

**Center School District #58
YELLOWJACKET EARLY LEARNING CENTER**

**2020-2021
School Year**

**YELLOWJACKET EARLY LEARNING CENTER
PROCEDURAL GUIDELINES FOR FAMILIES**

8817 Wornall Road

KANSAS CITY, MISSOURI 64114

Phone: (816) 349-3700

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Center District Website: www.center.k12.mo.us

Center School District Vision Statement

The Center School District strives for excellence in our schools where all students are expected to learn and grow.

Center School District Mission Statement

All students will demonstrate high achievement, character, and teamwork in a diverse community. Together, we achieve!

Center School District Core Values

At Center Schools, we value . . .

- High Expectations for Student Success
- Safe and Respectful Schools
- Positive Relationships
- Diversity in Our Schools and Community

Yellowjacket Early Learning Center Mission

The Yellowjacket Early Learning Center 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

Yellowjacket Early Learning Center 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 a safe and caring learning environment in which children develop autonomy as they learn to make choices.
 - Support families in their role as their child's first teacher.
- Implement a school-wide team effort to create a quality learning environment for all children where children are respected, encouraged and challenged.

Dear Parent:

Welcome to Yellowjacket Early Learning Center!

We are looking forward to working with you and your child at Yellowjacket Early Learning Center. 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 *Procedural Guidelines for Families*. 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 *Yellowjacket Early Learning Center Procedural Guidelines for Families* 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

For the 2020-21 School Year, as a part of our response to COVID-19, the district is implementing a multi-phased Re-entry Plan. A part of this plan includes new information, as well as, changes to “normal” procedures. This new information and any changes initiated by the Re-entry Plan will supersede portions of the information in this manual. The district will make every effort to communicate these changes to students, parents, and staff to ensure that everyone has the same understanding. Once a return to “normal” schooling occurs, those items will continue to take precedence until such time that the District or School Administration communicates a return to the previous procedures. You may contact school offices for clarification on any conflicts or misconceptions that may occur as a result. As always, we would be happy to help you and to make sure that your student is meeting the current expectations and following the correct procedures.

YELLOWJACKET EARLY LEARNING CENTER GUIDELINES

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.
- Hall Pass will be utilized by the Center School District as a visitor management system for all visitors.
- 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 under the supervision of staff.
- Children arriving after 8:10, prekindergarten, or 8:10 or 11:50, three year olds, 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 Learning Center office. Parents/Guardians must present a Transportation Release Card for their student at the time of pick up. A staff member will escort the child from the classroom to meet the parent/guardian.
- Children will go home on the bus unless the parent has informed the office and teacher in writing at the beginning of the school session. 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, Yellowjacket Early Learning Center 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 Yellowjacket Early Learning Center Program. Parents should call the office at 816-349-3700 to report each of their child's absences.

Procedure for Tardiness (after 8:10)

Child's first tardy to school:

- Reminder about on time attendance.

Child's second tardy to school:

- Conference with family advocate/office representative about on time attendance.

Child's third tardy to school:

- Conference with family advocate/office representative to create a written plan for on time attendance.

Child's fourth tardy to school:

- A meeting of school personnel involved in the education of the child, including, but not limited to the parent, classroom teacher, family advocate, social worker, principal, will be held within two days of the fourth tardy. If the parent doesn't attend the meeting, the child will not be allowed to return to school until the meeting is held. If a parent doesn't follow through within five school days, the child may be moved out of class and dropped from the program. If a child is dropped, the parent will have to complete the Yellowjacket Early Learning Center intake and enrollment process again and the child will be placed on the waitlist.

Child's fifth tardy to school:

- A final conference is held with the parents.

Child's sixth tardy to school:

- The child may be dropped from Yellowjacket Early Learning Center

Consecutive Absences with No Contact

After 2 consecutive absences with no contact, the family service staff will follow up with the family. Documentation of the home visit will be left at the address visited with specific instructions for the parent or guardian if no contact can be made.

After 3 consecutive absences with no contact, a home visit will be conducted by the family service worker and a written plan completed which outlines the family's plan for communication of absence to the family service worker and for regular on time attendance. A well child call will be made to the Kansas City, Missouri Police Department if no contact can be made.

After 4 consecutive absences with no contact, a meeting of school personnel involved in the education of the child, including, but not limited to the parent, classroom teacher, family service worker, social worker, principal, will be held within two days of the fourth absence with no communication. If the parent doesn't attend the meeting, the child will not be allowed to return to school until the meeting is held. If the parent doesn't follow through within five school days, the child may be moved out of class and dropped from the program. If a child is dropped, the parent will have to complete the Yellowjacket Early Learning Center intake and orientation process again and the child will be placed on the waitlist.

After 5 consecutive absences with no contact OR lack of communication from previous home visit attempts: A hotline will be made to the Missouri State Hotline in Jefferson City at 816-392-3738.

- Support will be provided to the family when necessary.
- After interventions have been made and the child still has excessive absences, the child will be dropped from the program with the understanding that a new application will have to be completed if interested in returning.
- Each child's attendance is analyzed within 30 days of the start of school. Children whose attendance is at risk of falling below 90% must have appropriate strategies in place. After 30 days, weekly review of attendance will occur.

Procedures for Absence Based on Percentage of School Missed

Maintenance of attendance above 90% is a Center School District expectation. Attendance will be reviewed weekly by the office staff, following 30 days of attendance for a student. If 90% attendance is not maintained, the following procedures will take effect.

Child's attendance drops to 90%

- Family service staff/office staff will contact the classroom teacher to call home regarding school attendance.
- Classroom teacher will call home.
- Classroom teacher will report back to the family service/office staff so that communication can be documented.

Child's attendance drops to 85%

- A conference will be conducted by the family service/office staff, the classroom teacher and other pertinent staff members to create a plan for regular on time attendance.

Child's attendance drops to 80%

- A home visit will be conducted by the family service/office staff and teacher to review and update the plan for regular on time attendance.
- If the teacher is unable to attend, the family service staff will contact the teacher regarding the attendance and share the results of the meeting

Child's attendance drops to 75% or below:

- A meeting of school personnel involved in the education of the child, including, but not limited to the parent, classroom teacher, family service staff member, social worker, principal, will be held. IF the parent doesn't attend the meeting, the child may not be allowed to return to school until the meeting is held. If the parent doesn't follow through within five school days, the child may be moved out of the class and dropped from the program. If a child is dropped, the parent will have to complete the Yellowjacket Early Learning Center intake and orientation process again and the child will be placed on the waitlist.

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

Three Year Old Classroom

- Students attending the 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 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 Yellowjacket Early Learning Center 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 Student Transportation of America 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.

Pre-Kindergarten Classrooms

- Students 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 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 3:05. This fee will be assessed each time Yellowjacket Early Learning Center 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 Student Transportation of America 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:

Yellowjacket Early Learning Center 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 operation 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. Yellowjacket Early Learning Center is part of the Center School District #58. Yellowjacket Early Learning Center 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.

For our three-year-old classrooms, 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 Yellowjacket Early Learning Center will be closing early. Parents are required to provide Yellowjacket Early Learning Center 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.

For our three-year-old classrooms, if there is a two hour delayed start due to inclement weather, there will be no morning or afternoon session at Yellowjacket Early Learning 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 Yellowjacket Early Learning Center Program classes will be held.

BULLYING

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Administration will investigate all reports of bullying. If found true, the student(s) will be disciplined in accordance with the Student Code of Conduct (Board Policy JFCF).

CHILD ABUSE & NEGLECT REPORTING

All Center School District Yellowjacket Early Learning Center 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.

LASS DAYS AND TIMES

The morning session for the three year old classroom will run from 8:00 to 11:30 Monday, Tuesday, Wednesday and Thursday. The afternoon session for the three-year-old classroom will run from 11:30 to 3:00 Monday, Tuesday, Wednesday and Thursday. Three year olds will not attend school Fridays. Before and after school childcare is not provided by Yellowjacket Early Learning Center. An area daycare list is available in the office. Students are counted as tardy at 8:10 and 11:55.

Prekindergarten programming will run from 8:00 - 3:00 Monday, Tuesday, Wednesday and Thursday. On Fridays, student attendance will be from 8:00 - 12:30.

DEVELOPMENTAL SCREENING

Every child enrolled in Yellowjacket Early Learning Center 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.

DIRECTORY INFORMATION

Center School District, in compliance with the Family Education Rights and Privacy Act of 1974, sets the third week in September as the deadline for parents or guardians to notify district officials of objections to the release of "directory information" about their child. Such information includes the student's name, home address, telephone number, and grade in school. Objections must be noted in enrollment/residency paperwork submitted.

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

Yellowjacket Early Learning Center has established a schoolwide plan, through Positive Behavior Supports, in order to empower students, 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 problems.

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 expectations 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 setting, 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 Yellowjacket Early Learning Center 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.

DISTRICT APPROVED PEANUT FREE SNACK LIST

In order to ensure the safety of every student in the Center School District, a peanut free snack list has been developed and reviewed by our health professionals. This list should be used when parents/guardians provide food items for celebrations or snacks. Treats or snacks brought to school that are not on this list will be refused, or sent home uneaten with the child at the end of the day. *Thank you for helping to keep our classrooms safe and peanut free.*

Fruits & Vegetables

- Fresh Fruits/Vegetables
- Fresh Fruit Trays/Vegetable Tray
- Dried Fruits- such as raisins/craisins
- Fruit/applesauce cups

Chips

- Pringles- any flavor
- Frito Lay Brand items- such as Fritos, Doritos, Cheetos, Ruffles, Funyuns
- Tostitos
- Sun Chips
- Utz/Rold Gold Pretzels

Cookies/Crackers

- Oreos- Original or Double Stuffed
- Kellogg's Rice Krispy Treats (Original ONLY)
- Nabisco Vanilla Wafers
- Ritz Crackers (NOT Ritz Bitz)
- Goldfish Crackers
- Cheez-Its

Fruit Snacks/Gummies

- Fruit Roll-Ups
- Fruit by the Foot
- Sunkist/Welch's Fruit Snacks
- Gushers

Miscellaneous

- Juice Boxes/Juice Pouches
- String Cheese packets
- Jell-O Cups & Jell-O Pudding Cups
- Beef Jerky/Beef Sticks

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, extremely hot, 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 all articles of clothing coming to school with your child's name. If there is a need for assistance, please call your Family Advocate or our building social worker.

EMERGENCY CONTACT NUMBERS

Emergency contact numbers are to be given at the 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 and your family advocate. For the safety of your child, we want to be able to reach you when needed.

EMERGENCY PROCEDURES

Schools regularly practice emergency drills, i.e., fire, tornado, intruder, disaster, etc. to establish and promote protocols during the event of a real emergency.

In the case of an emergency, tornado, fire alert, intruder, etc., all persons will adhere to the building evacuation/safety procedures. It is very important during these periods that telephone lines remain open so school staff can communicate with emergency services. Please do not call the school. Communication will be made with parents as quickly as possible. Building or district staff will follow district and school guidelines for safety purposes. Students will not be dismissed until an all clear has been given. Access to school property will be controlled.

EVERY STUDENT SUCCEEDS ACT PARENT LETTER

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I. A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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Complaints filed with the Department

6. How can a complaint be filed with the Department?
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9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Center District policy is: Concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in

good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

FIELD TRIPS

All families will be notified, in writing, when field trips are to be offered.

FLOWER/BALLOONS/GIFTS

Deliveries of flowers/balloons/gifts are not to be made during the school day.

HARASSMENT/SEXUAL HARASSMENT

Sexual harassment includes staff to student, student to student, or student to staff. Students or staff who believe they have been a victim of sexual harassment or have witnessed sexual harassment should report such immediately to the building principal or the next level administrator. If allegations are found to be true, disciplinary action will be taken in accordance with Board policy. There will be no adverse action taken against individuals who sincerely believe they are victims or witnesses of sexual harassment. An adverse action of up to and including expulsion or termination could be taken when an individual's actions are proven to be dishonest. Refer to Board Policy AC.

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 with 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 main office at 349-3700.

HEALTH EMERGENCIES

In the event of a health emergency that requires rapid response or immediate medical attention, the school nurse will notify parents and follow Center School District board policy and administrative procedure EBBA, Illness and Injury Response and Prevention.

HOME VISITS

Yellowjacket Early Learning Center teaching staff will conduct at least two home visits with you per year. 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.

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 Friday home visit. Our scheduling time for personal visits is limited, so please be sure to contact your child's teacher or the administrative assistant 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 Yellowjacket Early Learning Center 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.” Yellowjacket Early Learning Center 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 Yellowjacket Early Learning Center who have an immunization exemption on file. District personnel cannot tell which or how many children, but we will answer with a “yes” or “no”.

MEALS AND 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.

Yellowjacket Early Learning Center 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 Yellowjacket Early Learning Center's 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 the complete online form.
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 YELLOWJACKET EARLY LEARNING CENTER'S 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 Yellowjacket Early Learning Center, 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

Yellowjacket Early Learning Center recognizes the importance of fostering healthy children and families. Our goal is to ensure 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 Yellowjacket Early Learning Center unless directed to do so by the classroom teacher in writing or memo form.

NOTICE OF NONDISCRIMINATION

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:

Dr. Kyle Palmer

Director of Human Resources

8701 Holmes Road

Kansas City, MO 64131-2899

Telephone: 816-349-3313 kpalmer@center.k12.mo.us

NEWSLETTERS

A program newsletter is sent home quarterly to keep you informed of center and community-based activities. Expect to receive weekly 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! Yellowjacket Early Learning Center 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 the 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 PAY GUIDELINES

For families attending school through the parent pay prekindergarten slots, the following guidelines will be followed:

Parent-pay slots for Yellowjacket Early Learning Center will need to be paid on a monthly basis.

Pay monthly dues by the 1st of the month.

August 1 \$100.00

September 1 \$200.00

October 1 \$200.00

November 2 \$200.00

December 1 \$150.00

January 1	\$200.00
February 1	\$200.00
March 1	\$150.00
April 1	\$200.00
May 3	\$200.00

Payment is due by the fifth of the month or the slot is in jeopardy.

A 10% discount will be given if the entire fall semester is paid for by August 15.

A 10% discount will be given if the entire spring semester is paid for by December 15.

Payments preferred with a credit card and done through Icampus. An account will be set up for your child in Icampus once the parent/guardian has registered the child and residency has been proven. If you wish to pay by check, you will need to make arrangements with the Yellowjacket Early Learning Center office staff.

PARENT/TEACHER CONFERENCES

Yellowjacket Early Learning Center 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 our program, summer school and transitioning procedures for Kindergarten. These two conferences are in addition to the two home visits required annually and are held in fall and spring.

PHYSICAL and DENTAL EXAMS

When you enroll your child in Yellowjacket Early Learning Center, a complete physical and dental examination is necessary. A hemoglobin and lead test is also required as part of the child's physical. Documentation of a physical exam, using Yellowjacket Early Learning Center documents, is due to within 30 days of the start of school. Documentation of a dental exam is due to your family advocate or office staff 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 Yellowjacket Early Learning Center Program offers two part-day sessions of early education classes for three year old children and full day sessions for children in their prekindergarten year. The Yellowjacket Early Learning 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 Pre-Kindergarten– serves any child whose family does not meet the low-income guidelines and who is in his/her final year before entering kindergarten.

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

Parents who enroll their students in the Center School District must demonstrate residency at the time of enrollment. At any time the school feels the student may have moved from the boundaries of the district or assigned school, additional checks may be made. A definition of residency may be obtained from the district office, located at 8701 Holmes Road (816-349-3300). Changes of address during the school year must be communicated to the district office and school in a timely manner.

SCHOOL SUPPLIES

Yellowjacket Early Learning Center 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 backpack daily for notes from the teacher and for work your child has done at school.

SECURITY PROCEDURES

All schools have a security buzzer system for entering the building. The procedure is to identify yourself for entry and report to the office. Hall Pass, a visitor management system, used in the

Center School District. Please be prepared with a photo ID when entering the building past the front office.

SICKNESS

The Yellowjacket Early Learning Center 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 Yellowjacket Early Learning Center 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 parents/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.

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 Yellowjacket Early Learning Center 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 Yellowjacket Early Learning Center office at (816) 349-3700 and ask for the school social work Office.

TECHNOLOGY

The Internet is available in each of the buildings. Every student and parent must sign the Acceptable Use Policy and have it on file to show agreement with the district policy.

Inappropriate Internet use may result in disciplinary action. Students will receive instruction on digital citizenship and be expected to adhere to district policy (Refer to District Policy EHB).

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 Yellowjacket Early Learning Center. Through community partnerships, parent involvement and ongoing 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 Yellowjacket Early Learning Center and kindergarten.

TOYS FROM HOME

Everything children need for a successful early childhood experience (supplies, books, toys, etc.) is provided by Yellowjacket Early Learning Center. Student's personal property (games/toys/books/jewelry) should not be brought to school. Any item brought will be confiscated and held for safekeeping 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. All parents/guardians or designees are required to present their child's Yellowjacket Early Learning Center Transportation Release Card each time they pick up their child. Children will not be released to any adult without the Transportation Release Card.
4. Please follow these procedures if you choose to provide your own transportation.
 1. Arrive at school by 8:00 am for the morning session or 11:30 for the afternoon session, for three-year-old students and arrive at school for departure by 11:30 am for the morning session 3:00 pm for the afternoon session.
 2. Arrive at school by 8:00 am in the morning for prekindergarten students and arrive at school for departure by 3:00 p.m.
 3. 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 Yellowjacket Early Learning Center 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 the Yellowjacket Early Learning Center 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 your child misses the bus, it is your responsibility to transport your child to the school.
3. 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.
4. All parents/guardians or designees are required to present their child's Yellowjacket Early Learning Center Transportation Release Card to the bus driver each time they meet their child's bus. Children will not be released to any adult without the Transportation Release Card.
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 a 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 Yellowjacket Early Learning Center buses.
8. Two adults will be on the bus.
9. All bus passengers, including Yellowjacket Early Learning Center 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 fill out a form in the office.
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:

Yellowjacket Early Learning Center 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 operation of the buses.

Questions about transportation for Yellowjacket Early Learning Center 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.

TRANSPORTATION RELEASE CARDS

In order to ensure the safety of all children, Yellowjacket Early Learning Center implements the following procedure.

All parents/guardians or designees are required to present their child's Yellowjacket Early Learning Center Transportation Release Card to school staff or bus drivers each time they pick up their child. Children will not be released to any adult without the transportation release card.

Each family will receive four transportation release cards at the beginning of the school year. These cards are a requirement for the release of a child to any parent/guardian or designee.

In the case of lost or misplaced transportation release cards, parents/guardians must immediately contact the Yellowjacket Early Learning Center office for replacement cards. This must be done in advance of picking up a child.

VISITORS TO SCHOOL

Parents and guardians are encouraged to visit the schools. 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 badge to wear that is produced by the Hall Pass visitor system. A photo ID will be required to enter the building beyond the office. Loitering is not permitted on school property. High behavioral standards are expected by all visitors while

on school property. Visitors are also expected to follow the school dress code. (Refer to District Policy KK).

If you would like to visit a classroom for an extended period of time during instruction, please contact the classroom teacher 24 hours in advance to make an appointment. Parents should not bring other children or guests to visit the classroom.

VOLUNTEERS AT SCHOOL

Volunteers are asked to sign in at the building office upon arrival, where you will be given a badge to wear. Please have an arranged time with the teacher prior to beginning tasks at hand. Volunteers are expected to follow the direction of the classroom teacher. Parents are encouraged to volunteer. If you are able to volunteer on a regular basis, you will be required to complete the Center Friends Volunteer training. Children cannot accompany volunteers. Contact the Director of Public Relations, to become a Center Friend at 816-349-3300.