school should also be made aware of any unusual situations that might require a heightened need for greater security for your child.

## Drills

Minnesota state law requires the following drills to be held annually:

- **Fire:** five drills each school year
- **Tornado/Severe Weather:** One tornado drill is practiced in the spring during Minnesota's Severe Weather Awareness Week.
- **Lockdown:** Five lockdown drills occur during the year without students present.

## Drug-Free and Weapon-Free Zones

The area around each elementary school is a drug-free and weapon-free zone. Anyone caught possessing or selling alcohol or chemicals or using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law. Refer to [School Board Policy 418](#) and [School Board Policy 501](#) on the website or in the school office.

## Early Childhood Screening

Required by [Minnesota Statute 121A.16](#)

## Family Involvement

**Family involvement is important for your child's growth and development.** We encourage families to partake in their Preschooler's learning by:

- Attending conferences at school with your child's teacher
- Attending events hosted at Probstfield Center for Education
- Volunteer in your child's classroom (inquire with your child's teacher regarding these opportunities)

- Keys to Kindergarten for 4 and 5-year-olds who will be attending Kindergarten in the fall (offered late winter, prior to kindergarten registration opening)

## Harassment and Violence Policy

*Moorhead Area Public School District 152 Policy Against Harassment and Violence Related to Race, Color, Creed, Religion, National Origin, Sex, Age, Marital Status, Familial Status, Status with Regard to Public Assistance, Sexual Orientation, Including Gender Identity or Expression, or Disability*

### Hazing Prohibition - Policy 526

**Title IX officer:** Kristin Dehmer, Executive Director of Human Resources and Operations.

**Phone:** 218-284-3355

**Email:** kdehmer@moorheadschoools.org

## Health Services

A full-time health assistant trained in first aid and CPR at our health office during school hours. A licensed school nurse trains and supervises this position and is on call at all times in cases of serious injury or illness at school. Health affects school attendance and performance. The school nurse is available to help students and families with any health concerns. The health office also manages immunizations, health records, medication administration, hearing and vision screening, and specialized health procedures at school. Communication and cooperation between school personnel and family is essential.

**Immunizations:** Minnesota State Law, M.S. 121A.15 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. Current immunization can be found at:

<https://www.health.state.mn.us/people/immunize/basics/readykidswhentopdf>

**Illness and Injury at School:** If your child is ill at school, school personnel will need to be able to contact you. Please complete emergency information in PowerSchool Enrollment, including medical provider, hospital preference and alternate in case of an emergency. We will not release students to anyone who is not an approved contact.

**Illness at home:** Please protect the health of our school community and keep your child home when they are sick. Contact the school if your child is staying home because of illness. Notify the health office if your child has a contagious illness such as chicken pox, strep throat, influenza COVID or a health nuisance like head lice or scabies. Students must be fever free (under 100.4 degrees) for 24 hours without medication before returning to school.

**Medication:** No prescription medication will be administered by school personnel without written authorization from the family and signed medical provider's orders. Over-the-counter medication (including acetaminophen, ibuprofen, etc.) may be given with a guardian's signature. Medical provider consent is not necessary when given as directed on the bottle. Medication request forms are available in the health office or with the [medication policy](#) on the district website. All medication must be in the original bottle, labeled with the student's name and administration directions. Whenever possible, medication should be given at

home. Please let the health office know if your student begins taking a new prescription medication at home that may affect them during the school day..

Refer to [School Board Policy 516](#) on the website or in the school office.

## Student Drop-off & Pick-up

**JumpStart Preschool does not provide transportation.** Any adult wishing to accompany a student down to the classroom will need to register at the front desk. **A driver's license is required to sign in.**

Pick-up time will be at the end of the class session. You will pick up your child in a designated pick-up spot. Your child will only be released to parents, guardians or a person listed on your authorized pick-up list. JumpStart staff will verify identification of each person picking up. If someone new is picking up who has not done so before, please remind them to bring a photo identification so we can ensure they are the correct person picking up your child.

**No person will be allowed to take a child from the premises who:**

- Is not identified as an authorized pick up
- Cannot verify identity with proper photo ID
- Is suspected to be under the influence of alcohol or drugs

**Children are to be picked up immediately after class is over.** If you are delayed by an emergency and anticipate being late to pick up your child, please make alternate plans for someone on your authorized pickup list to pick up your child on time. Also, please call the school immediately to let them know at 218-284-3800.

In the event that a child has not been picked up 10 minutes after the class session ends, attempts will be made to reach parents/guardians, using all numbers provided. If no parent/guardian is reached, we will attempt to contact all people on your child's authorized pick-up list.

Three occurrences of late pickups will result in contact from the Early Childhood Director to discuss the late pickup situation. After the fourth occurrence of late pickups, your child's enrollment will be reviewed for possible discontinuance from the program.

## Supervision of students

Children should not be dropped off earlier than 5 minutes prior to class when the doors to the classrooms will open. Students should be picked up promptly after class at 11 a.m. and 2:30 p.m.

## Teachers

All teachers at the Early Learning Center hold a current MN teaching license.

[School Board Policy 404: Employment Background Checks.](#)

## Title IX

The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is

committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

For more information, including how to report concerns, please view the [Title IX information on the district website](#) and [School Board Policy 522](#).

## **Tobacco-free Environment**

Smoking and the use of all tobacco products shall be prohibited on all school district property. Refer to [School Board Policy 419](#) on the website or in the school office.

## **Toileting and Diapering**

JumpStart children do not need to be toilet trained. Staff will assist with diapering children or assist them with toileting. Staff will work with families through the training process.

## **Toys**

Toys and other distracting personal belongings such as electronic games and trading cards may not be brought to school unless the student's teacher has given prior permission.

## **Visitors/volunteers**

Parents and guardians are always welcome to visit our school. For the safety of our students, visitors must enter Door 1 and sign-in with a driver's license. A visitor's name badge must be worn at all times in the building and be visible to district employees.

## **Weather-Related Closings**

If school is closed because of weather, all Early Childhood programs will follow the Moorhead School District. As soon as the decision to close schools is made, an announcement will be posted on the district's website at [www.moorheadschoools.org](http://www.moorheadschoools.org), and it will be announced on local radio and television stations. The district also uses an automated notification system for weather-related announcements and other notifications. Parents are encouraged to log in to PowerSchool to choose how they are notified with this system or to review prior messages sent by the system.

Please do not call the school to find out whether school is being canceled. Our phone lines are limited, and we need to be able to make outgoing calls in an emergency situation. Please check the website, listen to radio or television, and plan ahead so that your child knows what to do in case school closes early.

If school is 2 hours late there will be no morning JumpStart or Early Intervention Services.

If there is an immediate danger that requires students to be sheltered in the school, we recommend parents refrain from coming to pick up their students before the warning expires. This would include situations such as tornado or blizzard warnings. Certain emergencies may require moving students to another site. The school has a reunification plan that will be used if needed.

[For additional information on Early Intervention Services - click here.](#)

[For additional information on Early Childhood Family Education - click here.](#)



## District Communication

All families are encouraged to download the Moorhead Schools App from their app store. This free app provides instant access to school level announcements, news, menus, school events, school contacts and more. Families are encouraged to follow the district as well as any schools in which their students are enrolled. Notifications can be set based on preference.

Moorhead Area Public Schools' website at [www.moorheadschoools.org](http://www.moorheadschoools.org) provides information about the school district, news, phone numbers, dates of events, and access to PowerSchool and e~Funds for Schools.

Follow Moorhead Area Public Schools on Facebook and Instagram (@MoorheadSchools) to see student and district highlights.