



**Center School District #58
Center Early Childhood Program**

**2017-2018
School Year**

**EARLY CHILDHOOD
FAMILY HANDBOOK**



**8817 Wornall Road
KANSAS CITY, MISSOURI 64114
Phone: (816) 349-3700
Fax: (816) 349-3733
Center District Website: www.center.k12.mo.us**

Center School District #58 Mission

In Center Schools the focus is on academic achievement, character development, and positive relationships. Together we achieve!

Our Early Childhood Program Mission

The Center Early Childhood team is committed to providing a safe and caring learning environment. We strive to build an inclusive community in which each individual feels respected, encouraged and challenged. We work collaboratively with staff, students and parents to achieve this shared educational purpose.

Program Philosophy and Program Goals

Center Early Childhood provides a comprehensive program of services based on the belief that all children can learn, all families have strengths, and all parents play an integral part in their child's learning and growth.

- Provide learning environments in which children develop autonomy as they learn to make choices.
- Support families in their role as their child's first teacher.
- Maintain an open line of communication with families.
- Implement a school-wide team effort to create a quality learning environment for all children.

Dear Parent:

Welcome to Center Early Childhood!

We are looking forward to working with you and your child in the Early Childhood Program. With your active participation and support, your child, family and our staff will have a successful year.

In order to provide helpful information to you about our program, we have prepared an *Early Childhood Family Handbook*. In this handbook you will find a wide assortment of information from attendance to transportation.

Please read this handbook carefully. You will want to consult it as a reference guide throughout the school year.

The *Early Childhood Family Handbook* should answer most of your questions. If you have additional questions, please contact your child's teacher or the appropriate office personnel for assistance.

We look forward to working with you and your child this year. Feel free to call our office at 816-349-3700 or stop by to arrange a meeting.

Sincerely,

Tamara B. Sandage
Principal



EARLY CHILDHOOD PROGRAM GUIDELINES AND INFORMATION

ARRIVAL and DISMISSAL

Safety for each of our students is of utmost importance!

- It is Center School District policy for all visitors to check into the office before visiting the classroom.
- A parent dropping off his or her child at school at the beginning of each session will need to escort the child into the building. Children can then walk to their appropriate classrooms, independently.
- Children arriving after 8:05 or 11:50 will need to wait in the office with their parent until the next quarter hour. At the next quarter hour, a staff member will escort the child to the classroom.
- Children needing to be picked up from class must have a parent/guardian sign them out in the Early Childhood office. A staff member will escort the child from the classroom to meet the parent. If children are to be picked up by someone other than their usual designated adult, the office/teachers must be notified in writing. Photo identification will be checked as verification. Center staff will only be authorized to release children to those individuals listed by parents. The names, addresses and telephone numbers of adults authorized to receive your child must appear on the Center's emergency contact form.
- Children will go home on the bus unless the parent has informed the office and teacher in writing. This assures the safety of all our students and makes dismissal more efficient.

NOTE: Parents wishing to conference with their child's teacher will need to arrange a meeting outside of class time in order to do this. At the beginning and ending of each session, teachers are busy providing for the needs of the class and meeting at these times can disrupt the classroom environment. If information for a particular school day needs to be expressed to the teacher, Early Childhood office personnel will work with the parent to communicate this with the classroom teacher.

ON TIME SCHOOL ATTENDANCE

Parents are encouraged to make every effort to see that their child is present at school every day and is on time every day. Children benefit from the program most when they are consistently present for each part of the classroom day. In addition, it is important for your child to arrive at school on time in order to establish good school attendance habits and to benefit from the entire day of educational opportunities. Also, your child may miss breakfast or lunch if he/she is tardy.

Regular and on time attendance is essential for each child's success in the Early Childhood Program. Parents should call the Center Early Childhood office at 349-3700 to report each of their child's absences.

The following procedures will be taken for consecutive absences with no parent contact:

1. First absence with no parent contact: Parent will be called and reason for absence documented.

2. Second absence with no parent contact: If family advocate staff was unable to contact the family on the first unexcused absence by phone or through use of the child's emergency contacts then another call will be made. The family advocate staff may want to attempt a home visit to determine the reason for the child's absence.
3. Third and any additional absences with no parent contact: If family advocate staff was unable to contact the family on the first or second unexcused absence by phone, through use of the child's emergency contacts or by home visit then the family advocate staff will attempt a home visit to determine the reason for the child's absence.

Ninety percent or higher school attendance is a requirement of Center School District and Center Early Childhood. Early Childhood students who do not maintain attendance of 90% or higher may be removed from class and placed on the program waitlist until a plan for better attendance can be established and a new classroom slot is available.

AFTER SCHOOL CHILDCARE FEE FOR CHILDREN PICKED UP LATE FROM SCHOOL:

- Students attending the Early Childhood morning session, 8:00 – 11:30, must be picked up from school by 11:30 or met at their bus when it arrives at the home.
- Students attending the Early Childhood afternoon session, 11:30 – 3:00, must be picked up from school by 3:00 or be met at their bus when it arrives at the home.
- For students who are parent pick up, a fee of one dollar per minute will be assessed beginning at 12:00 and 3:30 for the first infraction.
- For subsequent infractions, for students who are parent pick up, a childcare fee of one dollar per minute will be charged to families picking up their children late after 11:35 or 3:05. This fee will be assessed each time Center Early Childhood staff provides childcare outside of the school day.
- For students who are brought back on the bus, a fee of one dollar per minute will be assessed at 30 minutes for the first infraction.
- For subsequent infractions, for students who are brought back on the bus, a childcare fee of one dollar per minute will be charged to the families starting when First Student notifies our center that no one is present to meet the child and that the child is being brought back to school. The billing time will stop when both the parent and child have arrived at school. This childcare fee will be assessed each time.
- The amount may be paid in full within five school days or a payment plan can be arranged with the office.
- Regarding families with multiple students, only one late fee will be charged per family per incident.

Note to Bus Riders:

Center Early Childhood reserves the right to discontinue bus service for children who are repeatedly not met at their bus stop, brought back to school or for any other reason that relates to the safe operations of the buses.

BAD WEATHER (Early Dismissal)
SCHOOL CANCELLATION

In case of inclement weather, parents will be notified by the Center School District phone calling system. Parents may also gain this information by listening to local TV and radio stations for school closings. The Early Childhood Program is part of the Center School District #58. Early childhood classes will not be held if Center School District #58 is announced closed. It is important to keep phone numbers current with the school office in order to receive these calls. If phone numbers change, access your child's account in the Center School District parent portal to update this information.

If there is an early release day called by the district due to inclement weather, there will be no afternoon session on that day. In most instances, the teaching staff will contact families by telephone if the Early Childhood Program will be closing early. Parents are required to provide the Center Early Childhood Program with instructions on where to send their child in case of early dismissal. It is the parent's responsibility to notify childcare providers of any special school closings.

If there is a two hour delayed start due to inclement weather, there will be no morning or afternoon session at the Early Childhood Center. If there is a delayed start of one hour or less due to inclement weather a determination will be made that morning whether or not the Early Childhood Program classes will be held.

CHILD ABUSE & NEGLECT REPORTING

All Center School District Early Childhood Program staff members, as required by local and state laws, are mandatory reporters of suspected child abuse and neglect. Suspected cases of child abuse and neglect are reported to the Missouri State Hotline in Jefferson City, Missouri. The toll free number is 1-800-392-3738.

CLASS DAYS AND TIMES

The morning session will run from 8:00 to 11:30 Monday, Tuesday, Thursday and Friday. The afternoon session will run from 11:30 to 3:00 Monday, Tuesday, Thursday and Friday. Before and after school childcare is not provided by Center Early Childhood. An area daycare list is available in the office. School is not in session at Early Childhood on Wednesdays. Students are counted as tardy at 8:05 and 11:50.

DEVELOPMENTAL SCREENING

Every child enrolled in Early Childhood receives comprehensive educational, health, nutrition, dental and developmental screenings. Health screenings include: hearing, vision, height, weight, and blood pressure. Developmental screenings include: motor, speech, cognitive and social/emotional development. Screenings are provided through school and community partnerships.

The screening provides you and your child's teacher with important information about your child's functioning within the range of normal development.

DISCIPLINE & GUIDANCE

"The schoolwide discipline plan is established to provide a positive school climate, and to create a supportive environment for personal, social, and academic growth for students and staff." Geoff Colvin, 2007

Center Early Childhood has established a schoolwide plan, through Positive Behavior Supports, in order to empower student, parents and staff to be kind, to be safe and to be helpful. We will build skills to solve problems, work together, use words and other strategies to solve problem.

The strategies implemented at school are strategies for life and we want children, families and staff to use these skills in all life settings. We want all adult and child members of our school community to be able to communicate in a positive effective manner to get needs met.

Within the school building, specific behaviors and expectation have been established for our school setting. The matrix for these expectations is provided at the end of the handbook. A school to home connection can be made from the matrix as children learn these expectations.

Students and staff, in each classroom settings, will be recognized and acknowledged for following the behavior expectations. Mastering these behavior expectations, in turn develops a strong school family and strong positive life skills.

As needed, behaviors may be addressed by the school principal or other school or district staff.

Emergency physical intervention actions may be implemented in the event a child's behavior poses an immediate significant threat to his/her physical well-being or the safety of others.

For additional information on Center School District Board Policy on Student Discipline see the Center School District Board Policy.

DISCRIMINATION POLICY

Center School District Early Childhood Program does not discriminate in its enrollment or employment practices on the basis of race, color, creed, religion, sex, age, national origin, ancestry, disability, status as a veteran or HIV/AIDS infection status.

DRESS

Your child should be dressed in clothing appropriate for play. We will be working with paint, glue, and markers often. Tennis shoes or other shoes with rubber soles should be worn if at all possible. Outdoor time occurs every day, unless the temperature is below freezing or it is raining or snowing. When the weather is cold, please dress your child warmly in a hat, coat, gloves and long pants. In warm weather, shorts or sun clothes should be worn. As the weather changes please be sure proper clothing is worn. Be

sure to label (with your child's name) all articles coming to school. If there is a need for assistance, please call your Family Advocate.

EMERGENCY CONTACT NUMBERS

Emergency contact numbers are to be given at time of application. If emergency contact numbers change throughout the school year, update this information in the Center School District parent portal for your child. For the safety of your child, we want to be able to reach you when needed.

FIELD TRIPS

All families will be notified, in writing, when field trips are to be offered. Parents will need to return signed forms by dates stated on the forms.

HEAD LICE

From time to time the school nurse or health aide will examine children's hair for evidence of lice infestation. The following steps are followed once a child has been confirmed to have live head lice and nits:

1. The parent will be called to come and take the child home immediately in order to give treatment for the condition.
2. If the child was infected with live head lice, the students should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
3. The Kansas City MO Health Department may be notified in accordance to State licensing laws.
4. After treatment is given, the parent must transport the child to school and wait until the nurse or health aide examines the child's hair.

If there is no evidence of live head lice, the child will be allowed to remain at school and resume normal bus transportation. If live lice are found, the child will be sent back home with the parent. This procedure will be repeated until no live lice are found.

HEAD START POLICY COUNCIL

The Head Start Policy Council is made up of parents and community representatives and participates in the policy and decision-making processes of Head Start on a city-wide basis. The Head Start Policy Council serves as a link between the public and private organizations, the delegate agencies policy committees, the partnership sites, the grantee board of directors and the general community.

The Head Start Policy Council has the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency regarding its recommendations.

Parents who serve on the Head Start Policy Council or other committees are elected at the center level. If you want to know more about serving on a committee or the Head Start Policy Council, please contact the Family Advocate at 349-3725.

HOME VISITS

Center Early Childhood teaching staff will conduct at least two home visits with you per year. The first visit of the year, before your child comes to school or within the first two months of school, must be conducted at your home. Subsequent visits can be either at your home or at school. These visits are important for the following reasons:

1. Teaching staff will share current information related to your child's growth and development.
2. Teaching staff will answer questions you may have about your child's progress or refer you to someone who can respond to your questions.
3. You may share information, understandings and concerns about your child that is helpful to the teachers.
4. Home activities will be demonstrated and developed with parents.

The weekly pre-school schedule provides four days of classroom time. Special times during the month are reserved for personal visits. Usually these will be on a Wednesday. Both parent(s) and child are part of the visit. Be relaxed and please don't feel that your house needs to be spotless. We do ask that you please turn off your TV and radio during the personal visit in order to have a quieter environment. If at all possible, please arrange your schedule for a Wednesday home visit. Our scheduling time for personal visits is limited, so please be sure to contact your child's teacher or the Early Childhood secretary at 349-3700, as soon as possible to let us know if you will be unable to keep your scheduled visit time.

Parents and/or guardians may request a conference with the Center Early Childhood staff at any time.

IMMUNIZATIONS

Immunizations MUST be current. Missouri Statute 210.003 requires that "No child shall be permitted to enroll in or attend any public, private, or parochial day care center or preschool unless such child has been adequately immunized against preventable childhood illnesses specified by the department of health." Center Early Childhood complies with this law.

Immunizations are given free-of-charge at the county health departments:

- Jackson County, 816/404-6415

In compliance with Missouri Senate Bill 341, parents may request notice of whether there are children currently enrolled in or attending Center Early Childhood who have an immunization exemption on file. District personal cannot tell which or how many children, but we will answer with a "yes" or "no".

LICENSURE

Center Early Childhood is licensed by the Missouri Department of Health and Senior Services. The state monitors our center periodically for compliance with safety and health regulations. Licensure rules are available upon request for your review. Parent volunteers are always welcome; however, because we are a licensed facility, siblings

cannot be in our classrooms. Please make arrangements for childcare when visiting a classroom.

MEALS & SNACK TIMES

Nutritious meals are served to all children. Breakfast and a snack are served during the morning session. Lunch and a snack are served during the afternoon session. Children will be served only food prepared at our center or through contracted food services. Parents are not to send or bring any food to the center. All meals served are prepared to meet nutritional requirements of the Center School District and the federally funded USDA food program. The only exception to this standard is through a medical doctor or stated on the child's IEP. In such cases, arrangements will be made for all children who have special dietary needs. Menus are provided to families at the start of each month.

At the discretion of the classroom teacher, if students bring treats in recognition of birthdays or other celebrations, food must be pre-packaged, well labeled and from the district approved snack list.

Center Early Childhood encourages children's independence and decision making by allowing them to help set the tables, to serve themselves and to choose the foods and the quantities they want to eat. Mealtimes are opportunities for children to learn various colors, flavors, textures, math and science, as well as to try new foods and to practice their communication and social skills.

Center School District participates in the State Free and Reduced Lunch program.

MEDICAID SCHOOL-BASED HEALTH SERVICES PROGRAM

As a result of a child's Individualized Education Plan (IEP), Center School District will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational and /or physical therapy. Federal funds under Medicaid are available to the district to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or Missouri Health Net eligible, the Center School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician retained by the district to determine medical necessity as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

MEDICINE

The following steps outline Center Early Childhoods medicine policy.

1. The school nurse, or designee, will give medicine to a child only by written request and permission of the parent(s)/legal guardian.

2. Permission Form for Administration of Medication must be obtained from and returned to the school nurse with specific directions before medication will be given.
3. Prescription and non-prescription medication must be delivered to the school by the parent or another designated adult. Do not send medication to school with your child.
4. Over the counter medications may not be given without a doctor's note/instructions.
5. The medication must be in the original container and labeled clearly with the following information:
 - Name of Child
 - Name of medicine
 - Dosage to be given
 - Method of administration
 - Time(s), hour(s) and frequency of administration
 - Name of prescribing physician (if a prescription medicine)

We appreciate the cooperation of parents and guardians in helping us ensure the safety of their children by abiding by these guidelines.

MEDICATION HEALTH REQUIREMENTS SPECIFIC TO CENTER SCHOOL DISTRICT EARLY CHILDHOOD HEAD START STUDENTS

Asthma Action Plan and Inhaler

If a child has an Asthma Action Plan, accompanied by an Individual Health Care Plan, on file with Center School District Early Childhood, the parent must provide an inhaler before the child can start school. Please see the "Medicine" policies in this handbook to secure the inhaler at school following district procedures.

EpiPen

If a child has a medical condition that requires an EpiPen prescription, the EpiPen assigned to the child must be provided to the Boone Campus nurse and kept up to date at all times. The EpiPen must be on site before the child can start school.

MENTAL HEALTH AND DISABILITIES

Center Early Childhood recognizes the importance of fostering healthy children and families. Our goal is to insure that each child and family is supported in handling life's challenges in effective ways. There are many school and community resources available to provide information on positive parenting, emotional wellness, behavior management and developmental delays. If you would like information about the services available, please contact the school social worker.

MONEY

Parents do not need to give children money to bring to Early Childhood unless directed to do so by the classroom teacher in writing or memo form.

NEWSLETTERS

A program newsletter is sent home every month, through the Family Advocate Office, to keep you informed of center and community-based activities. Articles and ideas about parenting and family life are also included in the newsletter. Expect to receive frequent classroom newsletters from your child's teacher. They will contain information about what is happening in the classroom and important dates to remember. Be sure to check your child's backpack for these newsletters and other information coming from school to home.

OUTDOOR CLASSROOM

We call it an outdoor classroom because many physical activities are part of your child's healthy development. Activities such as climbing on outdoor equipment and playing catch help coordinate the actions of a child's hands and eyes - skills they will need later for writing.

Please be sure to dress your child for active outdoor play and for the appropriate weather conditions. We go outside each day as weather permits and as long as the wind chill and temperature are above 32 degrees.

We recognize that there may be days when you would like your child to stay indoors. However, we will not have extra staff available in your child's classroom to stay indoors with your child while his or her classmates are outside. Additionally, we will not be able to include your child in another classroom since licensing regulates how many children can be in the classroom at one time. For these reasons, we ask that you please plan for your child to go outside with their classmates.

If, for medical reasons your child is to be kept inside during outdoor activities for more than three consecutive days, a note from your child's doctor is required

PARENT PARTICIPATION

Parents, you are your child's first teacher! The Center Early Childhood Program is family-centered and is designed to support parents as the most important influence in their child's life. We encourage parents to become actively involved in their child's education. Our program strives to meet the needs and interests of the families enrolled.

Workshops and training sessions for parents are held on a regular basis throughout the year. Our staff will work with families on achieving their goals, especially in the area of school readiness for their child.

Parents are highly encouraged to volunteer anytime the center is open. Completion of the Center Friends registration process, including a background check, is required for work in the classrooms. However, volunteering by parents is not required in order for a child to attend. Some ways that parents can choose to participate include:

- Assisting in planning and participating in parent activities.
- Present cultural activities to children.
- Read stories to a group of children.

- Help teacher with coloring, cutting, or collecting materials to be used in the classroom.

Please contact your family advocate or your child's teacher if you are interested in becoming a regular or an occasional volunteer!

Our parents come from diverse backgrounds and have a variety of educational training levels and skills. We greatly appreciate the contributions from all of our parents that make our program successful.

PARENT/TEACHER CONFERENCES

Center Early Childhood teaching staff will schedule at least two parent/teacher conferences per year. These parent/teacher conferences are important for families to have the opportunity to meet and discuss with their child's teacher the goals developed for their children during the home visits. Parents will also receive continued information on learning activities for their child as well as information about re-enrollment into the Early Childhood Program, summer school and transitioning procedures for Kindergarten. These two conferences are in addition to the two home visits required annually.

PHYSICAL and DENTAL EXAMS

When you enroll your child in the Early Childhood Program, a complete physical and dental examination is necessary. A hemoglobin and lead test is also required as part of the child's health physical. Documentation of a physical exam, using Center Early Childhood documents, is due to Center Early Childhood within 30 days of the start of school. Documentation of a dental exam is due to Early Childhood within 90 days of the start of school. If you do not have a medical or dental provider, staff will assist you in finding one. The school nurse and family advocate will work with you to obtain follow-up care if there is a need.

PROGRAM DESCRIPTIONS

Center School District's Early Childhood Program offers two part-day sessions of early education classes. The Early Childhood Center is a state licensed and nationally accredited program. The program offers children the opportunity to develop socially, intellectually, physically and emotionally in a group setting. Classrooms are staffed with a certified teacher and qualified teacher assistants. Classroom, food service, health, social service, disabilities, transition, mental health and program governance/parent involvement staff work as a team with families to create a high quality, inclusive early childhood education experience for children.

Head Start – serves children who are identified from low-income families.

Center School District Prekindergarten– serves any child whose family does not meet the low income guidelines and who is in his/her final year before entering kindergarten.

Title-I– serves children who are identified with developmental delays.

Special Education – serves children who are identified with significant developmental delays and have an established IEP.

PUBLIC CONCERNS

We recognize that sometimes parents/guardians have concerns or complaints regarding the operation of the school or the district. Such issues are resolved best at the levels where the concern originated through communication with the appropriate staff members.

1. Complaints on behalf of an individual student should first be addressed to the teacher or staff member involved.
2. If the concern is not resolved, parents should then talk to the principal of the school.
3. If the issue is not resolved at this point, parents can write up the complaint for the principal who will respond in writing within 5 business days of receiving the complaint, following Board of Education policy.
4. If the complaint continues to be unresolved, parents/guardians may send written complaints to the Superintendent and then to the Board of Education, following the guidelines outlined in the Center School District Board of Education Policies and Regulations, Section KL.

RESIDENCY

Students enrolled in the Center School District must demonstrate residency in the Center School District boundaries at the time of enrollment. By State Law and School Board Policy JEA, residency means that a person both physically resides within a school district and is domiciled within that district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. At any time, the school feels the student may have moved from the boundaries of the district, additional residency waivers may be given that stand in place of regular residency requirements. Residency and waiver information can be obtained through the Center School District Central Office located at 8701 Holmes.

SCHOOL SUPPLIES

Center Early Childhood provides supplies needed on a daily basis, but we do ask that your child bring a backpack every day. Please also provide a change of clothing for your child with his/her name on all pieces of clothing. Teachers may request a box of tissues, wipes or other supplies as needed for projects throughout the year. Check your child's bag daily for notes from the teacher and for work your child has done at school.

SICKNESS

The Center Early Childhood staff will observe all children for contagious diseases and for other signs of illness on arrival and throughout the day.

A child should remain at home if he/she has any of the following signs or symptoms: severe headaches and stiff neck, more than one diarrhea stool, severe coughing, difficult or rapid breathing, yellow skin or eyes, pinkeye, unusual spots or rashes, sore throat, vomiting more than once, severe itching of the body/scalp or fever of 100

degrees or more. Missouri State Licensing and Center Early Childhood will not allow a child to participate in class activities if any of the above symptoms are noted.

If a child becomes ill during the school day, the school nurse will notify parent/s guardians as needed via phone call. If parents cannot be reached, the emergency numbers listed on your child's enrollment forms will be called. We must have up-to-date emergency numbers listed. Please supply two emergency numbers of people living near your school who would be able to pick up your child if you cannot. Notify the office or Family Advocate as soon as phone numbers or addresses change and also update this information in the Center School District parent portal.

Before returning to school a child should have a normal temperature and be in normal health for 24 hours. Remember that when your child comes to school ill, he/she exposes many other children to that illness. Any contagious disease should be reported to the school office immediately. All contagious diseases will be reported to the county health department in accordance to Missouri State licensing regulations.

We appreciate the cooperation of parents and guardians in helping us ensure the safety of their children by abiding by these guidelines.

SMOKING

The Center School District prohibits any smoking on all school property. No staff, students, or community member is allowed to smoke on any school property by federal and city mandate.

SOCIAL WORK OFFICE

The role of the Early Childhood School Social Worker is to link school, home and community together in order to build a strong foundation for student success in school. The main goal of a school social worker is to address barriers in the way of student learning. Social workers achieve this by providing direct and indirect services to students and their families. Social workers work with students who are experiencing emotional, environmental, physical or social difficulties. Some of the many services School Social Workers provide are:

- Advocacy for Students, Parents and the School
- Referrals to Community Resources
- Home visits
- Crisis prevention and intervention
- Individual meetings with students
- Small Groups or Class Lessons
- Parent Education
- Behavior concerns

If you would like to receive more information about how a Center School District School Social Worker may be able to help you or your family, please contact the Early Childhood Center Office at (816) 349-3700 and ask for the School Social Work Office.

TRANSITION

Center School District recognizes the importance of effective transition practices in order for children to maintain and to build on the developmental gains achieved in Early Childhood. Through community partnerships, parent involvement and on-going communication with other school district programs (i.e. Parents as Teachers), it is our goal that each child is supported and prepared to enter successfully both the Early Childhood Program and kindergarten.

TOYS FROM HOME

Everything children need for a successful early childhood experience (supplies, books, toys, etc.) is provided by the Center Early Childhood Program. Student's personal property (games/toys/books/jewelry) should not be brought to school. Any item brought will be confiscated and held for safe keeping by the teacher until the day's end. Classroom teachers may allow certain days for sharing things from home. You will be notified in writing if your child is to participate and what day that will occur.

TRANSPORTATION BY CAR:

Our arrival and dismissal procedures have been established to provide as much convenience as possible to parents and guardians, yet also provide a safe environment for children. Please remember these guidelines if you bring or pick up your child.

1. Children must always be escorted by an adult when entering the building and walking through the parking lot. Never allow your child to enter the building alone. Children should never be dropped off and left at the school doors or in the classroom unless a preschool staff member is present to escort and supervise the child.
2. If you are bringing or picking up your child, please park in designated parking spaces. Avoid parking in the bus lane.
3. Please follow these procedures if you choose to provide your own transportation:
 - Arrive at school by 8:00 am for the morning session or 11:30 for the afternoon session.
 - Arrive at school for parent pick-up by 11:30 am for the morning session 3:00 pm for the afternoon session.
 - Children will remain in the office until parents arrive. Parents arriving late should go to the office to pick up their child.

We remind you that Early Childhood does not offer child care and that there are consequences for failing to pick up your child on time. Please refer to the "After School Childcare Fee" procedure section of the handbook. Further, if you have not picked up your child within 60 minutes of school dismissal, and if you have not contacted us, and all your family contacts have been tried without success, we may call the Children's Division and report your child as being abandoned.

TRANSPORTATION BY BUS:

Your child will be transported to and from Center Early Childhood program by bus service. The Family Advocate's office will handle all arrangements with the bus

company for transporting your child. The following procedures help us in assuring a safe and on-time service for all children. Please observe them:

1. Your child must be dressed and ready when the bus arrives. The transportation monitor will not come to your door. Special Note: The bus will wait no longer than 1 ½ minutes for your child to board the bus.
2. If a child has to cross the street to get on or off the bus, a parent or another adult must accompany the child. In any case, an adult must be present to deliver a child to the bus or receive a child from the bus. An adult must sign the child on and off of the bus each time.
3. If your child misses the bus, it is your responsibility to transport your child to the school.
4. When the bus arrives to pick-up or return your child, the parent or other responsible adult must walk the child to and from the bus. An adult must sign the child on and off of the bus each time.
5. When the bus is returning a child home from the morning session or afternoon session, if the transportation monitor does not see the parent or responsible adult, the child will be returned to the school. The parent will be contacted by member of the Family Advocate office. The parent will then be responsible for transporting the child home.
6. If your child is not picked-up within 60 minutes after being returned to the center, the Children's Division may be notified.
7. Adults are prohibited from eating, drinking, and smoking on all Center Early Childhood buses.
8. Two adults will be on the bus.
9. All bus passengers, including Early Childhood children, will wear seat belts.
10. Children will be asked to remove all winter coats before being secured into their seats.
11. A sick child will not be transported to the school. The transportation monitor or bus driver may determine if a child is ill at the time of boarding.
12. Do not send medicine to the school with your child. The transportation monitor will not transport or accept responsibility for such things. (See Medicine Policy)
13. When parents need to make a permanent change to their child's bus transportation, to or from school, the parent will have to access the Student Transportation of America link to do so.
14. All EC bus changes will take effect on Mondays. This allows drivers to successfully and safely make these changes to their routes. This does not affect initial bus transportation requests made by a family, only changes to existing bus transportation routines.

Note to Bus Riders:

Center Early Childhood reserves the right to discontinue bus service for children who are repeatedly not met at their bus stop, brought back to school or for any other reason that relates to the safe operations of the buses.

Questions about transportation for Early Childhood students, including drop off and pick up times, or concerns about drop off or pick up issues should be directed to Student Transportation of America at 816-349-3327.

VOLUNTEER REQUIREMENTS

Center Early Childhood staff work closely with parents to make sure that standards are followed and parents succeed with the volunteer experience. All volunteers in the Center School District must complete the expectations for volunteers through Center Friends. Our program has outlined the following as general requirements and responsibilities for parent volunteers:

- Show emotional maturity when volunteering.
- Demonstrate respect for children and adults.
- Seek guidance from classroom teacher/support staff.
- Keep all information about children and families confidential.

VISITORS TO THE BUILDING

Parents and guardians are encouraged to visit the schools. If you would like to visit a classroom during instruction, please contact your child's teacher in advance to schedule a visit at a time most convenient for everyone. Conferences with the teacher will not be permitted during instructional time. For safety reasons, please sign in at the building office upon arrival where you will be given a visitor's sticker to wear. Loitering is not permitted on school property. Students should not bring younger brothers/sisters or guests to school. In order to ensure limited disruption to instruction and the learning environment, the building administrator reserves the right to limit the length of time as well as the date and time of day when the observation is to occur.

The Center #58 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:



Reading to your child every night before bedtime is one of the best things you can do as a parent to help her succeed in life and school.