



# ECEAP Parent Handbook



Every Child...Every Family...Every Day!



Washington State Department of Early Learning

# ECEAP Mission Statement

**We are committed** to families by working together to provide a safe, structured and nurturing environment that supports and encourages growth in all areas of development.

**We guide** all children toward competence and independence while maintaining a sense of belonging to the program, community and our diverse and ever changing world.

## Guiding Principles

**We believe** that families are diverse and have a right to be respected in their unique cultural, racial, ethnic, economic and religious positions.

**We support** the further development of skills which enable families to work toward their goals.

**We are committed** to helping children learn in a healthy and creative environment.

**We will** treat everyone with respect and dignity.

**We value** and promote staff and family mental and physical wellness.

# Preschool Class Schedule

**Preschool Classes are held Monday through Thursday.**

**There are no preschool classes on Fridays.**

**Morning Session 8:00-11:00  
Afternoon Session 11:45-2:45**

## **Drop Off & Pick Up Policy**

**ANYONE DROPPING OFF OR PICKING UP A CHILD NEEDS TO SIGN THE CHILD IN AND OUT USING A FULL SIGNATURE (first & last name).**

### *Drop Off Policy*

- Anyone 16 years or older can Drop-off or Pick-up a child at ECEAP
- Adults dropping off or picking up children is the recommended best practice

No child shall be left unattended in a vehicle for any amount of time  
***Program staff are MANDATED REPORTERS. Therefore, if a child is left unattended in a vehicle, the local police and Child Protective Services must and will be notified.***

### *Pick Up Policy*

The ONLY person(s) who can pick up an ECEAP Enrichment Program child is someone authorized on the consent form.

### *Policy For a Child Not Picked Up*

After 15 minutes, Richland School District ECEAP Enrichment Staff will begin their Call Procedure

1. Parents, emergency contacts and anyone on the Consent form will be called until someone is reached who is able to pick-up the child immediately.

Any child who is not picked up within **45 minutes** after the class has ended is considered abandoned by the parent/guardian. ECEAP staff must contact the local police and notify Child Protective Services, immediately.

Staff meet with the ECEAP Administrator or School Principal regarding children who are picked up late. At this time it will be determined if any action needs to be taken.

# Attendance Policy

Richland School District ECEAP Enrichment Program believes in giving children the best possible education. Regular attendance is needed to ensure *consistent* classroom experience.

When attendance falls BELOW 85% Richland School District is required to analyze the causes of absenteeism. This analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on consecutive days.

CHILDREN ARE EXPECTED TO ATTEND THEIR SCHEDULED TIME  
ON A DAILY BASIS.

FAMILIES **MUST** CALL IF THEIR CHILD CANNOT ATTEND THE PROGRAM  
ON A SCHOOL DAY.

It is a requirement that an explanation must be included in why the child cannot attend and when the child will return (if known).

Early Learning Center  
509-967-6082

After **five absences/five late drop offs/five late pick-ups** during thirty calendar days, a conference with the parent/guardian will be required, which results in an attendance plan. If Richland School District is unable to reach parent/guardian, written notification will be sent in regard to the date and time of the proposed conference. Failure to respond or attend the conference may result in the child being **dropped** from the program.

*If you are unable to bring your child to school because of transportation or personal issues, contact your family advocate to see if you can find a solution. As these types of absences are generally unexcused, planning ahead and building a support network for back-up child care and transportation will reduce unnecessary absences.*

# Is My Child Too Sick for School?

*While good attendance habits are important, preschoolers do tend to share, so it is vital to keep your child home when he or she is sick, to stop or slow down the spread of illnesses.*

If your child has had the following symptoms within 24 hours, please keep him or her home. If your child displays any of these symptoms at school, you will be called to pick him/her up.

- Fever of 100° or higher
- Sore throat/strep throat
- Earache or drainage from the ear
- Deep hacking cough
- Severe congestion
- Vomiting
- Green nasal discharge
- Diarrhea (two or more watery bowel movements)
- Pink eye or eye discharge
- Impetigo, scabies or ringworm
- Head lice (child may return after treatment)
- First two days of common cold

If we have a concern about a child's ability to safely return to school after illness or injury, we will request a note from the child's doctor clearing him/her for participation in school.

## Dressing for Preschool

**Children should wear comfortable play clothes and closed-toe shoes for: ✓**

- Running and playing outside
- ✓ Using the bathroom easily
- ✓ Using paint and glue
- ✓ Sitting on the floor
- ✓ Playing with sand and water
- ✓ Preparing food

Dress your child for the weather. Children go outside to play unless weather is extreme. On cold or rainy days children should wear a coat, hat, boots, and mittens. On sunny days, please put sunscreen on before school. Send a light jacket in case weather turns chilly and a hat to protect from sun.

**Do not let children bring the following items to preschool:**

- Money
- Toys
- Medicine (unless arranged with school nurse)
- Food
- Jewelry and Make Up
- Pets

***Please mark all clothing items with your child's name!***

# Family Services and Support

*ECEAP is a family oriented program and all families have been assigned a Family Advocate (FA). Your Family Advocate will schedule periodic visits to share valuable parenting information and to assist you in reaching your family and individual goals. Your Family Advocate is your connection between school and home! If at any time you have a question about the services available to you, you would like to speak with a counselor, or if you feel the need for greater family support, please don't hesitate to contact your Family Advocate.*

## **Always contact your FA if:**

- Your child has or develops a life-threatening condition
- You have any changes in your phone numbers
- You move or change your mailing address
- You need to request a change in busing
- There is a change in the custody or parenting plan for your child
- You have questions or concerns about school
- You need to add or remove a person on your child's Authorization list



## **Your FA will:**

- Help you learn how to get the most out of our ECEAP program
- Assist you to maintain current well-child and dental exams for your child
- Help you to identify and reach goals to improve your family's well-being
- Provide ongoing support in child and family health education
- Provide you with learning activities for you and your child to do together at home • Help you connect with community resources, including medical, dental and mental health services
- Guide you through your child's transition to Kindergarten
- Follow up with you about your child's attendance

## Social/Emotional Support

- ❖ We look for and support your family's strengths!
- ❖ We promote healthy social and emotional development of children
- ❖ During the school year, all children are screened for social/emotional and developmental growth (with parental consent)
- ❖ We look to identify early stages of emotional or behavioral difficulties
  - ❖ We can provide information and support for issues such as:
    - o Child Development
    - o Domestic Violence
    - o Substance Abuse
    - o Homelessness
    - o Community Resource
    - o Job Skills
    - o Higher Education/High School Completion
    - o Financial Management

*All ECEAP staff members are state mandated reporters of suspected child abuse and neglect. As such, we are concerned for the safety and well being of all children. We are guided by four factors in dealing with child abuse and neglect.*

- 1. State Law:** State Law requires all employees of agencies such as ours to report all cases of suspected abuse or neglect to the Children's Services Division or the Police Department. Failure to report could be considered a criminal act.
- 2. ECEAP Guidelines:** ECEAP guidelines require program employees to report abuse in compliance with State Laws.
- 3. Richland School District Policies:** RSD policies mandate that we report in compliance with State Laws. Failure to report could be considered a criminal act and result in the loss of a person's job.
- 4. Program Philosophy:** Our program philosophy recognizes parents as the primary caregivers and educators of their children. We are committed to helping parents in their roles as parents.

In accordance with the requirements of the law and the ideals under which we work, we have developed a procedure for reporting suspected child abuse and neglect. We report all suspected abuse and neglect. ***Our goal is to help families identify and solve their problems in an effort to help keep families together.*** We are committed to educating families and children in the prevention of child abuse and neglect. We will provide support for families both before and after a report is made. We can also refer parents to agencies for help, such as counseling. All records concerning you and your child are kept confidential and will not be shared with anyone outside the staff without your written consent, with the exception of suspected child abuse or neglect where the child's emotional or physical safety may be in jeopardy. In this case only, information relevant to the investigation will be shared with the agencies involved.

# Health and Nutrition

*“You can’t educate a child who isn’t healthy and you can’t keep a child healthy who isn’t educated”.*

~Jocelyn Elders

***All children must be up to date with their immunizations before starting school.***

**If your child has, or develops, a life-threatening condition, a health plan must be in place before attending class. Please notify your Family Advocate immediately.**

## **Regular Well-Child and Dental Exams**

Your child should receive a well-child exam yearly (once a year) and a dental exam every six months (two times a year).

Please ask your child’s doctor and dentist to provide you with your child’s exam results so they can be turned in to your Family Advocate. Our ECEAP Performance Standards require us to show documentation of these exams within 45 days of your child’s enrollment. It is very important that we receive these for our program. Your Family Advocate will work with you to keep these exams up to date and turned in by 45 days, while also keeping them up to date throughout the school year. They will help you if you need to find a regular doctor or dentist, need a referral, or need insurance coverage.

## **Screenings**

Throughout the school year, all children (with parental consent) are screened for height, weight, vision and hearing. You will receive information about your child’s results.

## **Health and Nutrition Education**

Classroom teachers will be working with your child to promote healthy habits every day. Ask your child often what she or he is learning about health and nutrition in school. Additional health and nutrition information will be shared at monthly home visits and at parent nights. We encourage your family to participate!

## **Meals**

Studies have shown how beneficial family mealtime is at home. Our program encourages healthy eating habits by serving meals family style, providing a variety of fruits and vegetables along with healthy choices of proteins and grains.



# Parent Involvement



*Parents play an essential role in their child's education!*

## **There are many ways you can help!**

Read to your child daily  
Attend Family Nights  
Attend Parenting Nights  
Carpooling and child care  
sharing

Come to meetings for parents  
Support others

## **Volunteering Opportunities**

Volunteer in the classroom  
Attend field trip to library  
Be active in Policy Council  
Keep Home Visit appointments  
Keep Conference appointments



We encourage both dads and moms to get involved in their child's classroom activities, do projects for the classroom at home, as well as participate in family nights, the Health Advisory Committee, parent committees, and Policy Council. We may also ask you to participate in our annual Program self assessment and/or Community Needs assessment. In order to be able to volunteer in the classroom and attend field trips, you must complete the Volunteer Disclosure Statement and Washington State Patrol Background Check forms every year.

## **School Communications**

You will regularly receive notices from us in your child's book bag. Please check it daily! Each month we will send you parent updates and the lunch menu. In addition, we will send home notices about family nights, special events, and community events and services. When you visit your child's classroom, check out the Parent Bulletin Board in the hallway for the latest happenings!

# ECEAP Parent Advisory Council

## **Purpose of the Advisory Council**

The Richland School District ECEAP Advisory Council is a formal committee of shared governance between parents and staff. **All parents of any Richland Preschool student are encouraged to participate** in the process of making decisions about the nature and operation of our program by attending Parent Advisory meetings or by serving as an elected representative.

At each meeting, you will be given details about the operation of our ECEAP program, have an opportunity to give your input as to how the program is run, and vote on a variety of items.

## **PAC Representatives and Officers**

Representatives and Officers are elected at the first meeting in October by preschool parents who attend. Representatives must be a parent of a currently enrolled child in the preschool program.

## **Representatives and Officers will:**

Receive orientation in order to be able to carry out their responsibilities.

Attend monthly meetings

Serve as a member for Committees

## **Benefits of Participation**

❖ **Being involved in your child's education increases their level of success in school!**

❖ **Valuable experience, training and relationships lead to personal and**

professional growth!

# School Delays and Closures

**If school is delayed, there will be no AM preschool classes; PM classes will follow their normal schedule.**

At Richland School District, we make every effort to post up-to-the-minute school closure information due to inclement weather or any circumstance that would delay or cancel the normal school schedule. Decisions to delay or close school usually are made by 5:30 a.m. or earlier. This triggers the district’s comprehensive school closure/delay announcement plan. The district makes every effort to begin announcements by 6 a.m. Announcements include media releases (radio, tv, newspaper), telephone automated message (staff and parents), web posting, E-news message (sign up on the district website), district Facebook page.

**RADIO**

- KONA 610 AM/105.3 FM
- KGTS 91.3 FM
- KUJ 1420 AM/99.1 FM
- KWHT 1240 AM/103.5 FM
- KZHR 92.5 FM
- KORD 87 AM/102.7 FM
- KALE 960 AM/94.9 FM
- KLKY 97.9 FM

- KFAE 89.1 FM
- KEYW 98.3 FM
- KTEL 1490 AM

**TELEVISION**

- KEPR-TV CBS 2
- KNDU-TV NBC 6
- KVEW-TV ABC 4

**ONLINE—[www.rsd.edu](http://www.rsd.edu)**

# Resolving Concerns

Richland School District staff strive to resolve all concerns. Those closest to the concern can most accurately and efficiently address the problem. You are encouraged to follow the steps detailed below when identifying a concern.

## **School Related Concern**

Discuss with staff member involved



Preschool Director



Superintendent



School Board

## **District Related Concern**

Discuss with appropriate district administrator



Superintendent



School Board

## **Richland School District Bullying Policy**

Richland School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation or bullying.

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