
Parent Handbook 2019-2020

Warren County R-III Early Childhood Center



Our Littlest Braves Learning and Growing

Please read and sign the last page of this Handbook and return to your classroom teacher.

(Revised 7/25/19)

Welcome to the Early Childhood (ECSE) Center.

We are looking forward to working with you and your child. 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 mission 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.

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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.*

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.

Early childhood believes in educational opportunities that promote a Safe emotional and physical environment, Respect for self and others, as well as Responsibility of learning for all. Additionally we believe in environmental and global awareness for all learners.

Philosophy

The staff of the Warren County R-3 Early Childhood Center believes each child is a unique individual who develops and matures at his or her own pace. It is the goal of the Warren County R-3 Early Childhood Preschool Programs 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 needs.

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.

Pre School Classes

Our half-day classes are in session Tuesday - Friday (Closed Monday). There is a morning session from 8:45 a.m. – 11:45 a.m. and one afternoon session from 1:15 p.m. – 4:15 p.m. (This follows the Pre Kindergarten classes). This is typically for ages 3-4 (Kids not typically moving on to Kindergarten the next school year). The Early Childhood Center follows the same schedule as our Elementary schools in the school district.

Pre Kindergarten Class

This is during our afternoon session from 1:15 p.m. – 4:15 p.m. Tuesday - Friday (Closed Monday). This is typically for ages 4-5 (Kids typically moving on to Kindergarten the next school year). The Early Childhood Center follows the same schedule as our Elementary schools in the school district.

Early Childhood Center Office is open Tuesday- Friday 8:00-4:30. Phone Number 636-456-6950

* Please be aware that the School District Administration will determine if school is in session on half days of school and early release days due to weather. You will be contacted by phone and/or email.*

Our Commitment to Communication and 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:

- Parent Information/Activities with Children Open House
In August before school begins, we have an Open House. It provides an opportunity to visit the classroom and for us to meet your child.
- Classroom Visits
You may want to help with holiday parties, try an activity with the children, help with an art/cooking activity. Visitors must have prior approval and completed form in the office to volunteer in classrooms.
- Parent/Teacher Conferences
Conferences are held during the fall. Teachers will schedule a time for you to discuss with them how your child is doing at school and talk about strategies to help them have a successful year.
- Parent/Teacher Communication From school
Teacher 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. 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.

Maintaining appropriate behaviors at school

Our goal of behavior management is to have our students feel supported every moment while at school. We follow our school wide universal expectations/ procedures based upon (School Wide -Positive Behavior Support) students and staff being **Safe, Respectful and Responsible**. 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 expectations and pre-correct to allow for opportunities for continuous learning. We talk/ discuss expectations when new materials are brought in or new situations occur. To help create community we recognize and greet each child daily as they enter the building and classroom. We involve children in cooperative and interactive activities with peers each day. We help children learn how to make positive behavior choices appropriately in social situations. We provide positive feedback for the choices the child makes. We redirect children to make a better choice, based upon our (School Wide -Positive Behavior Support) **Safe, Respectful and Responsible** expectations. We provide students with a setting that allows students to have a time to regroup and process their emotions and feelings when they are ready. We are here to help children learn how to process and accept their feelings and the feelings of their peers. We use natural and create teachable moments to allow children to think through what is happening and what might be a positive choice/solution now and in the future. We also provide Social Skills and behavior skills as part of our daily learning curriculum, as well as **Zones of Regulation**.

Program Policies

Early Childhood Center (E.C.S.E.) Student Attendance Policy

- Attendance is crucial to your child's success. We must take attendance as part of our daily procedures. If you know that your child will not be attending school or will be late to school please contact our Early Childhood Office at 636-456-6950 (If Attending our E.C.S.E. classes at Daniel Boone Elementary please contact their office at 636-456-6905). If you arrive late to school, please sign in your child in the office.
- If you or an approved adult will be picking up your child before the end of their school scheduled time, please remember to *bring a photo ID* and check them out in the school office. Please provide a list of approved adults to the office by the beginning of the school year and provide any updates as they occur.

Drop Off and Pick Up Routines

- At the Early Childhood Center-

For security, parents will continue to no longer be able to walk their child to and from classrooms. 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 11:45 for drop off. They will open again at 1:15 and 4:15 for pick up.**

- At Daniel Boone Elementary -

For security, parents will continue to 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 11:45. They will bring the children to the office at 1:15 and 4:15 for dismissal.**

Injuries & Accidents while at school

- 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 and or School Nurse will care for it at school. The School Nurse will wash the area with soap and water, a bandage will be applied if needed, and a report of an 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. Any questions or concerns please contact our School Nurse.

Absences due to health concerns-

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 the 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 antibiotics for an infection.
- Students should be free of all live lice and should have received the first treatment for lice.

INFORM THE NURSE OF ANY MEDICAL DIAGNOSES

Diabetes, asthma, seizure disorders, severe allergies, visual disorders, hearing disorders or health related problems that may need to be cared for, or special provisions made at school, should be brought to the nurse's attention as soon as possible.

CHILDREN WHO MUST TAKE MEDICATION AT SCHOOL:

A medication form online must be filled out and arrangements made with the nurse's office so that your child gets the correct medication. Medication should be in a current prescription bottle labeled with the child's name and the time that the medication is to be given. All medication must be brought to the school by a parent/guardian. Medication that the child brings without arrangements by parents will not be given. (Pick up PHYSICIAN MEDICATION SHEET from the nurse.)

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by completing the online form. The district will provide Advil or a generic substitute, Tylenol or a generic substitute, upon written permission from parent/guardian up to six (6) doses per semester. Further dosage will only occur with written doctor's permission. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

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) o 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 Director Joshua Green to obtain this information.

Safety and Security

Building Security

- To insure the safety of the children and staff, doors to the Warren CO R-3 Early Childhood Center are locked during the hours of operation.
- Children must have written or verbal permission from the parent/legal guardian to leave the center with another adult beside their designated parent or guardian.
- All adults 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.

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.
- To volunteer in the building or on field trips parents/adults must have signed forms and background checks filed in the Center Office.

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 1800-392-3738.
- For more information, please visit www.dss.mo.gov/cd/pdf/can_law.pdf

General Information

Important Dates

- August 13 - First Day of School
- October 15 - 17 - Parent-Teacher Conferences
- October 15 - Fall Pictures
- November 27 - 29 - Thanksgiving Break
- December 20 - Early Release
- December 24-January 3 - Winter Break
- March 17 - 20 - Spring Break
- April 10 - Good Friday
- May 13 - Pre-K Graduation
- May 22 - Last Day of School/Early Release
- May - Kindergarten Visits (exact dates TBD)

(More dates will be added as needed. Please contact your teacher if you are unsure of a specific time of day an event is occurring.)

Important Phone Numbers:

ECSE Center Office: 636-456-6950

Daniel Boone Elementary Office: 636-456-6905

Warren County R-III Transportation Office: 636-456-6961

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.

Student 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.

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 outside 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.
- o Wind chill below 10 degrees – we stay inside
 - o 10-20 degrees (no wind) – outside for 5-10 minutes
 - o 20-32 degrees – outside for 10-15 minutes
 - o 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 want to ensure that each sibling learns to be independent and develop a sense of their own classroom.

Snacks/Treats

- Children have the opportunity for 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 snacks.
- 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.
- Please refer to the District Incontinence policy for Kindergarten

Toys from home

- Please 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 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 child in a timely manner.
- **Transportation Phone Number: 636-456-6961**

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.

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.

Student/Child's Name (s) _____

Parent /Guardian Name (s)_____

Parent / Guardian Phone Number(s)_____

Parent / Guardian Email Address(s)_____

Parent /Guardian Mailing Address(s)_____

Parent/ Guardian Signature(s)

Date