**Taylor Early Childhood Center**

**Parent Handbook**

**2016-2017**



400 Joachim Avenue

Herculaneum, MO 63048

Phone: 636-479-5200, option 5

FAX: 636-479-2053

**Dunklin R-V School District**

**Mission:**

“Educating today for a better tomorrow.”

**TABLE OF CONTENTS**

Early Childhood Philosophy……………………….3

Goals…………………………………………………………3

District Administration……………………………...4

Board of Education……………………………………4

Building Staff……………………………………............5

Program Description…………………………………6

Curriculum Overview………………………………..7

Enrollment Forms……………………………………..7

Tuition……………………………………………………...8

Online Tuition Payment……………………………..8

Child Safety…………………………………………. 9-10

Late Pick Up Notice………………..…………………11

Parents as Teachers………………………………….12

Parent Teacher Organization…………………….13

Health Information…………………………………..14

Important Information………………………...15-16

Policies and Procedures………………………17-18

Community Resources………………………....19-22

Parent Handbook Acknowledgement…………23

**EARLY CHILDHOOD PHILOSOPHY** 3

The Taylor Early Childhood Center and the Dunklin R-V School District have a philosophy that we are the foundation for learning for all children we service. We are an integral part of child development and have the belief that we are “Educating today for a better tomorrow.”

Our highly qualified staff provide all children a rich learning environment that promotes creativity and independence in all students regardless of ability. We have a belief that children learn best through purposeful play and modeling. We are a program that capitalizes on children’s unique strengths while supporting their weaknesses. We promote a culture of kindness and personal responsibility. We value teamwork at all levels including families, students, and staff.

**GOALS**

1. The Taylor Early Childhood staff will provide children with support in developing in the following areas: physical, social/emotional, academic, language, cognitive, and self-help.
2. The Taylor Early Childhood staff will meet the educational needs of all children and their families through collaboration and team-decision making.
3. The Taylor Early Childhood staff will provide children with a safe and healthy learning environment.
4. The Taylor Early Childhood staff will provide our students the necessary tools to be prepared for kindergarten.

**DISTRICT / BUILDING ADMINISTRATION** 4

**Superintendent**

Mr. Stan Stratton

**Assistant Superintendent**

Dr. Michael Golden

**Director of Special Services**

Mr. Thomas Moreland

**Director of Taylor Early Childhood**

Mrs. Christa Weber

**Taylor Early Childhood Diagnostician**

Mrs. Angela Hill-Mayes

**Taylor Early Childhood Process Coordinator**

Mrs. Charissa Kappler

**Taylor Early Childhood Administrative Assistant**

Ms. Ruthie Hoffman

**BOARD OF EDUCATION**

**President:** Dawn Warner

**Vice President:** Susan Hartmann

**Secretary:** Sherry Jarnigan

**Treasurer:** Katie Thone

**Member:** Cheryl Aylesworth

**Member:** Tammy Heidland

**Member:** Rick Arnold

**Member:** Jim Kasten

**BUILDING STAFF** 5

|  |  |  |  |
| --- | --- | --- | --- |
| Adams | Sharon | Teacher | 5130 |
| Brown | Courtney | Teacher | 5140 |
| Castens | Melanie | Teacher | 5141 |
| Hill | Allison | Speech Pathologist | 5134 |
| Hill-Mayes | Angela | Diagnostician | 5101 |
| Hoffman | Ruthie | Secretary | 5103 |
| Kappler | Charissa | Process Coordinator | 5131 |
| Lahay | Laura | Speech Pathologist | 5132 |
| Lott | Kadie | Teacher | 5139 |
| McCune | Linda | Teacher | 5150 |
| Meyer | Christina | Nurse | 5104 |
| Moreland | Thomas | Special Education Director | 2010 |
| Recar | Danielle | Occupational Therapy | 5138 |
| Sack | Shannon | Teacher | 5133 |
| Schaper | Samantha | Teacher | 5143 |
| Simmons | Roxanne | Speech Pathologist | 5142 |
| Sipp | Amanda | Speech Pathologist | 5135 |
| Smith | Tracy | Physical Therapist | 5138 |
|  |  | Teacher | 5136 |
| Weber | Christa | Taylor EC Director | 5102 |
| Ziegler | Megan | Teacher | 5137 |

**PROGRAM DESCRIPTION** 6

The Taylor Early Childhood Center is a program in the Dunklin R-V School District that serves both typically developing 3-5 year olds, as well as 3-5 year olds who have been identified with a developmental delay or disability according to the Missouri Department of Elementary and Secondary Education. Students who are identified as needing the program because of a developmental delay or disability attend free of charge according to their individualized education program (IEP), and typically developing children attend on a tuition basis. The program can be half day to full day in length, depending on the needs of the child.

The Taylor Early Childhood Center staff consists of a teacher dually certified by the state of Missouri in Early Childhood Education and Early Childhood Special Education along with at least one teacher’s assistant in each classroom, 4 full time Speech-Language Pathologists, 1 part time Speech-Language Pathologist, a full time nurse, 1 educational diagnostician, 1 process coordinator, a director, and a secretary. Other staff include occupational therapists, physical therapists, vision therapists, etc. The academic focus of the program is meant to prepare students for entry into kindergarten, and is modified to fit children’s individual needs as appropriate. Social skills and character education are also a focus in our program. All children attending morning session are provided a free, nutritious breakfast. Snack is provided during the a.m. and p.m. sessions.

The Taylor Early Childhood Center also has one Title One Preschool Classroom. Title One Preschool is for those children in the Dunklin R-V School District identified at-risk as determined by a multitude of factors that are significant to child development. To be selected for this program, children must meet the qualifications set by DESE. Please contact Ruthie Hoffman to schedule an appointment if you feel your child would benefit from Title One Preschool.

The Taylor Early Childhood Center provides services for students in the Dunklin R-5 District, Festus R-VI, Crystal City #47, and Jefferson R-VII school districts.

Tuition based students pay $12 per half day or $20 per full day. The a.m. session runs from 8:30-11:30 a.m. and 12:30-3:30 p.m. School is in session Monday through Friday.

**CURRICULUM OVERVIEW** 7

Our preschool curriculum is based on the Project Construct Model. This approach to teaching young children states that children are actively constructing their knowledge about their physical and social worlds. This curriculum paired with our building thematic units will assess learning in the following areas: Communication Arts, Mathematics, Fine Motor, and Social/Emotional/Behavioral.

**ENROLLMENT FORMS**

The following information is needed to complete your child’s enrollment:

* Dunklin R-V School District Enrollment Form
* Health and Medical History
* Media Exclusion Form
* Transportation consent
* Residency/Guidance and Behavioral Assessment
* Alert Now
* Free and reduced lunch form

Please bring copies of the following documents upon enrollment:

* Copy of updated immunization records
* Copy of social security card
* Copy of birth certificate
* Proof of residency (current utility bill or real estate/rental contract)
* Updated picture of your child
* $25.00 registration fee

If you have any questions or would like to request an enrollment packet, please feel free to call the office at (636)479-5200x5.

**TUITION POLICY** 8

Tuition based students pay $12 per half day or $20 per full day. The a.m. session runs from 8:30-11:30 a.m. and 12:30-3:30 p.m. School is in session Monday through Friday.

Tuition is due by the 10th of each month. If tuition is not paid by the 10th of each month, a late fee of $10 will be added to the balance. Unpaid tuition that exceeds 15th of the month may result in the removal of your child from the program. Please communicate special circumstances to Christa Weber, Director of Early Childhood.

If you plan to remove your child from our program it is your responsibility to have him/her dropped from the roster. You will be charged every day that your child does not attend until you have made arrangements to drop the program.

Account invoices will be sent out the first school day of every month in your child’s backpack. Please contact our office immediately if you do not receive an invoice. If you have any questions about this policy please feel free to contact our office at 636-479-5200, option 5.

**ONLINE TUITION PAYMENTS**

We have established a secure payment option on the Dunklin R-V Web Store powered by RevTrak. Online Payments can be made using VISA, MasterCard or Discover credit / debit cards. Once an online payment has been made an email will be sent to me with a confirmation number; you will be provided with the same confirmation number.

How to Make Online Payments?

1. Visit our district website at [www.dunklin.k12.mo.us](http://www.dunklin.k12.mo.us)
2. Click **Online Meal Payment** in the “Quick Links” section on the left side of the home page.
3. Click the Tuition Payment button and follow the prompts. Please make sure to put the **first and last name** of your child as well as the teacher to make sure payment gets applied correctly.

At this time online meal payment is not an option for Taylor students. Please continue to send meal payments to your child’s teacher.

**CHILD SAFETY** 9

The safety of your child is extremely important to the Taylor Early Childhood Staff and the Dunklin R-V School District. Please see below for detailed information on child safety.

***Drop off and Pick up Procedures:*** Parents/Guardians and only people listed on the emergency card will be allowed to pick up your child. If someone is not on the emergency card, please send a signed note, or we will not release your child.

Drop off begins at 8:15 a.m.; teachers will be in their classrooms ready to begin instruction no later than 8:30 a.m. Follow the horseshoe formation around the parking lot. If you arrive after 8:30 a.m., you will be required to walk your child in and sign in at the front desk. You will be required to escort your child to their classroom.

You need to be at school ready to pick up your child no later than 11:25 a.m. (for part time students) or 3:25 p.m. (for full time students). Follow the horseshoe formation around the parking lot. Be very cautious when driving on Black Cat Drive. We have many

precious lives waiting to get home to their families and our number one priority is to keep them safe.

DO NOT leave the line until you are motioned to move forward or motioned to exit the drive. When dropping off or picking up, when motioned forward, pull forward all the way to the corner of the building past the second set of double doors.

YOU MUST HAVE YOUR CAR TAG IN YOUR VEHICLE AT ALL TIMES. New car tags will be sent home with your child. If you are in need of additional car tags, please notify your child’s teacher in writing. If the car tag is not in place, you will be required to park your vehicle in the

10

parking lot and walk in to pick up your child. Make sure whomever is picking up your child is authorized to do so; if they are not on the pick up list your child will not be released to them. Make sure to have identification ready.

These procedures will be strictly enforced.

***Emergency Drills:*** All students and staff participate in emergency drills throughout the school year, including fire, earthquake, tornado, and intruder drills.

***Custodial Parents:*** To insure the safety of all our students please be sure that we have copies of any legal papers regarding custody matters. This will insure that we are aware of parents with no custodial rights and prevent them from picking up your child.

***Confidentiality:*** Confidentiality is practiced at all times. Information about children in the classroom will not be discussed among staff or other parents, or in classrooms in front of children. Transmitting

information about children, parents, and other staff members is to be done in a private, professional manner.

***Treats from home:*** It is program policy that all treats provided from home for parties or other special events (Fall Parties, Egg Hunt) MUST be store bought and individually wrapped (candy). Homemade goods are not allowed. Please refrain from sending items with peanuts.

**LATE PICK-UP NOTICE** 11

Children who do not receive bus transportation and attend the Taylor Early Childhood Center on a tuition basis or in the Title One Program need to be picked up promptly at 11:30 a.m. for the morning session or 3:30 p.m. for the afternoon session.

In the event that something unforeseen happens, please call the office promptly to make us aware. Please follow the guidelines below.

1. If your child is picked up later than 11:35 a.m. for the morning session or 3:35 p.m. for the afternoon session, you will need to come into the building to sign the “late pick up roster.” Staff will not be available to walk your child to your vehicle.
2. If you are late picking up your child 3 or more times, the director will contact you personally. If the problem persists, you may be charged an additional fee of $1 per minute.

**PARENTS AS TEACHERS**  12

Parents as Teachers is a family education and support program that provides practical, effective help for all families with children prenatal through age five. It recognizes you as your child’s first and most important teacher. All services through Parents as Teachers are free of charge. While participating in Parents as Teachers, your child will receive personal visits from your parent educator as well as developmental screenings.

To inquire about Parents as Teachers or to have your child screened, please contact Joan Synder at 636-933-0792. The office is located in the Jefferson R-7 School District at 1250 Dooling Hollow Road, Festus, MO.

**PARENT-TEACHER ORGANIZATION** 13

Our Mission Statement:

Little Cats PTO is organized for the purpose of supporting the education of children at Taylor Early Childhood by fostering relationships among the school, parents, and teachers.

Your involvement in PTO meetings is encouraged, however, if you are unable to make the meetings, we are always looking for volunteers for events and other fundraisers.

PTO is currently working on a variety of fundraising events including Adonis Electronic Recycling, Market Day Fundraiser, Trivia Night, Parent’s Night Out, and much more! Money raised will go to the teacher selected cause in making the Taylor Early Childhood playground more handicapped accessible.

PTO meetings are the second Wednesday of every month.

Like us on facebook: [www.facebook.com/LittleCatsPTO](http://www.facebook.com/LittleCatsPTO) or

email us at littlecatspto@yahoo.com



**HEALTH INFORMATION** 14

Although attendance is extremely important, the safety and health of our staff and students is our top priority. In event your child becomes injured (other than a minor injury) or ill, your child will need to be picked up as soon as possible.

***Illness or Injury:***

* Fever over 100 Degrees Fahrenheit
* Vomiting episodes
* Diarrhea
* Severe coughing
* Pink Eye
* Difficulty breathing
* Unusual spots/rashes
* Lice/Scabies

If the child has more than a minor issue or becomes ill at school (or develops a temperature of more than 100 degrees), the nurse will notify a parent or guardian. Please be sure to provide an updated emergency contact list upon enrollment and notify the nurse and secretary when changes have been made. We must have the following:

* Home telephone number/s
* Work telephone number/s
* Emergency telephone numbers if a parent cannot be reached
* Description of any unusual conditions or allergies

***Returning to school after illness/injury:*** Your child may return to school when the following requirements have been met:

* Without fever (less than 100 degrees) for at least **24 hours** **without** fever reducing medication.
* No diarrhea or vomiting for 24 hours
* No nausea and can tolerate food for 12 hours.

**IMPORTANT INFORMATION** 15

**Attendance:** Regular Attendance is very important to your child’s education. Students who miss five days in a quarter without parent report will be contacted by the director. If within 2 weeks attendance has not improved, a meeting will be scheduled by the director with the parents to discuss a plan of action to improve attendance or result in removal from the program.

**Absences:** If your child is absent or will be picked up early from school, please notify the office as soon as possible. If your child will be leaving early, please sign them out in the office.

**Toilet Training:** Children enrolled in our program will be working on toilet training dependent upon their level of ability. Please send a change of clothes. Follow through at home is a crucial part of successful toilet training.

**Label Belongings:** Please put your child’s first and last name on all preschool belongings such as coats, gloves, nap gear, change of clothes, etc. NOTE: Please do not bring toys from home.

**Snow Days:** We follow the same schedule as the Dunklin R-V School District. In case of inclement weather, you can watch for school closings on the local new stations or listen to KMOX-AM 1120 or check the website at <http://www.dunklin.k12.mo.us> . The district also utilizes the ALERT NOW program to call out important notifications. Please fill out the ALERT NOW paper fully and contact the office if your number has changed.

16

**Transportation:** Parents of tuition students and Title One Preschool students are responsible for transportation to and from school. Please notify us in writing if anyone other than the usual driver will be picking up your child. Please see drop off and pick up procedures for more information.

**Behavior:** As a part of our early childhood curriculum, our students are guided to make positive behavior choices. When a disruptive or hurtful behavior occurs we have to take into consideration the child’s developmental age and level, circumstances occurring in the child’s life, past behaviors, and the seriousness of the behavior at hand. The Taylor Early Childhood staff provides positive behavior support in order to provide a safe, learning rich environment to all students.

**Student Dress Code:** Please dress children appropriately for weather and outdoor play. It is strongly recommended that athletic shoes be worn to school for safe play on the playground and in the gym. Your child’s play may be limited if they do not wear appropriate shoes for indoor and outdoor play.

**POLICIES AND PROCEDURES** 17

**Family Educational Rights and Privacy Act (FERPA):** The No Child Left Behind Act (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that the Department of Education notify annually each state educational agency (SEA) and each local educational agency (LEA) of their obligations under PPRA and under Family Educational Rights and Privacy (FERPA).

FERPA provides that an LEA that receives department funds may not have a policy or practice of denying parents the right to:

* Inspect and review educational records.
* Seek to amend educational records.
* Consent to the disclosure of personally identifiable information from educational records except as specified by law.

**Child Abuse Prevention:**  All staff members are trained in child abuse identification. It is our goal to seek intervention services for families if we feel a need has been presented. We are mandated reporters and will make a call to the Department of Family Services if necessary for

the protection and well being of the child. We will do our best to provide resources and services to families experiencing difficulty.

**Special Education:** We believe a successful early childhood program represents a wide range of individual student abilities. Our program may have children enrolled who qualified for an Individual Education Plan (IEP). We will provide a safe, loving, learning rich environment

to all of our students regardless of ability. The Special Education Department take pride in following all guidelines and timelines outlined by the Department of Elementary and Secondary Education. If at anytime you have questions or concerns about your child’s ability or the services they are receiving, please contact the Taylor Early Childhood office and speak with the Director.

18

**Action Plan:** If we see that a child needs additional support within our classrooms, we initiate an informal assessment that is appropriate to children of preschool age. If we find the child would benefit from extra support in an area, we will implement additional strategies to help your child be successful while still adhering to the Project Construct Curriculum. If after additional strategies have been implemented and a child continues to struggle, our Special Education Department will complete an observation to determine if reviewing existing data would be beneficial. All decisions made regarding your child’s education are made as a team including the parents, teachers, diagnostician or process coordinator, and the early childhood director, etc.

**COMMUNITY RESOURCES** 19

**COMMUNITY RESOURCES** 20

**COMMUNITY RESOURCES** 21

**COMMUNITY RESOURCES** 22

23

**Early Childhood Handbook**

**PARENT ACKNOWLEDGEMENT**

\*Please return this page signed on or prior to your child’s first day of attendance.

**My signature below verifies that I have received the Dunklin R-V School District Early Childhood Handbook. I agree to abide by the policies set forth herein.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Parent Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Director’s Signature Date**