**Excelsior Springs**

**Early Childhood Center**



**Mission Statement**

The mission of the Excelsior Springs School District, in **partnership** with students, parents and community, is to assure a **focused and challenging curriculum** that will monitor progress and provide a **comprehensive system of support** to prepare all students for their **next level of learning**.

 **Parent Handbook**

**2016-2017**

**Our Program**

 The Excelsior Springs Early Childhood Center provides services for district preschool children, ages 3-5 years. Children must qualify through our screening process. Call *Parents as Teachers* at 630-9293 to set up a preschool screening.

Our daily schedule allows for students to access the general curriculum through circle time, centers, free choice/play, recess, and more. Speech/language, occupational, and physical therapies are available for those students who qualify.

The ECC has adopted *Project Construct*, an approach to teaching that is based on what we know about how children learn. This approach is derived from the theoretical view that learners construct knowledge through interaction with the physical and social environments. Through “hands-on, minds-on” learning experiences, students in constructivist classrooms attain deep understanding in the core content areas, while they also learn to work collaboratively with adults and peers and to be lifelong problem solvers.

 We believe that all children can learn and have unique ways in which they do so. We provide a variety of distinctive opportunities and differentiated instruction in order to meet these unique learning styles. **We believe in your child.**

**School Calendar**

The ECC follows the Excelsior Springs School District’s schedule, as we are part of the school system.

August 18 First day of school

September 5 No School – Labor Day

October 14 Homecoming – AM STUDENTS ONLY

November 3 Half Day AM STUDENTS ONLY -Parent Teacher Conference (1-8)

November 4 No School -Parent Teacher Conference (8-2)

November 23-25 No School – Thanksgiving

December 22 Half Day AM STUDENTS ONLY

Dec. 23-Jan. 6 No School – Winter Break

January 16 No School – Martin Luther King Day

February 16 Half Day AM STUDENTS ONLY – Parent/Teacher Conferences (1-7)

February 17 No School

February 20 No School – President’s Day

March 20—24 No School – Spring Break

April 14 No School

May 23 Half Day AM STUDENTS ONLY

 Planned last day of school

**Staff Directory**

**Superintendent** Dr. David Lawrence

**Director of Student Services** Terri Combs

**Principal** Christi Rice

**Assistant Principal** Angela Bright

**Process Coordinator** Leslie Leonhard

**Classroom Teachers** Michele Boyer

 Tina Fulk Susan Jackson

**Classroom Assistants** Kim Arnold

Shelly Dotson Kathy Franks

 Paula Johnson Melinda Ritchey

**Speech Therapist** Beth Barkley

**Occupational Therapy** Beverly Hufft

**Physical Therapist** Tiffany Burkeybile

**School Hours**

 **Morning Classes** 8:30 am – 11:15 am

**Afternoon Classes** 12:30 pm – 3:30 pm

 **Wednesday 12:30 pm -2:30 pm**

For security our students and all visitors, including parents, must enter through the front entrance via the building secretary.

Parents may enter the building at *8:20 am* and *12:20 pm* for drop off. Please stay with your child until your child’s teacher is ready. School will begin promptly at 8:30 or 12:30. If your child is late to school, please sign in at the front office.

All students are to be walked into the building.

**Please remember afternoon students will have an early out at 2:30 every Wednesday.**

**Attendance**

If your child will be **absent**, please call the ECC at 630-9297 as early as possible and leave a message with your teacher (a list of teachers’ extensions is provided in the recording). Unexplained absences of 10 days may result in your child being replaced with someone on our waiting list.

  **Late Picking Up Your Child**

We appreciated you making every effort to pick your child up from school on time. Dismissal times are **11:15 am** for morning students and **3:30 pm (or 2:30 on Wednesday)** for the afternoon students. If a situation arises that you are unable to be on time picking your child up, please call the school. Let the teacher know you will be delayed and make other arrangements to have your child picked up by dismissal.

**Visitors**

Visitors are always welcome in the classrooms. However, all visitors must plan their visit ahead of time with the teacher. Anyone attending a field trip or volunteering in the classroom (parties excluded) must have a Background Check completed.

**Weather/School Closings**

Excelsior Springs School District **cancellations** are made by 6 a.m. and all area media are notified by 6:15 a.m. Closings are announced on KCMO, KEXS, and KAOL radio stations and all Kansas City television stations. Cancellation information is also available at 630-ESMO. If Excelsior Springs has issued a late start, the ECC ***will not***have morning or afternoon classes.

Changing weather conditions may result in an early dismissal. If district elementary schools dismiss early, the ECC will be closed for the afternoon.

   **School Attire**

Please dress your child in clothing that is easily washed so that he/she can enjoy the activities provided. Many activities include paint, sand, water, clay, crayons, markers, etc. In addition, it is very important that your child be dressed appropriately according to the weather. We do play outside each day (unless extreme weather conditions) and want your child to be comfortable. Tennis shoes are important as well as hats and gloves when appropriate.

**Toys**

Personal items such as toys, balls, games, trading cards, dolls, etc. need to remain at home. The school provides adequate play equipment for educational needs.

**Pets**

If your child is interested in bringing a pet to school for “show-and-tell,” you will need to set up a scheduled time with your teacher.

**Candy, Gum, and Snacks**

Students are not permitted to come to school with candy or gum, unless requested by the teacher for an activity or party. All breakfast and lunch food should be eaten before coming to school.

**Snacks**

Snacks brought to share with the class are welcome after your teacher is notified. Classroom snacks MUST be pre-packaged/commercially prepared for health and safety reasons. We ask for a monthly snack fee from families. We ask that each child bring $10 a month for snack. Families are also welcome to donate snack instead of providing money.

**Emergency Contacts**

 Be sure that we always have correct and current phone numbers where you can be reached in case of illness or accident. In addition, we must have at least 2 other emergency contacts in the event we cannot reach you. It is your responsibility to inform us in writing of any changes in this information.

  **Release of Children**

**Your child will ONLY be released to those listed on their pick-up list.** If at any time you arrange for someone other than those people listed, you must inform the teacher in writing of these arrangements before they occur. A form of **picture ID** **will be** **required** for us to release the child. We want to ensure the safety of your child.

**Sick Children**

Our program follows district regulations for student illnesses. Children are required to stay home if they have any of the following afflictions: diarrhea, pink eye, vomiting, colds, flu, fever (100°F or higher) and any other contagious illness. They must remain home for **24 hours AFTER returning to normal health**. If any of these conditions occur during school hours, children are isolated while parents are contacted to pick up their child. Each teacher provides a designated, safe isolation area for sick children. If there are signs of head lice the school must be notified and your child treated with a pediculicide medication.

**Medications**

Medication should be administered at home. When necessary, the school nurse will dispense only doctor prescribed medication from its original container with the prescription label attached.

**Injuries**

**Major**: Child will be seen/treated by the **district nurse** while parents and/or emergency care are contacted immediately.

**Minor**: Child will be seen/treated by the **teacher** and parents will be notified at the end of the school day.

**Classroom Management**

Our classroom management is based on the principles of **PBIS®.** PBIS is a system used by schools to help prevent problem behaviors by teaching students specific expectations for all settings within the school. PBIS provides for a common language that can be used by all staff members and students. Clear classroom expectations and supports are put into place to help all students be successful with both their learning and their behavior. The program is very structured and the students know the expectations for all settings. If these expectations are not being followed the preceding steps will be taken with the student if the behavior continues.

The child may be sent to the…

**\*Safe Spot,** located in the classroom (to think about what the student did and process what they will do next time.)

**\*Buddy Room**, located in a classroom nearby (to remove the student from the situation and talk about what they did.)

**\*A call to parent** or guardian regarding student behavior.

**Conferences**

The district calendar provides two scheduled parent-teacher conference opportunities each year. A Parent may request a phone, or face to face conference at any time during the year. In addition, teachers may request a conference with you when needed.

**Phone Calls**

Feel free to call anytime with questions/concerns. Most often, the teacher will be working with the children and be unavailable to speak right away. Always leave a message on the extension so your call can be returned as soon as possible. During the school day, the classroom teachers may not be available to answer the phone. If it is an emergency or you are attempting to change your pick up plan for the day please contact Patty Kistner at 630-1280.

**Media**

Newspaper, television and Organizations or facilities that provide services or education for our students may come to our school to report on our program. If you do not want your child involved in any interviews and/or photos, please notify your teacher in writing. These recordings will be used for educational purposes and to document the learning in the program.

**School Attire**

Please dress your child in clothing that is easily washed so that he/she can enjoy the activities provided. Many activities include paint, sand, water, clay, crayons, markers, etc. In addition, it is very important that **your child be dressed appropriately according to the weather**. We do play outside each day (unless extreme weather conditions) and want your child to be comfortable. Tennis shoes are important as well as hats and gloves when appropriate.

**Toys**

Personal items such as toys, balls, games, trading cards, dolls, etc. need to remain at home. The school provides adequate play equipment for educational needs.

**Mandatory Reporters**

All Missouri school personnel are mandatory reporters of suspicious child abuse or neglect.

**Personal Records**

Your child’s personal files are available to be viewed upon your request. This information is kept confidential, unless written notification is received indicating a release of records.

 **Parking**

In order to ensure the safety of our students, we are asking that no one parks directly in front of the building or in the bus lanes located next to the sidewalks. Please feel free to park further down the street or in our parking lot when you visit our site.

**Transportation**

Bus transportation is provided for some students. Unfortunately, not all students are eligible for bus transportation. If your child is a bus rider and will be absent, please notify the Apple Bus Company at 630-9929 as early as possible. This way, the drivers can make route changes as necessary. The Apple Bus Company’s phone is generally answered in person from 6:00 am – 4:00 pm Monday through Friday. Make sure to leave a message if you call outside of business hours. Your child should be ready for the bus 10 minutes prior to the scheduled pick-up time. The bus drivers will not wait for your child. If your child misses the bus, it is your responsibility to transport them to school. Be sure you are home 10 minutes prior to scheduled drop-off time. Your child will not be left at home alone or with a stranger. If no one is there to collect your child, they will be brought back to school. It will then be your responsibility to pick up your child. When children are late for the bus, it makes all the students late for school. The bus will not wait more than 2 minutes for you at your stop.Failure to get your child off the bus will result in a conference with the building principal to solve this problem.

 **Curriculum Overview**

 Art & Construction

 Book Handling

 Categorization

 Colors

 Counting & Number Concepts

 Fine Motor

 Gross Motor

 Language

 Letters

 Listening & Language

 Music

 Patterning

 Personal information

 Play

 Position/Direction concepts

 Sequencing

 Shapes

 Vocabulary

**Students will learn to**:

 represent their feeling/ideas in a variety of ways

 use language to communicate feelings, questions, and ideas

 listen for different purposes

 use writing as a means of expression/communication

 apply early reading skills

 attend to sounds in language

**Acknowledgement Agreement**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the ECC Preschool Parent Handbook and agreed to the following conditions and regulations.

Please place a checkmark beside each statement upon agreement

\_\_\_\_\_\_\_\_\_\_My child may attend any field trips taken throughout the school year.

\_\_\_\_\_\_\_\_\_\_My child may participate in any photograph, videotape, or recording for educational purposes.

\_\_\_\_\_\_\_\_\_\_To ensure the student safety, I will not park directly in the front of the building or in the bus lanes (located next to the sidewalks).

\_\_\_\_\_\_\_\_\_\_I will have my child picked up at the scheduled dismissal times for the AM and PM classes (doesn’t apply to bus riders).

Please return this signed sheet to the classroom teacher.

Student’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_