

Warren County R-III Early Childhood Center Parent Handbook 2018-2019



****Please read through and sign the last page. Please return the signed page to your child's teacher.**

**Early Childhood Center
Parent Handbook
2018-2019**

Welcome to the Early Childhood Center. We are looking forward to working with your child and with you. **Our goal** is to provide a warm and inviting learning environment that will enable your child to grow socially and developmentally. In addition, we will provide an environment with consistent behavioral expectations.

Every child has an individual pattern of growth and development. **Our challenge** is to provide activities and experiences that will meet each child's individual needs.

Our philosophy is to allow children to explore and work with a variety of materials. Making choices is an essential part of this program, as well as communicating effectively with peers and adults. They will also have choices about different themes of study, which develops self-direction and a love of learning.

Please read this book and use it as a resource for your family.

Warren County R-3 is recognized by the Missouri Department of Elementary and Secondary Education as an "Approved Public Agency" for Early Childhood Special Education Services.

*** All policies subject to change according to Administration discretion.**

PRESCHOOL SESSIONS

Our half-day classes are in session on Monday, Tuesday, Thursday, and Friday. There is a morning session from 8:45 a.m. – 11:45 a.m. and an afternoon session from 12:45 p.m. – 3:45 p.m. Our full day class is in session Monday – Friday from 8:45 a.m. – 1:45 p.m. The Early Childhood Center follows the same schedule as the school district.

** Please be aware that the Administration will make scheduling decisions on half days of school and early release days due to weather.*

PROGRAM OVERVIEW

Mission

- The mission of the Warren County R-III School District is to empower each child to fully reach his or her potential as a life-long learner, a responsible adult, and a contributing member of a diverse society.
- We believe in educational opportunities that promote...
 - Respect for self and others
 - A physically and emotionally safe environment
 - Courage, justice, self-control, honesty, responsibility
 - Citizenship and compassion
 - Communication
 - Cooperation
 - Environmental global awareness
- We believe that everyone can learn!

Philosophy

- The staff of the Warren County R-3 Early Childhood Center believes each child is a special individual who develops and matures at his or her own pace. It shall be the goal of the Warren County R-3 Early Childhood Preschool Program to establish a continuum of services that allows for a variety of challenging learning environments, celebrating the uniqueness of each child and promoting activities designed to accommodate a broad range of individual differences.

Curriculum Overview

- Our curriculum follows the Missouri Early Learning Standards which include the developmental areas of literacy, math, science, social/emotional, and physical growth.
- You can find more information and specific standards at the Missouri Department of Elementary and Secondary Education website under Early Learning Standards.

COMMUNICATION & PARENT INVOLVEMENT

Parents are their children's first and most important teachers. Parent involvement is necessary if the program is to be successful for children. Parents know their child best and we value parental input about each child. We look forward to parent involvement in the following ways:

◆ Classroom Visits

Parents are welcome to spend time in the classroom. You may want to help with holiday parties, try an activity with the children, help with an art/cooking activity, or just come and observe your child through the observation window. It is helpful to see how your child interacts in social situations.

◆ Parent/Teacher Conferences

Conferences are held during the fall. We will talk about how your child is doing at school and discuss strategies to help them have a successful year.

◆ **Parent/Teacher Communication**

From school – Newsletters – Every week, you will receive a Newsletter that lists books we have read or will read; activities the children will be involved in, upcoming events and other information.

From you - Please always call your child's teacher with any questions or concerns you may have. If you call and no one answers, please leave a message because we are in the classroom working with your child. You can also write the teacher a note or send an email. If you have other differences or difficulties regarding your child's special education services, please ask for a copy of the Procedural Safeguards. In addition, we can meet with an administrator to discuss any difficulties.

◆ **Parent Information/Activities with Children**

Open House – In August before school begins, we have an Open House. It provides a chance to visit the classroom and have staff members meet your child.

MAINTAINING APPROPRIATE BEHAVIOR AT HOME & SCHOOL

Our purpose or goal of behavior management is to have the children feel safe in the classroom.

We follow these steps:

- Set limits and expectations. We establish classroom rules with the children's input. We review and remind the children of the rules when needed. We talk about expectations when new materials are brought in or new situations occur.
- Create a sense of belonging. We recognize and greet each child daily. We involve children in cooperative and interactive activities with peers each day.
- Help children learn how to behave appropriately in social situations. We try to consistently praise the positive choices the children make. We redirect children to make a better choice. At times we separate the child from the whole group until they regain their self-control.
- Help children process and accept their feelings and the feelings of their peers. Use and create teachable moments to allow children to think through what is happening and what might be a positive solution.

- Allow children to make choices. As teachers, we then help the children understand the natural consequences of the choices they made.

PROGRAM POLICIES

Drop Off and Pick Up Routines

At Early Childhood - This year, due to changes in security, parents will no longer be able to walk their child to and from class. Parents and children will be met in the lobby area by the classroom staff and the children will be taken back to their classrooms. At the end of the day, the children will be brought back to the lobby and released to their parents. Students who ride the bus will continue to be walked into the building and back out to the bus by the classroom staff.

Children will be given a tag to be put on their backpack. Each class has their own color, which will assist the staff in knowing which classroom each child goes to during drop off. There will be corresponding sheets of paper hung up in the lobby. We are asking the parents to stand near your child's color sheet of paper to assist the staff in making sure the children are taken to the correct classroom and returned to the correct parents.

The doors to the Early Childhood Center will open at 8:45 and 12:45 for drop off. They will open again at 11:45 and 3:45 for pick up.

At Daniel Boone Elementary - This year, due to changes in security, parents will no longer be able to walk their child to and from class. This includes signing in at the office and then walking to the classroom. Parents and children will be met in the office by the classroom staff and then taken back to their classrooms. At the end of the day, the children will be brought back to the office and released to their parents. Students who ride the bus will continue to be walked into the building and back out to the bus by the classroom staff.

Children will be given a tag to be put on their backpack. Each class has their own color, which will assist the staff in knowing which classroom the child goes to during drop off. Staff will begin taking children to class at 8:45 and 12:45. They will bring the children to the office at 11:45 and 3:45 for dismissal.

Injuries & Accidents

- In case of a serious emergency or accident, you will be notified immediately by telephone. If you are unable to be reached, we will call the emergency contact number you provided during registration.
- In the case of minor accidents (scraped knees, bumps, scratches, bites), the classroom teacher will care for it at school. The staff will wash the area with soap and water, a bandage will be applied if needed, and a report of accident or injury will be completed and sent home with the child. If the area needs an ice pack, it will be applied and documented on the injury report.

Health & Absences

- To protect the health and safety of all the children in the Warren CO R-3 Early Childhood Center, we operate in accordance with the guidelines and requirements set by the school district.
- Your child should remain at home:
 - If a rash is present that has not been evaluated by a physician (other than poison ivy or other non-contagious previously diagnosed rashes like psoriasis)
 - If your child's oral temperature exceeds 100 F, or 1 to 2 degrees above the child's normal temperature.
 - If the child vomits and continues to experience nausea and/or vomiting
 - If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
 - If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn
 - If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, crust on eyelids, the child should be evaluated by a doctor
 - If there are open sores that have not been evaluated by a physician
 - If there are live lice in your child's hair.
- Before returning to school:
 - Students should be fever free for 24 hours without use of fever reducing medications.
 - Students should be free of continuous coughing.
 - Students should remain at home until 24 hours after the last episode of vomiting or diarrhea.

- Students should remain home for 24 hours after taking the first dose of antibiotic for an infection.
- Students should be free of all live lice and should have received the first treatment for lice.

Immunization Policy

- There are immunization requirements mandated by the state. Please note that a child may not begin classes without immunization documentation or signed exemption form. As of 19 months of age, a child should have the following immunizations:
 - 4+DTaP/DTP/DT
 - 4 PCV (Pneumococcal)
 - 3+ IPV (Polio)
 - 1 MMR (Measles, Mumps, Rubella)
 - 3+ Hib (or 1 Hib after 12 months of age)
 - 3+ Hepatitis B
 - 1 Varicella (Chicken Pox)
- You may request notification from the district if there is a child with an immunization exemption form filed with the district. You will need to contact the ECSE Process Coordinator to obtain this information.

<h2>SAFETY INFORMATION</h2>

Building Security

- To insure the safety of the children and staff, doors to the Warren CO R-3 Early Childhood Center are locked during hours of operation. Due to absence of a school secretary, parents/legal guardians must knock to gain admittance.
- Children must have written or verbal permission from the parent/legal guardian to leave the center with another adult. That adult must provide proper identification such as a Driver's License before the child will be released to them.

Crisis Management

- In the event of a natural disaster or terrorist attack, we will follow the directives of local law enforcement agencies.

- Students would only be released to parents/legal guardians with valid identification. **Be sure to keep all home, work and emergency contact numbers up to date throughout the school year.**

Fire and Tornado

- The Warren CO R-3 Early Childhood Center conducts quarterly fire and tornado drills with staff and children.
- Lighted exit signs mark the location of all exits.
- There are 5 working fire extinguishers in the building.

Confidentiality of Information

- Information maintained and used by Warren CO R-3 staff regarding your child will be kept confidential.
- Parents/legal guardians have access to their child's records.
- Consent for release of information must be signed and on file if parents wish other people, besides Warren CO R-3 staff, to view their child's records.

Abuse and Neglect

- As mandated reporters with responsibility for the care of children, all Warren CO R-3 staff who have reasonable cause to suspect a child has been or may be subjected to abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the Missouri Division of Family Services in accordance with the provisions of sections 210.009 to 211.059 of Missouri Child Abuse and Neglect Law.
- Any parent or guardian who suspects a child has been abused or neglected should report their concern to the Missouri of Division of Family Services at 1-800-392-3738.
- For more information, please visit www.dss.mo.gov/cd/pdf/can_law.pdf

GENERAL INFORMATION

2018 - 2019 Important Dates4

- August 16 – First day of school
- September 3 – No school
- October 18 and 19 – No school
- November 21, 22, and 23 – No school
- December 21 – Early Release Day – AM session only will attend school
- December 24- January 2 – No School
- February 18 – No School
- March 18 - 22 – No School
- April 19 and 22 – No School
- May 16 – Last day of school for the AM session**
- May 17 – Last day of school – Early Release Day – the PM session will attend in the AM**

**Subject to change based on snow days

Birthdays

- Birthdays are a fun time to be celebrated. Children are welcome to bring a treat for their special day. Treats do not have to be store bought. Please check with your child's teacher regarding allergies.
- Birthday party invitations cannot be distributed at school unless the entire class is invited.

Dress

- We work with messy materials, such as paint, shaving cream, glue, etc. Send your child in clothes that can get dirty. We have smocks and we try our best to protect the clothing, but sometimes we miss.
- Make sure to write your child's name on all his/her personal things. Remember to replace the clothes as the seasons change and as they grow!

Inclement Weather

- In the event that school must be closed due to inclement weather, a School Reach phone call will be made to each family.
- Closings will also be posted on Newschannel 5, News 4, and Fox 2 News, announced on KWRE, KFAV, KSLQ, KLPW, and KMCR, and posted on Facebook.

Kindergarten

- Preschool children, who are Kindergarten eligible, are not retained at the Early Childhood level. The only exception would be a child on an IEP and the IEP team has decided to retain the child.

Medication Policy

- For medication dispensing, please contact your child's teacher.

Recess

- School employees supervise play periods. Children are expected to participate in play activities unless excused by a doctor for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter recess times are scheduled on very cold days.
 - Wind chill below 10 degrees – we stay inside
 - 10-20 degrees (no wind) – outside for 5-10 minutes
 - 20-32 degrees – outside for 10-15 minutes
 - 32+ degrees – outside for normal time

Siblings

- Preschool children who have a sibling attending are typically not permitted in the same class. Early Childhood staff wants to ensure that each sibling learns to be independent and develop a sense of their own classroom.

Snacks/Treats

- Children have a daily snack. Early Childhood does not provide lunch or breakfast so please make sure your child has eaten prior to attending school.

- Classroom teachers will send home a snack calendar at the beginning of each month. You may be asked to bring in snack once or twice a month for the entire class. It is important that you check the calendar each month so you know when it is your turn to bring in snack.
- We ask that snacks be store bought so we can check the ingredients for students with allergies. Please inform the teacher if your child has any known food allergies.

Toilet Training

- We will support and reinforce any toileting training efforts you are implementing at home.
- Please inform your child's teacher what you are doing at home so we can follow through at school. Please do not bring in toilet seats or potty training chairs. We are unable to use these in our bathroom as it is unsanitary. We will assist your child in using the toilet in the bathroom closest to their classroom.
- Once a child is toilet trained, we will supervise them in the bathroom but the children are expected to use the bathroom independently.

Toys

- Please to do not send toys to school with your child.
- If the teacher needs something brought in for a special activity, a note will be sent home.

Transportation

- Bus services are provided for students that require transportation services as a part of their Individualized Education Plan.
- The transportation department will assign pick up and drop off times for you child. The bus will stop, honk, and wait 2-3 minutes and then they will drive on. It is your responsibility to be watching and waiting for the bus.
- In the event the people you have listed on the Bus Information Form are not at the bus stop to receive your child at the designated time, your child will be returned to the Early Childhood Center. It will be your responsibility to come to the school and pick up your time in a timely manner.

Please sign and return this page to school. It will be kept in your child's file.

I have read and understand the information shared in the parent handbook.

Signature

Date