



2009-10 Early Childhood Family Education Early Registration Information

Welcome to ECFE in ISD 622, North St. Paul-Maplewood-Oakdale Schools!

Families are welcome to register now for classes beginning in the fall of 2009. The following pages contain the schedule of classes and information about our registration procedures.

NEW! Extending ECFE year to 28 weeks! Classes run for 14 weeks each semester:

Semester I - September 17 - January 22

Semester II - February 1 - May 20

(some additional days may be added to make up for scheduled holidays & staff development)

Our new Early Childhood and Family Programs catalog for 2009-10 will be mailed out at the end of July to families on the ISD 622 census. It will also be posted on our website at www.isd622.org. If you are new to ECFE in our District, class descriptions are attached or you may wish to look at the 2008-09 catalog to learn more about our programs. Our catalog also has information about Early Childhood Screening, School Readiness, Stepping Stones Preschool, and Parent & Family Education.

- For each "Early Registration" received by **June 15** receive an ECFE coupon worth \$5.00.
- For each "Full Year" registration receive an ECFE coupon worth \$10.00.

Register Now And Save!

If you have questions or would like assistance with any part of the registration process, please call 651-748-7280.

Have a safe and fun-filled summer. We hope to see you in the fall!

2009-10 ECFE Class Schedule

Gladstone Center

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<p># 100 (Fee A) Toddlers & Twos (23-35 months) 9:30-11:30 am</p> <p>#102 (Fee A) Multi-Age (birth to 5) 9:45-11:45 am</p>	<p>#104 (Fee C) Bridge to Preschool (2-day) (2 1/2 -5 years) (parent/child day) 9:30-11:30 am</p> <p>#106 (Fee B) Walkers & Ones (9-22 months) 9:30-11:00 am</p> <p><i>*Sibling care available</i></p>	<p>#112 (Fee A) Discover With Me (2 1/2 - 5 years) 9:30-11:30 am</p> <p>#114 (Fee A) Multi-Age (birth to 3) 9:30-11:30 am</p> <p><i>*Sibling care available</i></p>	<p>#104 (Fee C) Bridge to Preschool (2-day) (child only day) 9:30-11:30 am</p> <p>#116 (Fee E) Child only drop-off (2 1/2 - 5 years) 9:30-11:30 am</p> <p>#118 (Fee A) Twos to Fours (24 months - 4 yrs) 9:45-11:45 am</p>	<p>Pop-In & Play (birth to 5) 9:00-10:30 am (Fee: \$3/child, \$7/ family)</p> <p>#124 (Fee B) Infants (birth to 12 months) 11:00 - 12:30</p>
Evening		<p>#108 (Fee B) Walkers & Ones (9-22 months) 6:00 - 7:30 pm</p> <p>#110 (Fee B) Discover With Me (2 1/2 - 5 years) 6:15 - 7:45 pm</p>		<p>#120 (Fee B) Toddlers & Twos (23-35 months) 6:00-7:30 pm</p> <p>#122 (Fee B) Multi-Age (birth to 5) 6:15-7:45 pm</p> <p>#126 (Fee B) Twos to Fours (24 months - 4 yrs) 6:15-7:45 pm</p>	

Beaver Lake Center

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<p>#200 (Fee A) Twos to Fours (24 months - 4 yrs) 9:45-11:45 am</p>	<p>#208 (Fee D) Learn & Play Preschool 2-day drop-off (3-5 years) 9:15-11:45 am</p> <p>#210 (Fee A) Multi-Age (birth - 3 yrs) 9:30-11:30 am</p>	<p>#212 (Fee A) Multi-Age (birth to 5) 9:45-11:45 am</p>	<p>#208 (Fee D) Learn & Play Preschool (3-5 years) 9:15-11:45 am parenting 1X/mo.</p> <p>#216 (Fee B) Walkers & Ones (9-22 months) 10:00 - 11:30 am</p>	<p>#218 (Fee B) Walkers & Ones (9-22 months) 9:15 - 10:45 am</p> <p>#220 (Fee A) Toddlers & Twos (23-35 months) 10:00 am - Noon</p>
Afternoon	<p>#202 (Fee D) Learn & Play Preschool 2-day drop-off (3-5 years) 12:45 - 3:15 pm</p>	<p>ECFE/ESL Family Multi-Age 12:45 - 3:15 pm</p>	<p>#202 (Fee D) Learn & Play Preschool (3-5 years) 12:45 - 3:15 pm parenting 1X/mo.</p>	<p>ECFE/ESL Family Multi-Age 12:45 - 3:15 pm</p>	
Evening	<p>#204 (Fee B) Multi-Age (birth to 3 years) 6:00 - 7:30 pm</p> <p>#206 (Fee B) Two 1/2 to Fives 6:15 - 7:45 pm</p>		<p>Pop-In & Play (birth to 5) 6:00-7:30 pm (Fee: \$3/child, \$7/ family)</p> <p>#214 (Fee B) Multi-Age (birth - 5 years) 6:15-7:45 pm</p>	<p style="text-align: center;">* About Sibling Care...</p> <p>Sibling care is available Tuesday and Wednesday at Gladstone. It's intended to provide safe, quality care for children 6 weeks to 5 years (before kindergarten) while you attend class with another child. The fee is \$52/child for each semester.</p>	

2009-10 ECFE Class Descriptions

Incredible Infants

(Birth–12 months at class time)

The fast-paced growth and learning of an infant is exciting and hectic for parents. Bring your baby to ECFE and enjoy fun songs and activities designed to stimulate brain development. You'll meet other parents, share accomplishments and concerns, and learn about infant topics ranging from feeding, sleep, crying to attachment. You'll stay with your baby the entire class time.

Toddlers & Twos

(23-35 months by the beginning of a semester)

Bring your busy, constantly moving toddler to play and learn during parent/child activity time. Share your successes and challenges, and experience support and encouragement from other families. The children will continue playing and learning in the classroom with the early childhood teacher and paraprofessional while parents separate for their discussion time.

Multi-Age

(Birth-5 years, before kindergarten enrollment)

Come with one or all of your children up to age five and enjoy our child-friendly classrooms. A variety of parent/child activities will be planned based on the children's ages. Parents will separate for discussion with a parent educator while the children play and learn in their classroom with an early childhood teacher and support staff. Children may be grouped by ages during separation.

ECFE "Child-only" Drop-Off Class

(2 1/2 -5 years by Sept.1, 2009)

If you and your child are already enrolled in an ECFE class or Stepping Stones Preschool, you can register for this second class opportunity. Children will be with licensed EC teachers and paraprofessionals in a safe and familiar environment on this "child-only" drop off day. There will be a variety of hands-on learning activities that help prepare the children for their school experience. All children must be toilet-trained.

Discover With Me

(2 1/2 - 5 years by September 1, 2009)

Parents and children will "discover" and explore together in this exciting "new" class. The class will begin with a parent & child activity time followed by the parents separating to another room for a group discussion time. The focus of this class is for the parent/child time and the parenting group to have a common theme/topic each week. The Parent Educator will discuss with the parents the newest research and information while the Early Childhood Teacher & Paraprofessional will engage the children in activities, songs and stories related to the weekly theme.

Pop-In & Play

(Birth-5 years, before kindergarten enrollment)

This drop-in class is unique because it will work for families "new" to ECFE to try out or if there is no time for a weekly class or if you want an additional day of ECFE. This is a class for busy families that want to drop-in once or as many times as they can. Pop-In offers an opportunity to socialize with other children and parents and participate in learning activities, circle time, and large motor gym time. Parents stay with their child for the entire class. Just Pop-In because there's no registration necessary. Pop-In follows the ECFE Calendar. The fee is paid at the door and is \$3 per child with a maximum of \$7 per family, per visit.

Walkers & Ones

(9-22 months by the beginning of a semester)

Join us to enjoy exploring and learning with your young toddler during parent/child activity time. Share your joys and concerns, and experience the group support. Parent discussion will be in the children's classroom during Semester I. Gradual separation for parenting will begin during Semester II.

Tremendous Twos to

Fantastic Fours

(2-4 years by September 1, 2009)

Two, three and four year olds are active toddlers and preschoolers who are learning fast by trial and error and by asking questions. Join other families for parent/child activities planned for these ages. Your child will stay in the classroom with the early childhood teacher and paraprofessional staff while you separate for parent discussion. The group will choose topics of interest, which will include up-to-date information on parenting 2, 3, and 4 year olds.

Two 1/2 to Fives

(30-60 months by September 1, 2009)

Children two and one-half to five are striving to learn and discover all they can about their world. They are independent and always questioning and acquiring knowledge. Enjoy learning and discovering during parent/child activity time. Parents will separate for discussion time and the children will continue socializing, practicing routines and playing with their peers in the classroom. The parent group will choose discussion topics relating to the preschool years.

Bridge to Preschool

(2 1/2 -5 years by September 1, 2009)

Enjoy ECFE and preschool in one class. Join this 2-day Bridge to Preschool class with a parent/child day and a child-only (drop off) day. On the first day, have special parent/child time with your preschooler and a separated parent discussion time. On the child-only day, readiness activities with hands-on learning experiences will enhance and bridge your child's journey through the preschool years. All children must be toilet-trained.

Learn and Play Preschool

(3-5 years by September 1, 2009)

A unique drop-off preschool offering for 3-5 year olds (before kindergarten) that includes a parent group time once a month. The curriculum focuses on the Early Childhood Indicators of Progress in the areas of Social/Emotional Development, Language and Literacy Development, Creativity and the Arts, Cognitive Development (math and science,) Approaches to Learning (curiosity and imagination,) and Physical and Motor Development. The learning activities, group times, and the daily routines will encourage and support each child in their quest to learn & gain skills. This class is a great introduction to the regular preschool experience because it gives children an opportunity to work on separation, socializing and getting along with peers, and following directions from another adult. The goal is to help prepare the children for kindergarten and a successful school experience. Preschool classes in collaboration with the School Readiness Program & Early Childhood Special Education (ECSE), may include children with special needs.

2009-10 ECFE Registration Information

How to register:

1. Select a class that fits your family.

List first and second choices. Class descriptions are listed in the 2008/09 ECFE catalog posted on our website at www.isd622.org. If you would like help deciding which class best fits your family, please call the Gladstone office at 651-748-7280.

2. Decide whether to register for one semester (14 weeks) or both semesters (28 weeks.)

New 28 week schedule this year! If you register for the full 28 weeks, you will keep your spot in the same class for Semester II. If you choose to register for only Semester I, you are not guaranteed your spot in the same class for Semester II. You will need to re-register for any available openings prior to the start of Semester II.

3. Fill out the registration form.

In order to be officially registered for an ECFE class, you will need to turn in:

- A completed registration form
- Immunization forms (one per child)
- Payment according to the plan selected

Note: Registrations will not be processed without the signed and completed immunization form.

4. Mail completed forms with payment to ISD 622.

If paying with VISA or MasterCard, you may fax your registration and signed immunization forms to ECFE at 651-748-7292.

ECFE Class Fees

All families are welcome in the ECFE program. Please call the Gladstone office if you have concerns or questions about fees. The sliding fee scale is available to families in an attempt to make ECFE classes affordable. If you are registering more than one child, select the fee that applies, and register the second child at half of the first fee. No District 622 resident will be denied participation in ECFE due to inability to pay.

Refund Policy

Refunds for ECFE classes must be made through the ECFE Gladstone Office, and will be issued if cancellation is made according to the following schedule for each Semester:

- Prior to September 1, 2009 - full refund
- Through Sept. 10, 2009 - 75% fee refund, minus a \$15 processing fee
- Through your first class: 50% fee refund, minus a \$15 processing fee
- No refunds after that.

Registration Incentives

Each early registration received by **June 15, 2009** will receive a \$5.00 coupon good toward any ECFE fee or event during the 2009/10 school year. For each full year registration, receive a \$10.00 coupon good toward any ECFE fee or event. (Coupons will be sent with the confirmation letter after Sept. 1, 2009.)

Confirmations

Registrations will be processed in the order they are received. We will call you if your first choice is not available and you will receive confirmation by mail after September 1, 2009. Classes may be cancelled if minimum enrollment is not reached.

Register now!

Registrations with completed immunization forms will be processed in the order received, and you'll qualify for coupons. **Reminder: Classes may be cancelled if the minimum enrollment is not reached.**

2009-10 ECFE Fee Schedule and Payment Plan Charts

If registering for Semester I (14 weeks), you may pay in full or select the 2-payment plan. If registering for Semesters I & II (28 weeks), you may pay in full or select the 2 or 4-payment plan. Call 651-748-7280 for details. If choosing a payment plan, the first payment is due at the time of registration. **Note:** You are responsible for the full fee for the Semester you are attending.

Gross Annual Family Income	Fee A (2 hr class)		Fee B (1 1/2 hr class)		Fee C (Bridge to Preschool)		Fee D (Learn & Play)	
	(1 semester)	(full year)	(1 semester)	(full year)	(1 semester)	(full year)	(1 semester)	(full year)
\$95,000 & over	\$160	\$320	\$150	\$300	\$243	\$486	\$285	\$570
\$70,000 – \$94,999	\$132	\$264	\$122	\$244	\$198	\$396	\$245	\$490
\$50,000 - \$69,999	\$108	\$216	\$98	\$196	\$162	\$324	\$205	\$410
\$40,000 - \$49,999	\$88	\$176	\$78	\$156	\$132	\$264	\$165	\$330
\$30,000 - \$39,999	\$68	\$136	\$58	\$116	\$102	\$204	\$125	\$250
\$15,000 – 29,999	\$48	\$96	\$38	\$76	\$72	\$144	\$90	\$180
\$14,999 or less	\$30	\$60	\$22	\$44	\$45	\$90	\$60	\$120

Fee E (Child Only Drop-off)

(1 semester)	(full year)
\$91	\$182

Call for information or help with forms or classes.

651-748-7280

2009-10 ECFE Registration Form

Please print

Mother/Guardian _____ first name last name Father/Guardian _____ first name last name

Address _____ City _____ Zip _____

Home phone number _____ Other phone numbers _____

Parent(s) attending: Mother Father Other School District residence: District 622 Other (list) _____

Please include any concerns, allergies, or special needs we should know about your child(ren) before class begins. Thank you!

Class Number: 1st choice _____ 2nd choice _____	Names of all children attending class: (first name/last name)	Dates of birth for each:	Class fees: circle: A B C D E \$ _____ circle: A B C D E \$ _____
Class Number: 1st choice _____ 2nd choice _____	Names of all children attending class: (first name/last name)	Dates of birth for each:	Class fees: circle: A B C D E \$ _____ circle: A B C D E \$ _____

I verify that sliding fees requested are true and correct based on total gross family income. (You may be asked to provide proof of income.)

Signature _____

Registration for: (check one) Semester I and II Semester I only Semester II only

I will use the following payment plan:

- 1 payment (payment in full due at registration)
- 2 payments (half due at registration and half on November 20) \$_____ is due now
- 4 payments (1/4 due at registration, November 20, January 15, March 19) \$_____ is due now.

Total class fees _____ divided by # of payments _____ = Class payment due at registration:

Additional fees:

- Sibling care fee for Semester I = \$52 Sibling care fee for Semester I & II = \$104
- Tax deductible donation to ECFE program _____

Class payment due at registration _____ + total of additional fees _____ = Total enclosed:

Payment type:

- Cash (Please deliver in person)
- Check (Payable to ISD 622 ECFE) (3 digit) Verification
- VISA/MasterCard # _____ Exp. Date _____ Code _____

- I would like the \$5 coupon for registering early.
- I would like the \$10 coupon for registering for the full year.
- Put me on the 622 ECFE "News" e-mail list. **Please print clearly.**
E-mail address _____
- I'm interested in being on the ECPAC (Early Childhood Programs Advisory Council). Call me at _____

Mail to:
Gladstone ECFE
1945 Manton St.
Maplewood, MN 55109
 (or) Fax forms with VISA/MasterCard payment to 651-748-7292

Call 651-748-7280 if you have questions. We'll be happy to help you with your registration.

Office use: Date Registration received: _____ Immunization form complete _____

2009-10 ECFE Immunization Record

Minnesota Statute Section 121A.15 requires all children enrolled in a MN school to be immunized against certain diseases, allowing for specified exceptions. Records must be submitted before admission to the ECFE program. Please call the ECFE office at 748-7280 if you need the exemption form.

Child's Name _____ Birthdate _____

I certify that this child has received all immunizations required by law.

Signature of parent/guardian _____

Date _____

Indicate source of information by choosing one of the following:

Completing form below Attaching copy of immunization record Attaching exemption form
 Asked clinic/provider to fax or send record



June, 2008

IMMUNIZATION HISTORY: Fill in the MO/DAY/YR information for children 2 months of age and older. Vaccines/doses in shaded boxes are not required by law. If child received a combined shot (like Hib-hep B), write the date in all the boxes that apply.

Vaccine	Dose	MO	DAY	YR
Diphtheria, Tetanus, Pertussis (DTP) • 3 doses during 1st year (at 2-month intervals) • 4 th dose at 12-18 months • 5 th dose at 4-6 years or at school entrance <i>Indicate vaccine type: DTaP or DT.</i>	1			
	2			
	3			
	4			
	5			
Polio (IPV and/or OPV) • 3 doses at 2-18 months • 4 th dose at 4-6 years or at school entrance	1			
	2			
	3			
	4			
Measles, Mumps, Rubella (MMR) • Required for children 15 months and older • Must be given on or after 1 st birthday • 2nd dose at 4-6 years	1			
	2			
Haemophilus influenzae type b (Hib) • 3-4 doses for children at 2-15 months • 1 dose ≥12 months required (suspended 2008*) • 1 dose for previously unvaccinated children 15-59 months • Not indicated for children 5 years or older	1			
	2			
	3			
	4			
Varicella (Chickenpox) • 1 st dose between 12-18 months • 2 nd dose at 4-6 years or at school entrance	1			
	2			
Disease Date:				
Pneumococcal Conjugate Vaccine (PCV) • 2-4 doses for children 2-24 months • Consider for unvaccinated children at 24-59 months in child care • Not indicated for children 5 years or older	1			
	2			
	3			
	4			
Hepatitis B (Hep B) —required for kindergarten • 3 doses between birth and 18 months	1			
	2			
	3			
Rotavirus • 3 doses at 2, 4, and 6 months	1			
	2			
	3			
Influenza (LAIV or TIV) • 1 dose annually for children ≥6 months (1 st time influenza immunization requires 2 doses)	1			
	2			
Hepatitis A (Hep A) • 2 doses separated by 6 months for children 12-24 months	1			
	2			

* Suspended due to vaccine shortage 2008

Notes for parents:

- Keep track of your child's shots.
- There will be many times you will need an up-to-date shot record for your child.
 - Keep a shot record for each child
 - Have the record updated each time your child receives a shot.
 - You will need this record for school, camp, college, and if you go to a new doctor or clinic.
- If your child is not up-to-date on his or her shots, you can catch up. MN children are still getting diseases like measles, mumps, and rubella. These diseases are contagious and can spread rapidly, especially among groups of children who have not received their shots. Some of them, like pertussis (whooping cough), are much more serious for children than they are for adults. As a parent, you can protect your children by making sure they get all their shots.
- If you have a question about immunizations, call your clinic or local public health department.

Note: Any Immunization form or copy of your child's records may be mailed, or faxed to 748-7292 at the time of registration.

Call for information or help with forms -- 651-748-7280.