

Carl Junction R-1 Early Education Center

"Serving Children Birth to School Entry"

Student Handbook
2010-2011



*Be A Positive Behavin' Bulldog
and earn a Braggin' Bone!*

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Dear Parents of Early Education Center Students:

Welcome to Carl Junction R1 Early Education Center! We are honored that you have chosen our program for your child to learn, grow, and develop. You will not find a more positive, nurturing and capable early childhood team for your child in a finer facility. We are working hard to offer the latest in educational supplies, equipment, and technology to enhance and support the center's hands-on curriculum learning activities and program.

Carl Junction R1 is dedicated to providing an opportunity for all children in the Carl Junction School district to gain quality educational and developmental experience prior to Kindergarten. This dedication has provided the district with additional preschool opportunities within the R1 schools, as well as support and training for private providers in our area. Last school year we were able to start a supportive daycare service for the employees of CJR1.

The incredible team of educators at the CJ EEC believe that every child is a miracle of life. Because the early years of a child are the most critical period of growth and learning, we provide loving guidance in a positive home-like learning environment where all children feel comfortable to explore, discover, and learn as they meet their individual goals. The EEC team members help to develop the whole child: physical, emotional, social, and intellectual through the natural means of play. Our creative hands-on play opportunities are based upon the latest research of the young child. Opportunities provide for variations of the environment with a wide variety of quality equipment/materials and activities that appeal to the child's imagination. We utilize the Project Construct curriculum from the constructivist theory process of learning and retaining knowledge. As educators we are the facilitators of a supportive learning environment. Project Construct is aligned with the Show-Me Standards as set forth by the Missouri Department of Elementary and Secondary Education for all children to attain. This curriculum is supported and followed in our district's primary school programs, therefore easing the transition from preschool to their future school setting. Our curriculum, philosophy, beliefs and goals help to build a solid foundation for future academic growth and life-long learning endeavors for every child in our care.

One of our primary goals is to create a learning community that involves a relationship between your family and the CJ Early Education Center team. Research has shown that involved families help children be more successful. Parents As Teachers is an integral part of the program at EEC and provide opportunities for families throughout the year. We are hopeful that you will take advantage of these opportunities.

I encourage you to carefully review our policies and procedures contained within this handbook. The Parent Handbook may not cover every circumstance that may arise. Any permanent changes in policies, activities, and/or procedures will be communicated to parents/guardians in writing, with available copies at the center.

We hope that you will find that as your child and family participate in EEC programs, we exceed your expectations for quality and excellence. I look forward to getting to know your child and family. Thank you for choosing CJ R1 Early Education program to help meet your child's early education needs. We value your part in our EEC "family".

Educationally yours,
Cheryl Costley
Early Education Center Administrator



Table of Contents

EARLY EDUCATION CENTER STAFF..	2
Mission Statement and Goals	6
SAFETY AND SECURITY	7
HOURS OF OPERATION & TUITION	7
Waiting List and Fee Policies	8
Late Payment	9
COMMUNICATION PLAN	11
HEALTH	12
General Health Policy and Procedures	12
Sick Policy	12
Medication Authorization and Administration	13
Injury/Accident Procedures	14
Immunizations and Health Records	15
Appropriate Clothing	15
ITEMS FROM HOME	15
DAILY DETAILS & SCHEDULES	16
Inclement Weather Closure Policy	16
Attendance, Daily Check-in/Out Procedures	16
Pick-up/Release Policy	17
Separation Routine	18
School District Calendar	25
Meals & Snacks	23
Rest Time	24
PARENT PARTICIPATION	24
CURRICULUM	19
Assessment	21
Transition Plan	21
DISCIPLINE	22

District Mission Statement

"Succeeding Together"

The mission of the Carl Junction R-1 School District, in partnership with the community, is to provide each student a positive learning environment that promotes quality and excellence. Our mission also assures each student opportunities to become a literate, skilled, creative, confident, and healthy individual prepared for life, work, citizenship, and change in an ever-expanding society.

District Goals

Our goals correspond to those established for all Missouri schools by the Missouri Department of Elementary and Secondary Education but are relevant to the needs of our community. Students will be provided with opportunities to develop to the extent to which they are capable of achieving in the following four areas:

Intellectual Development

Students will have the opportunity to become proficient in communication, quantitative thinking, scientific understanding, analytical and critical reasoning, decision-making, and aesthetic appreciation.

Physical Development

Students will be provided systematic and sequential instruction in nutritional, health, and safety concepts as applied to human development and well being.

Social Development

Students will develop knowledge of and respect for different racial, religious, and social backgrounds and be exposed to positive moral and ethical values.

Career Development

Students will be provided information and appropriate activities to develop skills necessary for economic self-sufficiency.

Early Education Center Goal

The goal of Carl Junction Early Education Center is to assure that the youngest students of the Carl Junction School District experience a positive and successful start toward the district's educational goals. Every effort is made to utilize instructional practices that are both developmentally appropriate for young students and researched based.

Building Security

In order to assure the safety of your children and our teachers while in Early Education Center, we have adopted a building security plan. All doors into the K-1 South building should remain locked and closed

throughout the school day, with the exception of the door that opens to the alley on the east end of the EEC hall and also the entry door near the main K-1 office. All other doors are locked only for entry, allowing anyone to exit from any of the doors at any time. If you plan to enter the EEC unit at any time, please enter through the East entry. All visitors or parents must stop at the receptionist desk for a visitor tag and secured access beyond the secured entry. Our teachers are happy to visit with you concerning your child, but we ask that you make a prior appointment before entering the preschool area. We appreciate the wonderful cooperation we have from our families and hope that as you become a part of our school you understand the importance of consistent enforcement and extend your cooperation even during times of inconvenience.

Daycare Hours of Operation & Tuition

Daycare Hours: 7:15-4:30 M-F

AM Preschool: 8:00-11:00; PM Preschool: 12:00-3:00

Our daycare provider/s will be available to accept your children anytime after **7:15 AM** each school day. We ask that daycare children attending a morning preschool class arrive no later than **8:00 AM** each day. Daycare providers may assist early attendees with breakfast, if you arrange to provide supplies from home. Instructional activities will begin for 3-4 year old daycare/preschoolers by 8:00 each day. The afternoon preschool classes will begin at 12:00 or following their nap for your 4-5 year old daycare children.

Daycare providers will be available until **4:30 PM** daily.

Daycare services are available for all working/contract days for teachers.

Fees are based on fulltime participation. Credit will not be figured for absences or for times when classified personnel are not scheduled to work.

Tuition = \$400 per month X 9 months for children 3-5. \$450 per month X 9 months for children 1-3 years old. \$500 per month X 9 months for babies birth-1. The second or third child from the same family can attend at a 10% discounted rate. Daycare tuition includes daily preschool for each of the children enrolled. Payroll deduction is a requirement for daycare tuition. Forms are available for flex plan claims.

Preschool Hours of Operation & Tuition

AM Preschool 8:00-11:00

PM Preschool 12:00-3:00

Several preschool opportunities are available at the CJ EEC. Children are placed in a specific classroom/program depending upon their age and developmental level or need. Differences in tuition rates are due to the specific age ratios required in specific classrooms.

Early Childhood Special Education - $\frac{1}{2}$ day classes Tues through Fri. - for ages 3 to Kindergarten entry - by IEP placement only - No tuition required - school transportation is available

Title 1 Preschool - We have two, Tues-Friday AM classes for Pre-Kindergarten entry - recommendation from school district screening is required - a \$20 per month fee is required (arrangements for financial assistance or scholarship can be arranged) - school transportation is available

District Preschool- Two, Tues. through Fri. - $\frac{1}{2}$ day PM classes are available for children one year before Kindergarten entry - selected on the basis of PAT participation and random drawing - This is the

preschool option for CJR1 employees' children - Tuition is \$100 per month X 9 monthly installments due the first of every month beginning with September 1.

District Preschool- Two AM classes and one PM -Tues/Thurs. or Wed /Fri (2 day classes) - for children one year before Kindergarten entry - selected on the basis of PAT participation and random drawing - Tuition is \$50 per month X 9 monthly installments due the first of every month beginning with September.

For all preschool programs described above:

AM 8:00- 11:00

PM 12:00-3:00

Children arriving on district bussing will be at school around 7:50AM for AM classes; Children arriving from parent drop off can be dropped off between 7:50-8:00 for AM classes; 11:50 - 12:00 for PM classes Children will board the busses for the trip home from AM classes at 11:00. Children who will be leaving school via parent pick up will be at the pick up station at our East entrance/exit at 11:00 from AM classes and at 3:00 from PM classes.

A School Year Calendar for 2010-2011 is included in this handbook and available on the school website. THERE WILL BE NO PM PRESCHOOL CLASSES ON EARLY OUT DAYS DESIGNATED ON THE DISTRICT CALENDAR.

Waiting List and Fee Policies

CJ Early Education Center compiles several types of waiting lists for families for different reasons. EEC staff will contact those on the waiting list according to availability of enrollment space, as well as completion of admission requirements and payment of applicable fees

When a space becomes available a non-refundable \$35 enrollment fee is required to secure the space for your child.

It is important that those not wishing to remain on the waiting list contact CJ EEC and have their names removed.

****Because we currently have a waiting list for our district preschool classes, you may receive warning and/or notice that your child's spot may be filled with another student if your child's account is not kept current or if regular attendance is not maintained.**

Additional TUITION AND PAYMENT Information

In order for CJ EEC to continue with a program of excellence and quality, and meet financial obligations, we have set forth several payment policies. We have varied rates depending upon your child's class placement. Continuous tuition payment is required and is not reduced due to: Vacations, sickness, cancelation for Kindergarten and preschool screening and enrollment in the Spring, inclement weather, or CJ R1 regular holiday closing schedule that is noted in this Handbook. Parents will be asked to complete and sign a **payment plan form** before their child starts the program.

We accept tuition payments in several forms. We accept the following payments:

1. Payroll Deduction: Required for employees utilizing the Daycare/Preschool program for Children of CJR1 parents or grandparents.
2. Check or Money Order w/ an additional fee added for insufficient funds
3. Cash in a labeled envelope with immediate receipt from EEC secretary.

If a grandparent or any other party is responsible for paying tuition for a child, that person MUST sign the payment plan along with the parent and give applicable contact information and social security numbers or driver's license number.

Tuition MUST be for the exact amount due; parents/guardians may pay for a minimum of one month at a time or may pay for additional months or the entire nine month school term.

When paying by check or money order, it is necessary that you retain your receipt for the money order or keep your check copy as proof of payment. *Any discrepancies in payment schedule and amount default to the CJ EEC records in cases of difference when written proof cannot be produced by the parent/guardian.*

When paying tuition, please use an envelope with the child's full name, teacher's name, date of payment, and total amount enclosed. Envelopes must be dropped off with the EEC secretary. TUITION IS DUE AT THE BEGINNING OF EACH MONTH - the first day of class for that month.

PLEASE DO NOT COMBINE PAYMENT FOR TUITION with anyother payment due at EEC.(ie.milk money) Payment for Tuition must be made with a separate envelope.

There is no reduced rate for absences or when closed for holidays, EC screening days, or inclement weather. **We will be closed according to the CJR1 school calendar and weather cancellation notices.**

Late Payment and Insufficient Funds Charges

Returned checks charges and other fees for insufficient funds will result in an additional \$35.00 fee added. Returned checks may be turned in to the prosecuting attorney's office for legal charges and/or collection. Two returned checks will require that only money orders or cash will be accepted. Any tuition that is late, past the 10th of the month. will result in additional penalties of \$10 per day until payment is made.

If you should fall behind more than one month in your tuition payment, you may be asked to remove your child from the program and someone from the waiting list may be allowed to attend in your child's space. The EEC staff has been hired and is paid with funds generated from tuition. It is more important than ever that consistent payment be maintained.Please speak with the EEC administration if you are experiencing financial hardships.

Daily Schedules

Each preschool teacher and/or daycare provider will provide daily schedules for parents at orientation.

Visitors

Parents are invited to visit their child's classroom at any time during the year. We asked that you arrange the visit with your child's teacher in advance and check in at the office when visiting. We enjoy having visitors at school and encourage you to visit. However, because of the added distraction, this invitation is not open to preschoolers not enrolled or out-of-district school age visitors.

Holiday Parties

Holiday parties are provided for our students at Halloween, Christmas, Valentine's Day, and Easter in one of several different plans from classroom celebration to evening performance celebration. Your child's teacher will be giving you the details for each holiday as it approaches. You will also receive information inviting you to participate in the exciting evening events planned in coordination with our PAT evening events.

Emergency Drills

To help insure our students' safety, fire drills, tornado drills, security drills, and earthquake drills are scheduled throughout the year. The fire alarm is one long, continuous buzz. The tornado alarm is a series of three short blasts from the air horn. The security drill and the earthquake drill are given via the building phone system. We have a plan of action for each situation, and teachers instruct their students as to proper procedure before a practice is held. Drills will be held in coordination with the Primary K-1 South building.

Party Invitations

If party invitations are distributed at school by students, we must insist that all children in the group - either all the boys, or all the girls, or the entire class - be included. If you prefer to invite fewer students, please send those invitations by mail. Ordinarily, we do not release addresses or telephone numbers from our students' files; however, if we can help provide information for party invitations, we will gladly assist you.

Personal Information Release

On occasion student addresses or phone numbers are requested from parents for birthday parties, etc. Our parent organization also may request a number for volunteer solicitation. If you prefer that your address and/or phone # not be released, please indicate this on your child's record update form this year.

School Pictures and Yearbooks

Our students will have school pictures taken twice during the year, once in the fall and once in the early spring. Professional school photographers take pictures of all the students.

The fall picture is a standard head and shoulders photo. Approximately two weeks after picture day, parents will receive the proof package which includes one or two small sample photos with order information. Picture retakes are available for students who were absent or received a poor quality photo on the picture day. The individual fall pictures are featured in our elementary yearbook.

In March, the photographers return to school for another photo session. These pictures are similar to a studio photo, with special background and props. Proofs and orders are handled in the same way as fall pictures. However, there are no retakes available for spring pictures.

Along with the individual spring pictures, the photographer will take a group picture of each class with their teacher. Group pictures will be available for sale, on a prepay basis, if you wish to purchase one. At the very end of the school year, we will receive the elementary school yearbook featuring all our students, grades PreK-6. If you wish to receive a yearbook, you must purchase it mid-year when the order forms are sent home. We usually order only the number of books sold so we don't have a supply of extras for late requests.

Communication Plan

Communication is very important between your family and Early Education Center (EEC) for a positive transition from your home to the EEC's facility. It is also very important to maintain open and available communication with you. Any changes in contact information **MUST** be shared with EEC teachers and office **IMMEDIATELY**. A "Change of Information" form is available from the EEC secretary, Charla. It is also necessary to respond to notes and requests immediately to keep required information updated.

Our communication plan includes the following:

- Parent/Guardian Bulletin Board with Pertinent Information (*located by secure door in the foyer of the building*)
- Daily Activity Reports for all daycare children
- Incident Reports as needed
- Classroom Newsletters and Calendars that Include Special Events and Activities
- EEC/PAT Newsletters
- Parent/Teacher Conferences
- Quarterly Progress Reports of Your Child's Development
- Partnering with EEC Team in working to make toileting, feeding, dressing, hand washing, and the development of other independent skills a positive experience for children.
- Opportunities for Curriculum Planning and Individual Child's Goals/Objectives Input for students with IEP's
- Open Door Policy for you to enjoy a meal or learning event with your child (**please schedule with your child's teacher**)
- Open Houses and Special Events
- Meal Calendars for daycare children
- Direct phone contact with teachers during the day (*Please only do this sparingly and on an at-need basis so teachers may focus their time and energies on caring and educating your child*). Please do not ask to speak to child during the day; many times this will upset the child.
- Parent Handbook with EEC Policies and Procedures *

** The Parent Handbook policies and procedures may be revised as necessary.*

Please be respectful of a team member's family time away from the school. Unless there is an emergency, parents/guardians are requested to please contact a particular team member only during normal business hours Monday - Friday at the school.

General Health Policy and Procedures

Carl Junction Early Education Center strives to maintain a healthy and safe learning environment. We also foster a balanced program of nutrition, stimulating environment, rest, and gross motor activity that facilitates good health. We encourage the same balance in your home. Team members and all children are trained in proper hand washing techniques and sanitation, including coughing and sneezing into arm instead of covering mouth with hand. EEC team members are also trained in sanitation methods, sanitizing supplies, table tops, chairs, and other equipment are disinfected to help eliminate transmitting disease. Team members and children are required to wear appropriately laundered clothes.

All CJR1 is a **NO SMOKING** facility and campus. We are models to our children and want to provide them with a tobacco-free environment. Please avoid smoking or using tobacco anytime while on our CJR1 campus. Please properly dispose of your cigarette butts and tobacco products in your own vehicle and not on the EEC parking lot or entrance.

Sick Policy

CJ Early Education Center has a responsibility to ensure the health and safety of all children enrolled. We ask that you please be considerate and keep your child at home if he/she exhibits any of the symptoms described as follows:

1. Fever. Any temperature 100 degrees and over (99 + degrees under arm; 100 + degrees by mouth) Child must be fever free, without any fever reducing medications, for a minimum of 24 hours.
2. Diarrhea. One or more abnormally loose stools.
3. Severe Coughing. Coughing is considered severe if a child gets red or blue in the face and makes a croup or whooping sound when coughing.
4. Vomiting.
5. Sore throat or trouble swallowing.
6. Earache and/or ear discharge.
7. Severe itching of body or scalp, or signs of lice or scabies. Our center has a "no nit" policy. Nits are the nest eggs of lice. We require that your child have no nits in his/her hair or scalp.
8. Pinkeye. Pink eye's accompanied by thick yellow discharge. May affect one or both eyes. This includes a discharge that may be thick.
9. An infected skin patch. May appear oozing, crusty, bright yellow, or "gummy." May indicate impetigo or other skin disease.
10. Unusual spots or rashes.
11. A severe headache.

If any of these symptoms or illness should occur while your child is at EEC, we will contact you immediately. If you cannot be reached, we will call your emergency contact person on your child's enrollment form. We require a sick child to be picked up no later than 30 minutes from the time of contact. ***It is very important that you provide EEC with your most recent contact information (even if it will change for only a day).*** Your sick child will be separated from the other children in a safe and quiet place where he/she may rest until you arrive if needed. **Your child may return to the EEC program after he/she is symptom-free for at least 24 hours.** Keeping your child home not only protects the other children and EEC Team members, but gives your child another day to get well in his/her comfortable home environment.

Please provide a written doctor's note ASAP regarding any contagious disease, especially if the child was sent home from EEC due to this sickness. We will post the information for others on our foyer parent board so that other parents may monitor their own children, keeping the name of the child confidential.

It is very important that your family has an emergency back up plan to implement when your child is ill and may not come to EEC. This can be a very stressful time for your family if a plan is not already in place.

Medication at School

Prescription Medication

The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency, how medication is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short term medication. When possible, descriptions of adverse effects and any applicable emergency instructions will be provided.

The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the **first** dose of any medication.

The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school and with instructions for any special need for storage. Medication supplies should not exceed a 30-day supply.

Parents/guardians may retrieve the medication from the school at any time.

When possible, all unused, discontinued or outdated medication shall be returned to the parent/guardian and the return appropriately documented. With parent consent, medications may be destroyed by the school nurse, witnessed by another individual, and documented appropriately. All medications should be returned/destroyed at the end of the school year.

Over-the-Counter Medication

A written standing order or written protocol for the administration of over-the-counter medications in schools may be secured from a physician for an individual student or for a group of students.

Written permission must be obtained from a parent/guardian to administer over-the-counter medication which have been prescribed. This permission must be renewed at least annually.

* * * * *

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Name of Student _____ Birthdate _____

Grade/Teacher _____ Name of Medication _____

Dose _____ Time to be Given _____ Restrictions? _____

I give my permission for my child to receive the above medication at school as directed.

Parent/Guardian Signature _____

* * * * *

Injury/Accident Procedures

CJ Early Education Center takes pride in providing a safe and secure learning environment. This includes closely supervising children at all times; instructing children on safety; team members trained in first aid and CPR; regular inspections of the indoor facility and outdoor playground; and approved early childhood learning equipment and supplies; It is also the responsibility of each and every parent/guardian to notify EEC staff immediately if there is a hazard present, as well as not leave your child in an unsafe environment/situation.

It is general knowledge that children will get accidental bruising, scratches, etc., as they play throughout the day - not all of these minor cases may be reported to the parent through an incident report and phone call and/or observed by an EEC teacher before the child leaves for the day. At times, however, a more

major injury or accident occurs. In case of an injury or accident, the following step-by-step procedures will be followed:

1. The child's injury/accident will be assessed immediately by one of the district certified nurses.
2. The appropriate first aid action will take place.
3. Upon taking care of the child's injury or accident, the parent/guardian will be contacted, no matter how minor the injury or accident. Written documentation will detail the injury/accident.
4. 9-1-1 will be called and emergency personnel contacted if a child needs immediate emergency medical attention. *(In case of transportation by a medical unit, a team member from CJ EEC will accompany the child if allowed by medical personnel - if not, a team member will follow the ambulance. The child will ONLY be transported for a medical emergency by ambulance or his/her own parent/guardian/emergency contact automobile).*
5. Depending upon the extent of the injury or accident, the parent/guardian may need to provide physician's instructions upon returning the child to the care of CJEEC.

For emergency reasons, you must provide EEC with updated contact and job information changes on your child's enrollment forms so that you can be reached in case of an accident. Change forms can be found at our Secretary's station inside the center foyer.

Immunizations and Health Records

On the first day of attendance, a child's current immunization record must be on file at CJ Early Education Center. Within 30 days of your child's enrollment and first day of attendance, we must have on file a copy of your child's immunization record. **All immunizations must be kept up-to-date to continue enrollment; when immunizations are given to your child, please provide a revised immunization record to EEC secretary.**

Appropriate Clothing

Children are encouraged to dress appropriately for the weather and preschool activities. Children are encouraged to go outside in both warm and cold weather. It is important that parents/guardians provide appropriate clothing for rainy days, and winter coat, hat, and mittens for cold, snowy days.

Children may get dirty or wet as they play, explore, observe, and participate in their environment, so an extra change of clothing to be left at school, or in the back pack, is necessary. Please avoid sending your child to school in his/her Sunday-best clothes.

Children should wear shoes everyday. Proper tennis shoes (laced or Velcro) will be required to play on any of our playground equipment. Flip flops, *crocs*, and dress shoes have become a safety issue for students climbing on playground equipment. Roller shoes are not allowed at EEC. If shoes are found to be inappropriate for play on the EEC equipment, your child will not be allowed to play on that particular equipment.

When it is sunny outside, it is encouraged that parents/guardians provide sunscreen and hats for their children to protect from the harmful rays of the sun. We ask that you complete a Medication Authorization form for the application of sunscreen.

Items to Bring From Home

Please place clothing items and medication(s) in a Ziplock bag and mark with child's name. All items MUST have child's name written on them. Your child's teacher may prefer that the change of clothing remain in your child's backpack.

Daycare children

1. Diapers/Pull-up and Wipes (for nap time if applicable)
2. A Change of Clothing - Including Socks and Underwear
3. Small Rest Blanket and Small Pillow with Cover
4. Sunscreen
5. Specific baby items needed will be discussed with parents

All children (Preschool and Daycare)

Please leave toys or special items at home unless you have prior permission from the classroom teacher or daycare provider. If child has difficulty with separation and/or sleeping away from home, please discuss special options with your child's daycare provider.

Children will have their personal items stored in their cubbies with the exception of any medicines.

Medicines will be stored in a secured separate location. **Please make sure all items have been marked with child's name.** CJ EEC cannot be responsible for lost or stolen items. Parents/guardians are asked to take rest blankets and pillow covers home on the classroom's designated wash day for laundering and bring them back the next day.

Daily Details & Schedules

We offer several opportunities for quality preschool, as well as a nurturing daycare program for children of CJR1 employees. It is very important that children maintain a consistent schedule to help facilitate learning and expectations. Good attendance is an excellent habit for children to establish as soon as they enter school. Because most skills are taught in sequence, every single school day is important. Absenteeism creates a genuine hardship for even the best students. When children must be absent, parents are asked to contact the center by phone or note, to inform us of the reason for their child's absence. When a child misses for more than a day or two, parents are encouraged to discuss the child's absence with your child's preschool teacher. After excessive absences, your child may be dropped from their preschool class and the school may fill your child's preschool spot with one of the children from our waiting list.

It is very important to keep accurate records of your child's attendance at CJ Early Education Center.

Please contact us in the morning by 7:45 AM or by 10:00 AM for PM classes when your child will not attend for the day, so the changes in transportation and supervision can be arranged.

Cancellation of School

If school is cancelled because of weather conditions, local area radio and television stations will broadcast the announcement. CJ Early Education Center will remain consistent with CJR1 cancellations and make-up days. **THERE WILL BE NO PM CLASSES ON DISTRICT EARLY DISMISSAL DAYS THIS SCHOOL YEAR.**

Transportation

You will be asked to provide the CJ EEC staff with a transportation plan for your child. We ask that you maintain a consistent transportation plan for your child as much as possible. Any changes in the plan must be made in advance with EEC staff.

Daily Check-in/out Procedures

Please follow the following procedure for checking in and checking out:

Drop Off Procedures

- **Parent Drop Off** - EEC staff members will be on duty from 7:50-8:00 for AM classes and 11:50-12:00 for PM classes on our porch area on the paved alley between Broadway and Roney Streets to receive your children for the day. In order to safely deliver your child we ask that you enter the alley north of our entrance via **Lewis Street**. If you prefer to bring your child to class, we ask that you park your car (not in the alleyway) and enter the foyer area through the East (Alley) entrance. **The west entrance to EEC on Broadway Street will be used for bus students only.** Parents bringing their child to school must enter the center via the reception area at the East end entrance. Parents entering the building through the K-1 Office entrance will be asked to bring their children around the building to the EEC entrance. Employees with the name badge will be allowed to enter the building via the hallways from the K-1 office entrance.
- **Bus drop off** - EEC children with bus service will be taken from the bus by EEC staff as their driver brings them to the West entrance.
- **Bus students with seat belt or car seats on the bus must be put on and taken off of the bus by a parent or guardian at the bus stop.** Drivers are not allowed to leave their driver seat with children on the bus.
- If your child is coming to school at a time other than the regular start of their preschool day, you will need to park your car and bring them into the reception area on the East end entrance. The secretary will assist you in getting your child to the right place.
- We have installed a secure entry to the classroom/daycare area. In order to enter the area you will need to verify your appointment with the secretary. She must signal the security system in order to allow entrance.
- Speech and Parents As Teachers services are available in rooms outside the secured area.

Pick-up/Release Policy

- **Parent Pick Up** - EEC staff members will assist children to the east entrance area for parent pick up. When weather allows we will have the children on the porch area for delivery. Parents will be issued windshield signs to help us match children with the correct car until our staff gets familiar with all parents/guardians. Parents should enter the paved alleyway via Lewis Street just north of our entrance. A staff member will assist your child to the car. If you wish to leave your car to pick up your child, you will need to park (not in the alleyway) and enter the center via the east end entrance. The hallway access to the center and the East end door from Broadway Street will not be available for parent entry. Hallway entry is available from the K-1 office entrance for employees with their name badge.

- Please inform all family members and others who may pick up your child about these processes and procedures.
- EEC children with bus service will be taken to the bus by EEC staff. Drivers will fasten seatbelts and car seats. Parents must be available to assist the driver with this important responsibility when the child is delivered to your home.

PLEASE DO NOT AT ANYTIME PROP LOCKED DOORS OPEN SO TO MAINTAIN THE SAFETY AND SECURITY OF YOUR CHILDREN

- When a child enrolls at CJ EEC specifically approved persons are listed as the primary pick-up designees on the enrollment form. If there is ever a change in pick-up, the parent/guardian must notify the EEC staff in writing.
- All those persons who pick up a child must be at least 18 years of age with an approved driver's license and appropriate, safe transportation for the child, including an approved car seat as applicable.
- It is the policy CJ Early Education Center NOT to release a child to anyone who is not on the enrollment/emergency list. Persons must have official identification available.
- Divorced or legally separated parents/guardians **MUST** provide a copy of a current court ordered custodial agreement and arrangements. CJ EEC cannot do anything to stop a biological parent from picking up his/her children if appropriate court papers are not provided to us. Please do not get CJ EEC in the middle of custody battles with shared custody, or specific pick up arrangements that are not written and placed in the child's permanent enrollment folder. Daily pick-up changes are very difficult to track unless provided in written form each time.
- It is the policy of CJ Early Education Center NOT to release any child to a person who is considered to be a risk to the child's safety. Any person regarded as being under the influence of drugs or alcohol may require the police or other persons listed on the child's enrollment form to be contacted for assistance.
- All pick-up persons must have suitable and appropriate child safety restraint seats in his/her vehicle.

Separation Routine

At times, children may have difficulty separating from his/her parents/guardians. Children may exhibit separation anxiety during different stages throughout his/her young life as he/she grows and develops. We encourage you to establish a separation routine that is followed everyday.

If your child wants to cling to you and not involve himself/herself in an activity and tell you good-bye, it is important that you allow one of the EEC team to help your child with the separation.

We encourage you to either call during the day to set up a desired observation of your child during their center time via our hallway observation windows. All observation must be arranged with the center secretary. In order to check on your child's activity at other times during the day, please contact our secretary to assist you. Usually, within minutes - sometimes seconds following a difficult separation, your child will be actively involved in the day's fun activities once you leave the classroom.

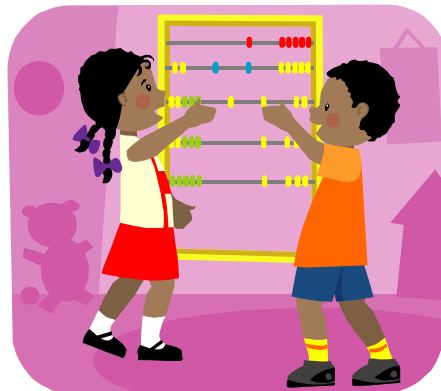
Curriculum

The CJ Early Education program is designed to provide for the development of the total child: physical development, social development, emotional development, and cognitive development. Our program is not only age-appropriate, but is also individually developmentally appropriate. The needs and differences of each child are taken into consideration when designing and facilitating the activities of our program, including some individual lessons and opportunities with goals and objectives. EEC team members keep abreast of current research of the young child through ongoing and job-embedded professional development.

The CJ EEC offers a child-centered and play-based program based upon principles from the Project Construct curriculum. We believe that children develop knowledge through play, discovery, communication with others, and exploration through the careful facilitation of the teacher. This curricular philosophy is based upon the constructivist theory that maintains children create their own knowledge through their experiences in the learning process when they are ready and have interest. Teachers facilitate the learning environment based upon observations and input of the children, as well as goals from their IEP team (for ECSE children) and/or parents/guardians. This enables the child to build their knowledge base at the time that is most critical and their interest is peaked.

Children are given multiple choice of activities throughout the day. These include a schedule of activities that are: balanced (active/quiet; small group/individual; indoor/outdoor; challenging or new/familiar; spontaneous/planned); developmentally appropriate; and designed for all children to experience success no matter their developmental level or cognitive abilities. From this specialized attention, appropriately facilitated enriching and stimulating learning environment, children build problem-solving and critical thinking skills.

Our classroom design consists of individual and group activities, including carefully designed learning centers that are arranged throughout the room in themes established and planned by the children with the help of the teacher/instructor. Small and large group time may include discussions about the calendar, days, months, holidays, respect to the pledge, weather patterns, current events and news, music and movement, show-n-tell, special teacher-directed art activities, foreign language instruction, and literacy activities. Children are encouraged to participate in all learning centers, group time, and individual lessons. Children may bring things from home for show-n-tell; certain items may need prior permission from the classroom educator to bring and share with the class.



Learning centers within the classroom and or Exploration Station include:

- Building (blocks, Legos)
- Constructive Play
- Cooking
- Transportation Play
- Career Awareness
- Literacy Center Including a Library and Writing Center
- Learning Games
- Dramatic and Housekeeping Play Areas
- Science, Discovery, and Exploration
- Sensory Integration
- Creative Art
- Environmental Math and Math Manipulatives
- Puzzles
- Woodworking
- Large Muscle
- Technology (Computers, Games, Activity Centers)
- Fine Motor Development Activities (puzzles, peg boards, lacing cards)
- Light Table
- Opportunities for Manipulation of Various Compounds (PlayDoh, Clay, Dirt, Dough)
- Multi-cultural Including Foreign Language Instruction
- Quiet Area for Reflection and Relaxation
- Play Houses for Dramatic Play
- Play Stages in the Preschool and School-age Classrooms
- Gross Motor Development
- Lofts or Climbing Structures
- Quiet spaces for children to have solitary time to rest, look at a book, cuddle with a soft toy, etc.

Outdoor play is essential to a well child physically and mentally. Children have the opportunity to play in two playground areas provided by the school district. The following activities are available for outdoor play:

- Climbing Structure
- Swings
- Drama Playhouses (clubhouse, one-room schoolhouse, market, barn)
- Trike Trail and Trikes
- Sensory Table
- Sand Box
- Outdoor Musical Instruments
- Chalk Art
- Balls
- Jump Ropes
- Basketball
- Picnic Area
- Construction Toys
- Digging Tools and Buckets
- Various Textures (mulch, grass, dirt)

Assessment

Ongoing assessment is done for each child according to the goals of CJ Early Education curriculum and appropriately researched-based developmental milestones. Parents/guardians are informed of their child(ren)'s progress through daily activity reports (for daycare children), an assessment keepsake portfolio, quarterly performance reports, and periodic parent/teacher conferences. During specially designed parent/guardian meetings, parents/guardians have the opportunity to give input into the curriculum and individual goals of their own children. Portfolios of sample work are maintained to support goal performance.

Oral and Written Communication

Communication is very essential to the development of the child. Throughout the day, EEC team educators will converse with children frequently by: Asking children open-ended questions, having conversations, naming objects, inform children of upcoming activities and events, the child planning his/her day, the child reflecting on what he/she has learned that day and what he/she will discuss with his/her own parent/guardian, and helping a child describe his/her feelings. Children who have very little expressive language are encouraged to communicate with sounds, gestures, sign language, or other forms of communication. When a child is being discussed and they are present, we will involve them in the discussion.

Written communication begins at a very early age. Throughout daily experiences and lessons, children have the opportunity to build fine motor skills that develops later into more writing achievement.

It is very important that communication continue in the home environment to maximize your child's development. Examples of ways that you can help your child develop communication skills is by reading every day, having conversations about your child's day (see Daily Activity Report for conversation starters), singing, naming objects, helping your child describe feelings and needs, and providing interactions where communication is used.

The CJ EEC team works with the family to continue language activities at home through special parent/guardian programs that we offer throughout the year. Center newsletters and classroom activities that involve the parents/guardians are examples of ways that will help build literacy between the child and his/her home environment.

Transition Plan

CJ Early Education Center believes that it is very beneficial to have a consistent team of educators working with your child. We strive to retain quality and experienced staff during this very important developmental period for your child. EEC classrooms and program is consistent throughout the center with similar expectations, lessons, schedule, and curricular activities. As your child transitions to Kindergarten, special events and activities will be planned to help your child and family with this transition.

We will provide specific information about transition opportunities, screening and enrollment dates for Kindergarten as that time approaches.

Discipline

Carl Junction Early Education Center has a safe, positive, and secure learning environment for all children, their families, and team members. Our goals and expectations for each child in this area include:

- 1) Develop self-control and self-discipline in order to **be responsible** students;
- 2) Develop a positive self-concept and attitude in order to **be respectful** to self and others.
- 3) Develop and learn pro-social behavior including proper manners, social and independence skills in order to **be safe**.

Our program is structured for children in a way that minimizes behavioral problems by having optimal nurturing and positive attention from adults, as well as creative, varied, hands-on, and interesting learning activities. EEC team members model appropriate behavior and interactions for children on a daily basis. Children will develop and discuss daily appropriate behavior expectations and safety rules for their learning environment and community, under the guidance of the EEC team, so that our environment continues to be safe and secure for everyone. Children will also be expected to develop independent skills, at age-appropriate levels, that include the child being an integral part of their family and community by completing certain tasks such as being encouraged to clean up his/her own mess. Children are expected to take care of the learning environment, including putting away learning materials in designated areas.

Children learn by example. EEC team members, as well as parents/guardians should encourage, plan for, and guide development of positive social acts and feelings by accepting diversity, cooperation, turn taking, sharing, compromising, friendship, affection, and humor. CJ educators promote social interaction between all children regardless of differences/abilities.

Team members are trained in positive behavior support, including examples of different types of behavior programs, e.g., Love and Logic, reality discipline. Examples of techniques used to handle a discipline situation whenever appropriate includes redirection, distraction, positive choices, praise, positive feedback, examples, and modeling. "Time-out" will be used as the last resort until the child is ready to come back to the group in an appropriate manner. Time-out is defined as having time away in a safe place from the group to regain control no more than 1 minute per age. Time-out will not be used as a form of punishment. Children will not be shamed or criticized, or have food withheld. Children will not be allowed to hurt others or themselves. Incidents that result in the injury of another child will be reported to the EC administrator and parent. Dismissal from daycare and/or preschool will be determined on the frequency and severity of such incidents.

Children will be held accountable for their behavior. If the property of CJ EEC is intentionally and/or maliciously destroyed by your child, your family may be responsible for replacing or repairing it. CJ EEC promotes a positive learning environment for all children. We are fortunate to have a behavior specialist on the team to work with parents/guardians, children, and our team members to develop this positive environment. Every attempt is made within reason to help a child who has behavioral concerns minimize disruptions to the learning environment.

Meals and Snacks

Meals for Daycare children

OPAA, the school district food service contractor, will serve balanced and nutritious lunches for our daycare program. Lunches will be served family style with the menu being consistent with one of the options provided for K-12. Menu items provide the opportunity for children to explore and taste different foods. Menus will be available for parents each month. Milk is served with lunch and also during snacktime. The cost of lunch is \$1.70 per day with an additional \$.25 for snack milk. Lunch may also be sent from home in a lunchbox with proper cooling within the box. Milk can be purchased to go with a lunch from home for an additional \$.25.

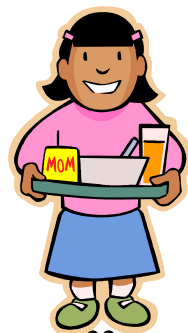
Meals and snacks are served family style to allow children to learn various skills including: Environmental math, sharing, eye-hand coordination, manners, sanitation, and self-help skills. Special precautions are made while preparing food to ensure the health and safety of your child. Daycare providers will be trained in safe food handling. Children and the daycare team wash hands before and after eating, as well as sanitize tables before and after snacks and meals. Foods brought from home for all children to consume **MUST** be store packaged and unopened to ensure safety of the food, as well as nutritious for the consumption of our young children.

If your child has a specific food allergy or dietary restrictions, it is very important that you provide EEC with detailed information regarding the condition upon enrollment or as applicable from medical personnel and/or nutritionist. Special milk or other special foods or extensive menu changes and requirements may be the responsibility of the parent/guardian to provide the proper meal and/or snack while child is in attendance at CJ EEC.

Unless a child has a medically documented need to have a special diet, food sent from home will not be specially prepared; box lunches will not be prepared or cooked at school. Daycare providers can assist with breakfast for children at the center by 7:30. Breakfast items must be provided by the parent. Specific arrangement for breakfast should be made with your child's daycare provider. Lunch schedules will be made available by the daycare providers.

Snacks for Preschool Children

Our students like to bring snacks to share with their classmates at their milk break. All families are asked to bring boxed or bagged snack to be kept in each of our rooms. Some of our teachers prefer to schedule snack days. Others just enjoy whatever is sent. We must insist that all goodies be "store bought." As a health precaution, we have had to eliminate all homemade snacks from school. Students are welcome to provide a special birthday treat - cookies, cupcakes, etc. - for their class to enjoy with their milk break. However, these treats must also be "store bought." Daily snack milk is available for \$.25 per day.



Rest Time

Daily rest time is required for all daycare children at EEC who attend full-time. Rest time is scheduled for the same time everyday to maintain consistency. During rest time, children will lay quietly on their assigned cots for a minimum of 30 minutes. After 30 minutes- one hour, those children not sleeping may participate in quiet activities until the rest period is over. Children are allowed to sleep until they awaken, or when there is a pre-determined time set by the parent/guardian or teacher.

Sheets for the cots are provided by CJ EEC. Families are strongly encouraged to provide a small blanket and small pillow (with a small pillowcase) for the child to use during naptime. Blankets and pillowcases are sent home for laundering per the classroom schedule.

Preschool children attending our half day program will have a quiet period as needed. They will not be required to nap on a cot or mat.

Parent Participation

CJ Early Education Center believes that parents/guardians and family are key in the development of a young child. There are many opportunities for a child's family, specifically parents/guardians, to be involved in their children's early education. These opportunities include:

- ❖ Parents As Teacher enrollment
- ❖ Volunteering Time (reading stories, career day, etc.)
- ❖ Volunteering to make or donate items for EEC programs and/or activities
- ❖ Special Luncheons
- ❖ Donating Items for EEC daycare
- ❖ Attending Special Events (school carnival, Make-It/Take-It Days, open houses, Grandparents' Day, tea parties, Sweetheart Luncheons, etc.)
- ❖ Attending Parent-Teacher Conferences
- ❖ Giving Input on Child's Goals
- ❖ Sharing Meals at EEC (Adult meals can be provided for \$2.20 per meal - Please give us a day's notice).
- ❖ Continuation of Communication Skill Development at Home (reading, singing, labeling objects, having conversations with child, etc.)



Follow these tips to prepare for preschool

Is your child in preschool this year? Teachers and directors want parents, not just kids to follow the rules. Go by these tips, and you'll get an A plus for the year:

- A no-brainer: Be on time in the morning and at pick-up time. Younger preschoolers particularly have a hard time adjusting to being away from mommy and daddy. An on-time arrival keeps disruption of routine to a minimum-both for your child and the rest of the class. Expect anger or tears if your little darling is routinely the last one to leave.
- Drop off and hide when your child is engaged? No way: Tell your child- not matter the age or stage – goodbye. Say bye face to face at the door; and give a kiss and hug to build trust. Here's your script: "Goodbye. I love you. I will be back soon to pick you up. Have a great day." Then leave, even if your child is crying.
- At pick-up, pay attention to your child. By staying off your cell phone, you can quickly fill your child's emotional gas tank after school. Make eye contact and give hugs. It's hurtful to make him clamor for your attention after a busy preschool day. On the way home, turn off the radio to further connect with your child.
- Teachers don't have time to negotiate with 14 little attorneys about jackets, shoes, and raincoats, so please don't let your child argue about non-negotiable topics at home. Plus, the more practice at home with self-help skills, the better.
- Follow your school's dress code. Have your child wear appropriate shoes for play. As one long-time teacher of 2-year-olds says, "It's not just for the heck of it that we have rules about clothes and shoes." Crocs and sandals aren't safe and get mulch and sand in them on the playground. They are easily kicked off or slip off. Kids have a hard time running and playing in plastic heels or boots, so save them for home-no matter the protest of the pint-size princess or cowboy.
- Talk to your older preschooler to and from school about where he will be going and about the school day. Reminders about what is next help children make smoother transitions.

This column excerpted from stories and articles that appeared in Parenting and Family Life magazines.



