

Brentwood Early Childhood Center

2530 St. Clair Ave., Suite B

Brentwood, MO 63144

314-262-8521



PARENT HANDBOOK

2024-2025

Letter from the Director

Dear Families,

I am honored that you chose the Brentwood Early Childhood Center for your child's education. We will make every effort to inspire your child to continue with their love of learning.

Our program aims to provide a robust educational curriculum that guides children in their construction of meaning and quest for knowledge. The Brentwood Early Childhood Center is where each child's intellectual, language, fine motor, gross motor, social, and emotional potentials are carefully cultivated and guided.

Our preschool curriculum is rooted in inquiry-based learning. Through a constructivist approach, we equip children to do more than memorize and repeat selected information. Offering open-ended experiences encourages critical thinking, which helps each child to discover and value their abilities, experiences, and problem-solving skills. We want children's ideas, drive, and appropriate behaviors to come from within rather than from an external source.

A center-based environment is the best way to encourage children to interact with materials and engage in conversations about what they discover with teachers and peers. We believe each child comes to us with knowledge, curiosity, and the desire to have positive social interactions.

Each day, children are developing skills needed for academic success. They are also acquiring pre-kindergarten skills that are *purposeful and meaningful to them*. When children learn new skills in this manner, they can better retain and transfer their knowledge to other areas. If children are forced to learn in a way that does not have purpose or meaning, the motivation to learn will diminish. We constantly search for ways to motivate each individual to learn new skills. The Brentwood School District strives to promote a life-long love of learning. The foundation for that learning begins in early childhood.

Children, parents, and teachers are a community of learners growing together in our relationships and knowledge. If you ever have any questions or would like to learn more about our curriculum, please feel free to contact me.

Respectfully,

Kristin Clemons
Director of Early Childhood Education

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Background Information

The Brentwood Early Childhood Center (BECC) opened on January 4, 2010. We are excited to be in our brand new building located at 2350 St. Clair Ave., Suite B, Brentwood Missouri. This state-of-the-art facility houses the district's Preschool, Parents as Teachers (PAT) program, and its Early Childhood Special Education programs. Before the center's opening, the Brentwood School District Preschool was located at 1201 Hanley Industrial Court and before that in a classroom at Brentwood High School.

Several years ago, Dr. Penberthy, the former Superintendent of the Brentwood School District, envisioned bringing early childhood education to the forefront. After a district committee on student learning recommended increasing early childhood education as the best way to improve student achievement, Dr. Penberthy tasked a committee to bring back more in-depth research. Backed by this research, he drafted a proposal to the Brentwood Board of Education to expand the early childhood program in the district. He shared this information through presentations and community forums and gained community support. In November 2008, Brentwood residents overwhelmingly passed a bond issue to build a new early childhood center. In 2017, we welcomed our latest superintendent, Dr. Brian Lane, who came to us with a wealth of experience. In the 2023-2024 school year, we moved to our new building adjacent to McGrath Elementary School.

The facility has been designed to fully support a child-centered curriculum that draws from Early Childhood Education approaches recommended by the Department of Elementary and Secondary Education (DESE) and the National Association for the Education of Young Children. Like the K-12 program, early childhood teachers are certified and trained in best practices in educating young children.

Tours

We strive to provide a safe, secure environment for all our children. To tour the Brentwood Early Childhood Center, please contact the school at 314-262-8521.

Licensing Regulations

The Brentwood Early Childhood Center is operated and located in a public school and is therefore exempt from licensure.

Brentwood School District: Vision, Mission and Values

Our Vision: Passion. Purpose. Pathways for Success.

Our Mission: We inspire every learner, every day to thrive academically, socially and emotionally in a supportive and inclusive community.

Our Values:

- The **individuality** of each learner
- A **diverse, equitable, inclusive** and **accessible** learning environment
- **Authentic** and **personalized** learning experiences
- The **contributions** of our community
- Open **communication** and mutual **respect**

Program Options and Tuition

To meet the needs of the families in our community, we offer many different program options. You may choose a combination of the programs provided to meet your needs. For example, you may enroll in a Monday-Wednesday-Friday full-day program and a Tuesday-Thursday program. We also offer before and aftercare for those families that need extended hours.

- **Part-time Program** Our part-time program is three hours in the mornings, from 8:10 a.m. to 11:10 a.m. or 12:10 p.m. - 3:10 p.m.
- **Full-Day Program** Our full-day class may be combined with some of the children in the part-time morning program. Children will be engaged in the core Project Construct curriculum in the mornings. At 11:10 a.m., all full-day preschool children will have lunch with their teachers in a social setting. After lunch, children from our 2 and 3-year-old classrooms will have rest/nap time for a minimum of 45 minutes. Our children in the 4-year-old full-day program will take a 30 minute rest in the afternoons in their classroom using their own napping mat/pad. Children will be engaged in extended, experiential, constructivist learning in the afternoon. Our afternoons are centered around inquiry-based learning. Children have the opportunity to spend an extended amount of time in the outdoor playscape, multipurpose room, or classroom centers.
- **Before and After Care** The BECC offers extended care hours led by our staff. Families may register for the hours they require before and after preschool until capacity is reached. The BECC has options available from 7:30 a.m. to 4:30 p.m.

Tuition Policy

Tuition rates vary according to the program option(s) selected. The Brentwood Early Childhood Center is a self-funded operation, and as such, tuition payments need to be made in a timely fashion. To pay our staff, we depend upon the monthly payments from the individuals using our facilities. Tuition is billed one month ahead and is due by the 10th of the month. Tuition is considered delinquent if not paid by the 25th. A \$25.00 late fee will automatically be charged to your following tuition statement unless previous arrangements have been made with the director. Please be mindful of the Tuition Details provided upon your enrollment in the Brentwood Early Childhood Center. Our registration agreement states that the tuition payment is due on the 10th of each month for the succeeding month. Students for whom payment is delinquent will be removed from the program on the 1st of the month when the tuition is not paid in full or if a payment plan has not been made with the director or the accountant. If you are experiencing financial hardship, please speak to the director to see if arrangements can be made.

Forms of payment can include cash, money order, personal check, and online through our Procure portal. All forms of payment are free of fees except the online option. A 0.9% convenience fee is charged on all online payments.

Sibling Discount: A sibling discount is given if two or more children are enrolled in the center. A 10% reduction in tuition is given to the child(ren) with the lowest tuition. This arrangement is based on the assumption that all children are being assessed the full tuition rates.

Infinite Campus Registration

Once confirmation of enrollment is received, families will receive a link to register via our district's student portal, Infinite Campus. Returning families who already have an Infinite Campus account must log in to review all existing information on file and submit any changes as required. **Please pay special attention to all phone numbers and email addresses on file** as this information is used by the district to contact

parents and guardians in the event of emergencies, school closures and other district communications. Additionally, there is a section called “Relationships” where early childhood families can enter other trusted adults who are approved to pick up their children from school. Our families often enter grandparents, babysitters or neighbors in the event that the parent is not available or reachable. The information in your Infinite Campus portal can be edited by you at any time. More details regarding picking up your child is included in the “Pick up” section of this document.

Change in Enrollment

If you need to request a change in your child’s enrollment that would result in a difference in the tuition charged to your account, you will need to fill out a Change in Enrollment Form and have it signed by the director.

There is no charge for the first request to change your child’s enrollment; however, a \$25.00 per child charge will be assessed for subsequent requests.

Admission

Current students, Brentwood residents, and Brentwood School District employees are offered enrollment options on a first-come, first-served basis. Once classes are filled, new enrollments will be placed on a waitlist for their selected options to open up.

Enrollment

When submitting an Enrollment Selection form a one-time, non-refundable enrollment fee of \$100.00 is required *for each child*. The director will notify you via email when your enrollment is confirmed. Classes and before/aftercare programs are subject to availability based on minimum enrollment requirements. If your child is enrolled in a program option that did not meet enrollment requirements, you will be offered a place in a similar program. If you do not want the program option available at that time, your registration payment will be refunded.

Once your enrollment is confirmed by the director, please follow the deadlines provided for each of the required forms. Families enrolling after the first day of school and any changes to existing enrollments will require a minimum of three business days for processing.

Registration

Once your enrollment has been confirmed you will begin the registration process. The process involves submitting required paperwork and registering online via our Infinite Campus portal. Returning families will update their existing IC portal annually. The registration process includes the submission of:

- Record of current immunizations. Immunizations must comply with Missouri State Law. All children must be fully immunized or in the process of being fully vaccinated. To remain in school, “In Progress” children must have an Immunization in Progress form, including the appointment date for needed immunizations on file. They must receive immunizations as soon as they become due. As your child’s immunizations are updated, please submit accompanying documentation to the school nurse.
- Physical examination signed by a physician
- Technology form
- Annual Student Health Survey form

- Permission for Emergency Care form
- Administration of Medicine (if applicable)
- Allergy Action Plan (if applicable). Please provide written documentation from your child's doctor regarding allergies or dietary restrictions. The family must inform our school nurse of any allergies and provide doctors' orders for the staff's actions if the child has an allergic reaction.
- Inform the school nurse and classroom teachers of special medical situations that must be addressed. Please have these noted on the physical with supporting documentation so the staff can be informed and trained in the case of an emergency.
- Please share other information with the staff that you feel would help the BECC best understand your child. All of this information will be kept confidential. It will be considered on a need-to-know basis following The Family Educational Rights and Privacy Act (FERPA) confidentiality laws and regulations.

Hours and Days of Operation

The BECC will be open from 7:30 a.m. to 4:30 p.m. Monday - Friday with attendance days following the Brentwood School District calendar for scheduled attendance days. (You can view this calendar on our district website, www.brentwoodmoschools.org.) Please note, these times are subject to change at the discretion of the Brentwood School District.

School Cancellation Procedures

Every reasonable effort will be made to keep the Brentwood schools open during severe weather. If hazardous weather conditions make it necessary to close school for the day, the announcement of school closing will be broadcast over the following stations: KMOX (1120 A.M.); KSDK Channel 5 News; KTVI/Fox 2 News.

We will also make every attempt to notify you with our automated alert phone system. Please keep your contact information (phone and email) up-to-date in your Infinite Campus portal. Kindly let our office staff know if your personal contact information changes during the school year.

If a snow schedule is announced for our district, the school will begin at 9:30 a.m. and close at 3:10 p.m. (after-care will continue normally). In the event of a snow schedule, students may begin arriving at 9:20 a.m. Please note, these times are subject to change at the discretion of the Brentwood School District.

It would be unusual for students to be sent home once the school day has started. However, we suggest making prior arrangements for your child to be cared for in case of an emergency that would require closing school early.

Withdrawal from the Program

Families may withdraw from our program at any time with a preferable 30-day written notice. If you would like your child to reenter the BECC at a later date, please contact the director for space availability. You will need to go through the registration process again. Unfortunately, we cannot hold a space for a child unless the monthly tuition is paid.

If the BECC feels a child is exhibiting behaviors that impede other children's learning, every effort will be made to help provide resources to the child and family. In the *extreme* event that we do not have the resources or the required expertise to help the child or the family is unwilling to work with our staff, a child may be asked to leave our program. (Please see the section entitled "Development of Social Skills").

Teacher-Child Ratio

In our 3/4/5 year-old preschool programs, the minimum adult-to-child ratio is one adult for every 8 children. The 2/3-year-old program has a minimum adult-to-child ratio of one adult for 7 children.

Drop Off

Children will be greeted and welcomed into the BECC at 8:05 a.m. every morning. Please make every effort to arrive on time to minimize classroom interruptions. Details regarding specific drop-off instructions will be provided prior to the start of school. If you arrive late, past 8:10, please come to the front entrance to minimize interruption of classroom teaching. Office staff will meet you at the front door and escort your child to their classroom.

Pick Up

Details regarding specific pick-up instructions will be provided prior to the start of school. The teacher will release the child into the care of the child's custodial parent or guardian. Once the teacher dismisses the child, the responsibility for the child lies with the person receiving the child. Please hold hands in the parking lot and follow the designated walking areas to your car. Alternate pickups are addressed in the "Emergency/Alternate Pickup" section below.

- Parents/guardians **must hold their child's hands** while in the parking lot for safety reasons. If you have more than one child and need assistance, please ask a staff member to help you to the car.
- Please be alert in our parking lots and drive **extremely slowly** since we have many precious little ones.
- Refrain from cell phone usage when your car is not parked.
- All entrances to the BECC will remain locked at all times. For entry, please buzz, and someone will assist you.

Before Care and After Care Pickup

For parents using before or aftercare please ring the buzzer at our side door, The Nest entrance. The *only* entrance for our before and aftercare is at The Nest entrance.

Emergency/Alternate Pick-up

You may designate alternate "Relationships" for your child through Infinite Campus. **Anyone that you list as a relation in our system is also approved to pick up your child.** Families frequently enter grandparents, aunts and uncles, babysitters and trusted neighbors. You may add, delete or change your child's "relationships" any time through the portal. If you need assistance, please contact us. If you plan to have an alternate relation pick up your child, please let the office and your teacher know in advance whenever possible. Instruct your trusted adult to be prepared to show identification upon pickup.

Late Pick-Up Fees

If you are late and haven't picked up your child within 6 minutes of their regular dismissal time, a late fee of \$6.00 is charged and an additional \$1.00 for every minute after that. We will be using our cell phone clocks to make this determination. Late fees will be added to your following tuition statement. Often children become nervous and frightened when they have to wait for a parent/guardian, and they are unsure who will

be picking them up. If there is an emergency and you will be late, please notify us in advance so we can reassure your child. We realize emergencies occur; therefore, each student is allowed one late pick-up (up to 10 minutes) per school year before being assessed a late fee. From that day on you will be responsible for paying the late fee, even if you call to alert us. After three late pick-ups, you may be asked to find other school arrangements.

Parking

Minimal parking is available on campus. We offer drive-through drop-off and pick-up alternatives for your convenience. Should you choose to enter our building for any reason, please make every effort to walk or park in a nearby neighborhood.

Emergency Contact Information

We may need to contact you during the day regarding your child. Please make sure that all emergency contact and relationship contact phone numbers are up-to-date in your Infinite Campus portal. The relations provided in your Infinite Campus may be contacted if the parent or guardian cannot be reached.

Reporting Absences

If your child will not attend school on any given day, please call the office at 314-262-8521 to let us know. Upon arrival, a child who is ill will not be allowed to attend and will be taken to the nurse's office until the parent or guardian can pick up the child.

Health Policies and Illness

If your child should become ill at school, the parent or guardian will be contacted and expected to pick the child up immediately. While waiting, every effort is made to keep the child as comfortable as possible.

Your child will be allowed to return to class only when they have been without fever or have not been given pain medication/fever-reducing medication, such as Tylenol or Ibuprofen, and are symptom-free for a minimum of 24 hours. Please do not administer fever medication to your child before bringing them to the school. Your child will be allowed to return to preschool when they have not vomited for 24 hours from the last time they vomited.

Please notify our Nurse or Director as soon as possible if your child is diagnosed with an infectious disease. We will inform all BECC families that a fellow preschool student has been diagnosed with a contagious illness, following all FERPA confidential laws to protect all our students. If your child has been diagnosed or has suspected symptoms of infectious disease, you may be required to provide a written notice from your child's physician before your child can return to school. *Please note: a physician's certification to return to school will be required after hospitalization or serious illness.*

Your child's school attendance is very important. For students to benefit from the planned educational program, wellness is essential. To prevent the spread of any suspected contagious disease or illness, your child must stay home if they have any of the following symptoms:

- Fever of 100 degrees and above
- Persistent Coughing
- Abnormal/ discolored nasal drainage
- Complaining of sore throat, difficulty swallowing
- Vomiting

- Diarrhea; unusually loose and/ or watery stools
- Rash of unknown cause
- Suspected infectious diseases such as chickenpox, measles, strep throat, pertussis, etc.
- Pain
- A skin sore that is draining or looks infected
- Red, crusty, or draining eyes
- Active head lice – must begin treatment before returning to school

If these symptoms are present while the child is in school, you will be required to take your child home per CDC recommendations for a safe and healthy school environment. The contact information of a person who will provide transportation if we cannot reach you must be on file in the BECC office.

By working together and following these guidelines, we can maintain our school as a healthy learning environment for our children and staff.

Meals and Snacks

Preschool Full and Part-Time Lunch and Snack: The full-day program will provide a nutritious lunch and two small snacks through Chartwells. Our half-day preschool programs have a small nutritional snack provided. Meals and snacks provide opportunities for developing social skills and a natural setting for developing other skills, such as cognitive and fine motor skills, while encouraging and modeling healthy nutrition habits.

The State of Missouri Department of Health regulations prohibits us from serving food brought from home. This protects the children in our school who have food allergies. This also protects children from consuming food that may have been improperly prepared or stored. It is also challenging for one child to see another child eating food from home when they cannot have that food. If a specific child does have certain food allergies, they will be required to have a doctor's note on file with the school nurse that allows that particular child to have their specific safe foods at school. Please do not allow your child to bring breakfast food to school. If your child is eating something on the way to school, please stay outside the classroom until they have eaten the item, then walk to their room.

Birthday or Special Celebrations: In early childhood, we feel it is important to celebrate special days with the children. Please inform your child's teacher in advance of any special days in your child's life. Children may celebrate their birthdays with their classmates. However, due to food allergies, we ask families to refrain from bringing any birthday treats to school (including store-bought and homemade) to keep all children safe. Please know that our staff understands the importance of a young child's birthday, and your child will most certainly be celebrated on their special day. If you would like to share in the birthday celebration in some way, please contact your child's teacher. Additionally, if you plan to invite classmates to your child's birthday party, you are welcome to pass out the invitations at school if every child in the class receives one.

Class Parties

There will be several teacher-organized class parties throughout the year. We will follow the Special Celebration guidelines above for serving treats. The BECC welcomes cultural traditions at our center. If you have a special celebration that you would like your child's classroom to learn about, please speak with the teacher to discuss ways to celebrate your culture. Parents and guests entering our building must follow our district policy for visitors.

Clothing Requirements

A complete change of clothes must be left at school, including underwear, socks, pants, shirt, and rain boots. Please enclose them in a labeled gallon-size Ziploc bag. The bag will remain at school permanently. You may need to change bags for the season. Children new to potty training will most likely need more than one set of clothes left at school. If your child borrows any article of clothing from the BECC, please wash and return the article as soon as possible.

Please dress your child in comfortable clothing. Your child will be engaging in many messy sensory activities. We recommend children wear clothes that are practical and washable. If your child wears a dress or skirt, we recommend shorts or leggings underneath. Please have your child wear non-slippery shoes (no flip-flops or Crocs) that allow them to run and climb safely. We recommend that your child dresses only in clothing they can zip, snap or unbutton. Children are encouraged to be as independent as possible when removing clothing for their toileting needs.

Children need to come to school prepared to go outside on most days. The weather is unpredictable in St. Louis, so please send your child with outerwear when the temperature drops, including hats and gloves or mittens. Please teach your child how to zip, button, or fasten their jacket or coat. However, we realize that most children are not independent in these skills until at least 4, and we are here to help them when needed.

Orientation

We would like the transition to our Early Childhood Center to be a pleasant and smooth experience. You will be invited to an in-person open house prior to the start of school to help familiarize your family and children with BECC.

It is important to remember to never leave your child without telling them goodbye. If you sneak out, it diminishes the child's trust that you will return. It will help if you talk about your **child's** schedule (keeping it positive) and tell them when you will return. It is best to keep it simple, for example:

- You get to meet new friends
- You get to explore your classroom that has centers with exciting new toys
- Your teacher will read you stories, and you will sing songs together
- You will have snack time with your classmates
- You get to play outside with your friends
- I will be back to pick you up when you are finished

Children at this age are primarily concerned with what will happen to them and when you will be back. You are always welcome to call and check on your child any time throughout the day. When you are home, ask your child specific questions about their day to help with the home/ school transition. Good questions to ask are: "What did you talk about at meeting time?", "What was your favorite center today?", "What did you do when you went outside?"

As the school year progresses, your child will share more and more about their day. Please read your journals to facilitate these important conversations.

Communication

Your child's teacher will email a pictorial journal to you on most Tuesdays and Fridays. This tool is extremely useful with the home/school connection and will aid as a conversation starter with your child. Going over events in this journal with your child will help solidify their learning. The journals also help you understand the curriculum and your child's learning. To receive the journals, you must have a Google-compatible account.

Confidentiality

To respect each family's privacy and unique needs and in accordance with state and federal FERPA laws, staff members are not permitted to give out information about another child or family in the program. If you have questions or concerns about your child in relation to another child, please talk with your child's teacher or the director. Out of respect for all of our children, please do not talk with another parent about a child enrolled in the BECC.

Development of Social Skills

Children are not born with social skills. We firmly believe these are the crucial years children learn and develop social skills. Discipline is derived from the Latin word meaning "to teach." We strive to have each child develop intrinsic motivation to be a responsible member of our society. We aim to promote self-regulation, in which children learn to control their emotional and cognitive impulses. Through self-regulation, children develop a sense of autonomy.

Children help develop the classroom rules through the teachers' guidance. The BECC tries to maintain a limit of approximately 3 to 5 classroom rules that a child can understand and have ownership of. These rules are based on respecting the rights of others and themselves, not hurting themselves or others, while helping children learn to be children of character and take on the perspective of others.

The BECC assists children as they develop an understanding of limits and natural consequences. The teachers are often role-playing various social scenarios and asking children how they would react in the different situations during meeting times. Social stories are also developed and utilized. Helping a child develop the language/communication skills to interact with other children is imperative at this age. The BECC finds the child's social-emotional development to be the most vital foundation for the future success of the child's academic career and throughout life.

Teaching a child social skills involves a strong partnership with parents. Parents will be kept informed of their child's social development. If a child's social/ emotional development concerns the classroom teachers, we may need to have a parent-teacher conference to help us better understand and help your child. In that meeting, we may, as a team, develop a positive behavior plan to help your child's development. If the BECC has information that supports outside intervention, we may refer parents to other resources, including Special School District. In extreme cases, a child may be withdrawn from the program if numerous interventions are not working to help the child and if parents choose not to utilize the assistance of the BECC.

Please do not hesitate to ask further questions about your child's social-emotional development. Again, these are the most critical areas of development in the early years and the foundation for all other areas of development.

Parent-Teacher Conferences

Parent-teacher conferences occur in the fall and spring for preschool children. Conferences are available to share information about your child's progress and for you, as parents, to ask questions about your child's development. However, if you would like to talk to your teacher or the director at any time throughout the year, please reach out or feel free to make an appointment.

We welcome any helpful information you share about your child, such as health needs, special interests, feelings about school, etc. It is imperative to have open communication between teachers and parents/guardians. If there is any change in a child's home life, whether it is positive or negative, please let us know so that we may help your child.

Student Assessment

Student assessment is crucial to determine if children are developing to their fullest potential. Assessments are the tools to guide the lesson planning and individualize the curriculum for each child's needs. Assessments occur through daily observations and interactions with the child in their natural setting. This way, we can provide a more accurate picture of each child's ability, which we formally share with you during parent-teacher conferences. We will, however, share information throughout the year to keep families updated on their child's progress.

Health and Developmental Screenings

Our center offers complimentary annual developmental screenings in the areas of language, cognition, social-emotional and movement/motor skills. These screenings are conducted by Brentwood Certified Parents As Teachers representatives. Additionally, our school nurse works with local agencies to also provide free hearing and vision screenings yearly. Because intervention is crucial to a child's healthy development, we encourage you to participate in all screenings when offered. If a delay is noted upon a parent's request, we may recommend further diagnostic testing.

Children with Special Needs

We believe all children grow and learn from each other, and the inclusion model is beneficial to **all** children. Often a child who needs early intervention services can be supported in our BECC classes when reasonable accommodations can be made without significant modifications to our general education curriculum. We realize that some children will not have as much success in a large setting, so we may better serve them in our special education inclusive program. If a child should qualify through state guidelines, this program has a lower teacher/child ratio and extra supports and resources are available for a child's success. Our Special School District partnership allows us to offer a part-time program for children who qualify for early intervention services. These services can include direct or consultative services with a Physical or Occupational Therapist, Speech and Language Pathologist, Early Childhood Special Education Teachers, Behavior Specialists, Social Workers, Child Psychiatrists, and various other resources.

Early Childhood Special Education classrooms are integrated with children who have a variety of abilities. Children who require special education services will not pay for the needed services as determined in the IEP. Children in our 2-year-old program who require early intervention are supported through an Individual Family Service Plan (IFSP) with Missouri's First Steps program (IFSP).

An IEP or IFSP will guide the support services necessary for a child to reach their full potential through early intervention. Please see the director if you feel your child may need accommodations.

Toys

As a general rule, children should not bring toys from home to school. If the child has a special blanket or “security” item, they are welcome to bring that, but it will remain in the napping items bag until rest time. The BECC is not responsible for damaged or misplaced items. We would like you to limit the number of items brought from home to one.

Rest Time

A rest period will be required after lunch for children enrolled in full day. If your child is in a four-year-old room, they will need to bring in a vinyl nap mat and a blanket. They will use these materials for a half-hour of rest time. We do not allow camping-type sleeping blankets for safety reasons. If your child is under four years of age or is four but still takes naps, a sleeping cot and sheet will be provided for them. Once again, if your child naps with a blanket or special soft toy, please have them bring it with them. Please label all nap mats, blankets, and napping items with your child’s name. These items will need to be taken home once a week to be laundered. If your child has not fallen asleep after some time (approx 45 minutes), they will begin to engage in other activities while the rest of the children continue their naps. If a parent requests a unique nap schedule, the BECC will follow that request as much as possible as staffing allows. However, research suggests it is best to allow a child to sleep as long as they need to during naptime.

Family Resources

We strongly recommend participating in the free **Brentwood Parents As Teachers** program. From the time you are expecting a baby until your child enters kindergarten, you can take advantage of personal visits with a certified Parent Educator. They will provide you with valuable information to enhance your child’s development. Research-based neuroscience information enables parents to maximize their child’s learning potential. Resource materials and age-appropriate child development information are shared at each personal visit. Your Parent Educator will support you in your child’s social, emotional, cognitive, language, and motor skills development, along with sleep, nutrition, discipline, and other parenting concerns. Please contact the PAT coordinator, Beth Clay, to learn more about our valuable Parents As Teachers program at 314-262-8521.

Crisis Plan

Practicing personal safety is an essential task for all of us. Students in Brentwood School District practice fire, active intruder, earthquake, and tornado drills throughout the school year. The director, teachers, and staff will help students think and react in emergencies.

The Brentwood School District has adopted options-based active intruder protocols based on the recommendations of the U.S. Department of Education and the U.S. Department of Homeland Security. These agencies recommend that all schools teach students and staff options available to them in an intruder situation. The Brentwood School District will initiate communication as quickly as possible, providing instructions to reunite you with your child through our secure process. Please make sure your contact information is up to date and accurate with the front desk.

Please be aware of the terminology we will use to communicate events to families.

- **Evacuate:** We would evacuate the students in situations such as a gas leak or a fire in the building. The students would be kept in a designated outside location until the building is safe to re-enter.

- **Lockout:** We would activate a lockout when the potential concern is outside and not close to the school. An example of this would be criminal activity or dangerous events in the community. We will secure the building in a lockout, and students will not be allowed outside for recess or PE class. The classroom activities will continue without interruption.
- **Lockdown:** A lockdown will be initiated when the threat is near or inside the school. The building will be fully secured in a lockdown, with no one allowed to leave or enter except for first responders. Staff will implement lockdown procedures, and we will suspend classroom activities until the school is safe.
- **Rally Point:** An off-campus site location predetermined for students and staff to escape to when there is an emergency inside the school. Students will be taught and shown about this rally point. If a crisis arises, the school and rally point will be inaccessible except to first responders.
- **ReUnification Point (RUP):** An off-site reunification point will be announced, which will be away from the commotion to aid in reuniting students with their families.

Parent Partnership

The parent partnership is essential for these early years of development and throughout your child's education in the Brentwood School District. We welcome parents to come to our center whenever possible. If you have a talent, cultural custom, or career experience you would like to share, please let your teacher know, and she will try to incorporate it into lesson plans. There are also many opportunities for parent volunteers throughout the school year, including the program's PTO. We value our parent/child/ teacher partnerships and welcome any time you can give to our center. Your teachers and the director will provide you with a list of volunteer opportunities.

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Brentwood School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA), or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Commitment to Compliance under the Americans With Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Brentwood School District (“School District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

Employment: The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs, and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR
Andrew Miller
Executive Director of Human Resources
1201 Hanley Industrial Court
Brentwood, MO 63144
314-962-4507

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