

***Our Mission***

*Students of the Kirkwood School District will think critically and creatively, driven by a sense of wonder, connection, and joy.*

***Our Vision***

*Working together, we will ensure all students are prepared for success – now and in the future.*

# Kirkwood R-7 Early Childhood Center



## Family Information Guide (Family Handbook)

1 0 0 N. Sappington Road – Phone: 314.213.6136

Kirkwood MO 63122 – Fax: 314.213.6138

# Table of Contents

|   |            |
|---|------------|
| KECC Vision, Who We Are                             | Page 3     |
| KECC Staffing, Staff Disclaimer, Non-KECC Employees | Page 3     |
| Building Administrators Welcome                     | Page 4     |
| Parent Teacher Organization Welcome                 | Page 5     |
| Primary Contacts                                    | Page 6     |
| KECC Directory                                      | Page 6     |
| <b>ABC's of KECC</b>                                |            |
| Arrival/Departure Policies                          | Page 7     |
| Behavioral Standards, PBS & Kangaroo Song           | Page 8     |
| Birth Certificate – Obtaining MO Copies             | Page 9     |
| Birthdays and Snacks                                | Page 9     |
| Closures & Early Dismissal                          | Page 9     |
| Clothing  | Page 9     |
| Communications Between Home and School              | Page 10    |
| Developmental Screening                             | Page 11    |
| Discipline Policies                                 | Page 12    |
| EEO - AAP   | Page 12    |
| Enrollment  | Page 13    |
| Field Trips   | Page 13    |
| Health Services                                     | Page 13-14 |
| Licensing Regulations                               | Page 15    |
| Lost and Found                                      | Page 15    |
| Media Coverage                                      | Page 15    |
| Movies  | Page 16    |
| Nutrition   | Page 16    |
| Parent Communication                                | Page 17    |
| Parent -Teacher Conferences                         | Page 17    |
| Parent -Teacher Organization (PTO)                  | Page 17    |
| Parents As Teachers (PAT)                           | Page 17    |
| Parking   | Page 18    |
| Performance Standards                               | Page 18-19 |
| Personal Possessions – Toys & Books                 | Page 19    |
| Pets  | Page 19    |
| Preschool Programs                                  | Page 19    |
| Project Construct Classrooms                        | Page 20    |
| Reporting Abuse                                     | Page 21    |
| Rest Period   | Page 21    |
| Schedules and Daily Routines                        | Page 21-22 |
| School Safety                                       | Page 23    |
| Smoking Policy                                      | Page 24    |
| Student Records                                     | Page 24    |
| Student Support/Intervention Model – ASSIST         | Page 24    |
| Surveying of Students, Parents, Guardians           | Page 24    |
| Tuition Policy                                      | Page 24-25 |
| Visitors  | Page 25    |

## KECC Vision

All children will learn, grow, and develop to realize their full potential. We take great pride in our focus on each individual child and their success. This growth comes in many forms and in many ways. We believe in attending to the whole child and their development across all areas. We want our students to have the ability to have healthy relationships with other children and adults that lay the foundation for future confidence as a learner.

## Who We Are

Opened in 1991, KECC serves families with children between the ages of 2 and 5 years. As part of the Kirkwood R-7 School District, the center falls under the jurisdiction of the school board. It is a self-funded, non-profit agency receiving funding from tuition and fund-raisers. We offer full-day and half-day preschool programs as well as early childhood special education services. We also house the Parents as Teachers Program and the Early Childhood Special Education Diagnostic Support Team. For more information about these programs, please contact the office staff at 314.213.6136.

## Staff

Our greatest asset is our staff and we are very proud that over 60% of our teachers have degrees in Early Childhood Education. Our educators and aides have certificates of education in child-care or are very experienced in early childhood education. Combined, this special training enables our entire staff to provide a nurturing, yet challenging environment for the children.

Staff are required to complete 18 hours of continuing education each year including training courses through the center. We offer specific training in First Aid, CPR, and Developmentally Appropriate Practices, as well as effective instructional practices for preschool children with disabilities.

## Staff Disclaimer

Employees are not considered district employees during non-working hours. KSD has taken steps to ensure the safety and protection of your children while they are in our care. We cannot make any representations or assume any responsibility regarding the care of your child by any employee while he or she is not under our supervision. KSD urges parents to make any investigation they deem necessary for the safety of their children.

## Professionals Not Employed by KECC

Many families purchase therapies and services from community professionals. KSD has a board policy that prohibits these professionals from providing services to students in district buildings within their school attendance day. We are happy to consult and communicate with these professionals to assure consistency of intervention whenever possible.

*The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Student Services, at 314.213.6106. For employee issues, contact Human Resources by calling 314.213.6103.*



## Kirkwood Early Childhood Center

Dr. Mandy Rose, Principal

Mary Pat Blaskiewicz, Assistant Principal

# KECC Welcome!

Dear Families:

Welcome to the Kirkwood R-7 School District's Early Childhood Center. Our team is incredibly honored that you have enrolled your child at KECC and truly look forward to getting to know your family.

It is our goal to provide a warm, educationally focused, nurturing environment where each child's uniqueness is valued and fostered. Your child's program will be challenging, fun-filled, and full of rich learning experiences. We are licensed by the Missouri Department of Health and Senior Services Section for Child Care Regulation and are accredited by the Missouri Board for Voluntary Accreditation of Early Childhood Education Programs. Our early childhood special education program (ECSE) follows all Federal and State guidelines.

We believe that children are naturally curious and motivated to explore their world. Children who possess a positive self-concept will achieve to the best of their ability and enjoy life to its fullest. We provide a learning environment that encourages imagination and self-discovery.

We welcome all families to participate in a variety of KECC programs and events. Our Parent Teacher Organization (PTO) and volunteers actively support the school through family activities, fund-raisers, and parent education programs.

This family information guide is a resource for our school and our parents. Many of our expectations, policies, and procedures are found here. We ask that you please read it carefully to fully understand our philosophy and goals. Child abuse and neglect forms, accreditation documentation, and curriculum and licensing standards are available in the office for your review.

Our staff, PTO, and volunteers want to thank you for choosing KECC for your family's early education needs. We assure you that we will work alongside you to ensure continuity between home and school. Together, we can make a difference in your child's early education journey.

Again, thank you and welcome to Kirkwood Early Childhood Center.

Here's to a great year!

Dr. Mandy Rose and Mary Pat Blaskiewicz

Celebrating 150 Years of Excellence in Education

100 North Sappington Rd. - Kirkwood MO 63122 - Phone: 314.213.6136 - Fax: 314.213.6138 - [www.kirkwoodschoools.org](http://www.kirkwoodschoools.org)



## Kirkwood Early Childhood Center

Dr. Mandy Rose, Principal

Mary Pat Blaskiewicz, Assistant Principal

# Parent Teacher Organization Welcome!

Dear KECC Families:

On behalf of the KECC Parent Teacher Organization (PTO), we welcome you and your family to Kirkwood Early Childhood Center and an exciting school year!

The PTO is an organization that supports, sponsors, and funds various school activities; however, our primary goal is to foster a family environment through parent and child involvement. We encourage you to become a part of your child's routine and an involved member of the Parent Teacher Organization.

Among the many events and projects sponsored by the PTO, Trunk or Treat, Magic House Night, Staff Appreciation Days, and Family Movie Nights. We financially support these family events with fundraisers such as spirit wear sales, a Silent Auction, and Trivia Night.

Over the years, KECC PTO has had tremendous support from parents in organizing and supporting these events. We encourage you to join our group and attend a meeting, held monthly in the conference room at the school at 7:00 p.m.

For more information on KECC PTO and our most current events, please reach out to any staff or PTO member.

We look forward to meeting you and if you have any questions or suggestions, please feel free to contact a PTO officer. Thanks again for your support and we look forward to your involvement and contribution of time and talent.

The PTO Board

Celebrating 150 Years of Excellence in Education

100 North Sappington Rd. - Kirkwood MO 63122 - Phone: 314.213.6136 - Fax: 314.213.6138 - [www.kirkwoodschoools.org](http://www.kirkwoodschoools.org)

# KECC Primary Contacts

**Principal:** Dr. Mandy Rose 314.213.6100 extension 3601

[Mandy.Rose@kirkwoodschoools.org](mailto:Mandy.Rose@kirkwoodschoools.org)

**Assistant Principal:** Mary Pat Blaskiewicz 314.213.6100 extension 3602

[MaryPat.Blaskiewicz@kirkwoodschoools.org](mailto:MaryPat.Blaskiewicz@kirkwoodschoools.org)

**School Secretary(Billing):** Kelly Righi 314.213.6100 extension 3622

[Kelly.Righi@kirkwoodschoools.org](mailto:Kelly.Righi@kirkwoodschoools.org)

**School Secretary(Registrar):** Marsha Harper 314.213.6100 extension 3636

[Marsha.Harper@kirkwoodschoools.org](mailto:Marsha.Harper@kirkwoodschoools.org)

**School Secretary(ECSE):** Michelle Faust 314.213.6100 extension 3635

[Michelle.Faust@kirkwoodschoools.org](mailto:Michelle.Faust@kirkwoodschoools.org)

**Clinic:** Savannah Murphy, RN 314.213.6100 extension 3604

[Savannah.murphy@kirkwoodschoools.org](mailto:Savannah.murphy@kirkwoodschoools.org)

**Food Service Manager:** Katrina Harris 314.213.6100 extension 3618

[Katrina.Harris@kirkwoodschoools.org](mailto:Katrina.Harris@kirkwoodschoools.org)

**Abuse Hotline: 1.800.392.3738**

**Department of Health: 314.877.2873**

## KECC and Robinson Directory

Internal calls dial the extension. External calls dial 314.213.6100 and then the extension

| <b>Staff</b>                       | <b>Extension</b> |
|------------------------------------|------------------|
| Diagnostic Coordinator             | 3632             |
| Parents as Teachers                | 3640             |
| Physical - Occupational Therapists | 3611             |
| Speech Pathologists                | 3615             |
| Bear Room                          | 3608             |
| Bunny Room                         | 3610             |
| Butterfly Room                     | 3681             |
| Duck Room                          | 3613             |
| Elephant Room                      | 3619             |
| Frog Room                          | 3614             |
| Honeybee Room                      | 3605             |
| Lion Room                          | 3609             |
| Panda Room                         | 3616             |
| Penguin Room                       | 3607             |
| Puppy Dog Room                     | 3620             |
| Robinson Classroom                 | 4229             |
| Robinson Elementary Main Office    | 4301             |
| Super Kitty Cats – Phono Friends   | 3631             |
| Tiger Room                         | 3617             |
| Turtle Room                        | 3606             |

# The ABC's of K.E.C.C.

## SECTION A

### **ARRIVAL AND DEPARTURE POLICIES**

#### **Arrival Procedures:**

1. Escort your child to their classroom exterior door. If the teacher does not feel that your child is well enough to stay at school, or may endanger others, you will be requested to take your child to the clinic.
2. Explain and write down any special instructions that the teacher should be aware of.
3. Sign your child in using the Brightwheel app.

#### **Departure Procedures:**

1. Make sure you have spoken with the teacher before taking your child.
2. Check your child's cubby or mail slot to make sure you collect any items that need to go home.
3. Sign your child out using the Brightwheel app.

KECC will release your child only to the legal guardian or authorized adults listed on enrollment. We cannot deny a parent access to his or her child unless we have a copy of a current court order. If you are having someone else pick up your child, we must be notified prior to their arrival. Any new pickup person will be required to show identification before a child is released to them.

We will not release a child to a parent if we believe the parent is under the influence of drugs or alcohol, and we reserve the right to notify the police of the situation.

#### **Late Pick-Up:**

We understand that delays can occur, please contact the office and give the estimated time for picking up. On the first late pick up, you will be given a written reminder of the school policy. On subsequent occasions, you will be assessed \$20.00 for each 15 minutes (or any portion thereof) past dismissal time. The late fee will be added to your next statement. The classroom phone clock will be the official time.

If we are not able to reach a parent or approved pickup person within one hour of the classroom ending time, the police will be called.

Any family violating this policy four times within six months will be placed on probation. For the next six months, the family will be required to pick the child up one half-hour prior to closing. Failure to follow the guidelines will result in the family making other child care arrangements.

#### **Transitioning:**

An easy transition begins at home; try to establish a routine that allows sufficient time to make the morning transition. It may be helpful to get your child's clothing out the night before.

Arrival is a little smoother when you have your child (full-day) at school by 8:30 a.m. This will give your child time before the day's core learning begins at 9:15 a.m. Additionally, sharing important information with your child's teacher about the morning or previous evening will enable the teacher to help your child be successful (i.e. child was up late the night before or spent the weekend with relatives).

Departure can be a little easier if you allow time to follow up on the day's events. Being enthusiastic and excited about projects, activities, and artwork may help the transition go more smoothly.

# SECTION B

## **BEHAVIORAL STANDARDS – POSITIVE BEHAVIOR SUPPORTS**

We provide a positive approach to social skill development and discipline that is infused in all aspects of our program called Positive Behavior Supports (PBS). We practice PBS every day with the Kangaroo Code: Take Care of Ourselves, Take Care of Each Other, and to Take Care of Our School. We implement a school-wide curriculum for teaching social behaviors called Promoting Alternative Thinking Strategies (PATHS).

1. We accept each child's need to assert themselves. We realize that each child is in the process of becoming independent and may, as part of this process, test limits.
2. We set reasonable and appropriate limits, clearly defined and consistently enforced in a nurturing environment, and with a sense of fairness and firmness.
3. We intervene and, at the same time, help the children acknowledge their feelings. We encourage the children to talk about their problems and encourage our teachers to discuss unacceptable behavior with the children. We intercede when guidance or redirection are needed, but encourage children, whenever possible, to settle disputes by themselves.
4. When disciplining children, we attempt to keep words to a minimum. Too many words may be confusing, so limits are stated clearly in precise, specific, and concrete ways.
5. We analyze the reasons for continued, repeated misbehavior. By carefully planning the environment and daily schedule, using small groups, and limiting the amount of time children must wait; we attempt to minimize discipline problems.
6. We believe children are affected by the behavior of adults and imitate that behavior. We believe that when caregivers are sincere and open, children will feel more secure and develop trust.

### **Our Kangaroo Code Song**

Oh, we are the kids from KECC  
We take care of our friends  
We're as happy as can be  
We take care of each other while we're at school  
Don't you know, KECC rules!

We are the kids (clap, clap, clap, clap)  
With the Kangaroo Code (clap, clap, clap, clap)  
We take care of our friends and  
We love our school  
Don't you know, KECC rules!

We're here to learn and laugh and play  
We're doing all we can to have a super day  
We take care of each other while we're at school  
Don't you know, KECC rules!



## **BIRTH CERTIFICATES – OBTAINING MISSOURI COPIES**

Information from <https://www.stlouisco.com/Health-and-Wellness/Birth-and-Death-Certificates>

The Saint Louis County Office of Vital Records can issue certified copies of birth certificates for the entire state of Missouri. Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Five ways to obtain a certified copy of a birth certificate:

1. You can order online at:  
[St. Louis County Vital Records](#).  
(Additional fees may apply. Please allow three to five business days for delivery.)
2. You can order by phone by calling 866.225.2072
3. You can visit their office at 6121 North Hanley Road, Berkeley, MO 63134
4. You can download and print an application at: [St. Louis County Vital Records](#).  
(Please enclose a self-addressed stamped envelope and allow two weeks for processing.)
5. You can send a written request to the Office of Vital Records, 6121 North Hanley Road, Berkeley, MO 63134. (Please allow two weeks for processing.)

You must include the following in your Notarized request:

1. Full name
2. Daytime phone number
3. Date of birth
4. State of birth
5. Your relationship to the individual named on the record
6. The purpose for the copies
7. Also include father's name and mother's maiden name
8. Self-addressed stamped envelope

## **BIRTHDAYS AND SNACKS**

Please consult your child's teacher to make arrangements for birthday celebrations and for suggestions about room gifts. Home party invitations should not be brought to school unless ALL classmates are to receive them. Please use the Buzz Book information to send invitations.

# SECTION C

## **CLOSURES and EARLY DISMISSAL**

We follow the Kirkwood School District calendar for closures (i.e. Opening Day, Teacher Work Days, Staff Development Days, Holidays, Records Days, Winter & Spring Recesses). The District calendar is posted to the Kirkwood Schools website each year. Typical summer closure dates are the Juneteenth holiday and a Summer Recess the week of Independence Day in July.

When KSD is closed for inclement weather, KECC and all affiliated programs will also be closed. Official announcements will be broadcast on: KMOX radio 1120 and KTVI Channel 2, KMOV Channel 4, KSDK Channel 5. You may also access school closing information via the [KSD website](#) or by calling the KTRS-AM 550 Radio Automated Snow Closing Service (call 314.550.5877 or 314.453.5555, then listen for a voice prompt and enter I.D. number 1048).

If KSD cancels after-school activities across the district prior to 1:30 pm, KECC will also close early and parents will be asked to pick up their child as soon as possible.

**An automated phone message will be sent to all families with a current phone number on record.** If you do not receive a phone alert, please contact our office to update your phone number.

### **CLOTHING**

Please dress your child in comfortable, washable, and suitable play clothes for both inside and out. In addition, make sure your child has a full change of clothing at school. Clearly mark all clothing with your child's name. We have a lost and found area in the lobby area.

Licensing standards 5 CSR 25-500.092 states, "Toys, parts of toys or other materials shall not be small enough to be swallowed." Please be aware of this when you bring your child to school wearing jewelry (particularly earrings) or bearing small toys. The teachers will remove earrings or small toys and place them in the child's cubby.

### **COMMUNICATION BETWEEN SCHOOL AND HOME**

The Kirkwood School District strives to provide the best technology and communication paths between our students, teachers, families and the District. The following is a list of platforms we are using to improve communication and student learning.

The KSD App organizes all communication resources in one convenient location and provides calendars of school and district events, staff contact information, links to communication tools listed here, and media streaming from Facebook and Twitter. More information-contact KSD Community Relations and Development at [news@kirkwoodschoools.org](mailto:news@kirkwoodschoools.org)

All options may not apply at KECC, but may apply as your child progresses through KSD.



#### **Infinite Campus – Student Information System**

Our middle schools and high school use Infinite Campus for online grade reports.



#### **Brightwheel App**

KECC uses this app for family messaging with teachers, staff & administration as well as billing.



#### **First View – Bus Transportation Monitoring System**

Know the location of your child's bus, estimated arrival times at your stop and arrival or departure.



#### **KSD Mass Notification System**

Auto calls, emails, text messages, e-newsletters, and mailed postcards to communicate.



#### **KSD Website – School and District Information ([www.kirkwoodschoools.org](http://www.kirkwoodschoools.org))**

Find school calendars and district events, general school and district information, cancellation information, emergency information, student handbooks, family resources, staff contact information, Board policies and protocols, school district boundaries and maps, etc.



#### **PeachJar – Flyer Distribution**

Electronic tool for sending flyers for school-related programs reducing the amount of printed material.



#### **Social Media – Twitter and Facebook**

For sharing information about school and district events, community activities, and schedule and time changes. May also be used in a crisis situation.

# SECTION D

## **DEVELOPMENTAL SCREENING AND RESPONSIBILITIES - PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Kirkwood School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 5 under its jurisdiction. The Special School District of St. Louis County (SSD) assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 5 and 21 under its jurisdiction. Disabilities include autism, deafness and blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment and blindness, and young children with a developmental delay.

SSD and KSD assure that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

SSD and KSD assure that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and reviewed by their parents or guardians. Parents or guardians may request amendment to the educational record if the parent or guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

SSD and KSD have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act. This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act. These plans may be reviewed at the SSD or KSD during regular hours.

## **DISCIPLINE POLICIES**

KECC follows the Student Discipline Policies found on the KSD Website under About Us and subsequently District Policies, FILE: JG-R3. The Missouri School Boards Association specific to an elementary school environment wrote this policy. For this reason, KECC Administration will adapt this policy to fit the developmental nature of the early childhood years as appropriate. Discipline consequences will be based on patterns of behavior versus isolated incidents.

### **Biting:**

Teachers will use re-direction and offer age-appropriate oral tools. If biting continues, we will gather information to determine the behavior's purpose so the teacher and administrative staff can meet with you to develop a behavior plan for school and home.

**Discharge Policies:**

Sometimes it is in the best interest of a child or the other children to cancel an individual child's enrollment. Reasons for discharge may include one or more of the following:

1. The required forms are incomplete or are not kept current
2. Family Information Guide policies are not followed
3. The child's behavior creates a threat to himself or herself or others
4. Parent conduct disturbs the peace and order of KECC
5. Parent conduct threatens the safety and welfare of the children, staff, parents, or volunteers
6. Tuition payments are past due

**Reporting Abuse:**

The law mandates all KECC staff report any suspected case of sexual abuse or neglect.

**Separation from the Group:**

If a child's behavior requires separation, a teacher will help find a quiet spot where the child will be able to view the classroom activities while separated from the group. This strategy creates an opportunity for the child to think about his or her behavior and what to do in the future. Before rejoining the group, the child and teacher will have a short conversation about the behavior and emphasize that the behavior, not the child, was unacceptable. If the child continues to have a difficult time, the teacher and administrative staff will meet with parents to develop a behavior plan to be implemented at school and home.

**Spanking and Corporal Punishment:**

Spanking or any form of physical punishment, other than restraint for safety, is not tolerated under any circumstance by staff or parents while at KECC.

## SECTION E

**EEO - AAP**

U.S. Department of Agriculture (USDA) prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape) should contact the USDA's TARGET Center at 202.720.2600.

To file a discrimination complaint, USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Ave. SW, Washington, D.C. 20250 or call 202.720.5964. Alternate forms may be obtained by contacting the Missouri Department of Health, Bureau of Nutrition and Child Care Programs, P.O. Box 570, Jefferson City, MO 65102, 800.733.6251.

**ENROLLMENT**

Enrollment is open to all children in the KSD attendance area between the ages 2-5, without discrimination of race, gender, or ethnic origin. Children must turn two prior to August 1, to be considered for the 2 year old program. Priority enrollment will be given in the following order:

1. Movement of students currently enrolled at KECC
2. Siblings of currently enrolled children
3. Children of KSD employees
4. Children of KSD residents, in the order their waitlist application was received

Current students transition to the next age level in August. As openings occur, students are invited from our waiting list.

**Annual Intent to Return:**

In December, current families make a written commitment for the following year which allows us to anticipate vacancies. Our main enrollment occurs in the spring with start dates in August.

**Orientation and Enrollment Visit:**

Before your child starts, you and your child will be able to visit the room, learn about the daily schedule, meet the teachers, and talk to the administrative staff. Please bring any questions or concerns as this is an important day for both parents and children.

**Registration:**

The first step is to apply to our Waiting List on the KSD website. When an opening becomes available, you will be contacted by phone and/or email. If interested, you may tour to decide if the environment is right for your family. You will be asked to secure the space by submitting a non-refundable registration fee, enrollment packet and a two- week tuition deposit which will be applied prior to leaving the center.

**Withdrawing:**

A two-week notice is required to withdraw your child. The tuition deposit will be applied to the account with two week notice or prior to graduation. In the case of serious illness, accident or something out of your control, this policy may be waived at the discretion of the administrative staff.

## SECTION F

**FIELD TRIPS**

Field trips are planned to enhance your child's learning experiences. Each time a field trip is planned, you will be requested to sign a release form for your child's participation. We contract with First Student, Inc. for all field trips. Parents and teachers are not allowed to transport children in their personal vehicles. Exceptions to these procedures are short walking trips within a ½ -mile radius that may include Glendale Fire Department, Glendale Police Department, Hanneke's, Mitchell Park and Butterfly Garden.

## SECTION H

**HEALTH SERVICES**

The Department of Health has established requirements and guidelines which protect all children in a child care center.

**Accidents or Injuries:**

The nurse will assess any injury and inform the parents immediately. For minor injuries (scratches, scrapes, bruises, bug bites or stings), the appropriate first aid will be applied which includes cleaning injuries that break the skin and applying ice and cold compresses to bumps and bruises. Generally, you will be notified by the teacher or nurse and possibly a minor Injury report form at the end of the day.

**Adult Health Practices:**

All staff must submit a physical examination and tuberculin test result. Those employees serving or working with food must have received a Hepatitis A vaccine. All staff are required to follow universal health and sanitation precautions and receive bi-annual CPR and first aid training.

**Allergies:**

Please provide a list of all allergies with special instructions to treat an allergic reaction to your child's teacher and nurse. In the case of food allergies, the information will be shared with our kitchen staff and you will be expected to provide food for your child if it is not contained in our menus.

**Communicable Diseases:**

If your child is exposed or contracts a communicable disease, please report this information to the nurse. We are required to notify all families when a child contracts a communicable disease such as chicken pox, measles, etc. (Your child's name will be kept confidential.) In some cases, you will need to provide written verification from your child's pediatrician stating that the condition is no longer contagious and that it is safe for your child to attend school.

**Illnesses:**

If your child exhibits any of the following symptoms, they should stay home. If symptoms develop at school, the nurse will determine whether your child can remain and you will be notified immediately. When pick up is necessary, we expect you to arrive within one hour of receiving the phone call. If this policy is violated more than three times, you may be asked to withdraw your child.

Keep your child home (unless medical evaluation shows a noncommunicable cause):

- a. Fever of 99F under the arm or 100F by the mouth or ear
- b. Signs of possible severe illness, including unusual lethargy, irritability, persistent crying or difficulty breathing
- c. Diarrhea: defined as three abnormally loose stools within a 24-hour period
- d. Vomiting two times within a 24-hour period
- e. Mouth sores with inability to control drooling
- f. Rash with fever or behavior change
- g. Pinkeye: tears, redness of eye lining followed by swelling or discharge or pus.
- h. Scabies, head lice or other infestation: until treatment has been applied and a nurse check before admittance
- i. Tuberculosis
- j. Impetigo: (honey-colored, crusting skin rash), until 24 hours after treatment
- k. Strep throat: until 24 to 48 hours after antibiotic treatment and fever is resolved
- l. Chicken Pox: until 5 days after the onset of rash or until all lesions have dried/crusted
- m. Pertussis: (Whooping Cough) until 5 days after antibiotic treatment
- n. Mumps: until 9 days after the onset of parotid gland swelling
- o. Hepatitis A infection: until one week after the onset of illness
- p. Pinworm infection: until 24 hours after first treatment
- q. Ringworm infection: until 24 hours after treatment with written permission from physician

Your child may return to school as indicated above or when they have been fever-free without medication for 24 hours. Re-admittance may require a written doctor's note stating that the child is well enough to attend school and is not contagious. If your child has had surgery, been hospitalized, or received an injury requiring medical treatment, a doctor's written authorization to return to school is required at the time of re-admittance. If your child cannot participate in the daily classroom routine, including time outside, a doctor's note will also be required.

An exception will be made for students who fall under a 504 protection or the American Disabilities Act.

**Immunizations:**

We are required to keep a current copy of each child's immunization record for state licensing. The law requires complete immunizations for attendance and provides for exclusion from school for failure to comply. A copy of your child's permanent immunization record from your pediatrician must be presented and approved before your child's first day of attendance. Please provide verification when immunizations are updated.

**Age 16 to 59 months Requirements:**DPT #4; Polio #3; Hepatitis B #3; Hib #3; MMR #1; Chickenpox #1 & PCV Pneumococcal #4.

You may request notice at initial enrollment or any time thereafter whether there are children currently enrolled in or attending for whom an immunization exemption has been filed.

### **Medical Emergencies:**

We will call 911 and notify you immediately in a medical emergency. If you have not arrived at school, a familiar staff member will accompany your child to the hospital. We will make every effort to ensure your child's comfort and safety until you arrive at the hospital.

### **Medication:**

When your child needs **prescription medicine:**

1. Make sure the medicine has the original pharmacy label with your child's name, physician's name, prescription number and date, medication name, dosage and frequency of administration.
2. Upon arrival, notify the teacher or nurse that your child needs a medication.
3. Complete a medication release form in the Clinic and discuss the administration with the teacher/nurse. Dosage request must match label directions. We are not permitted to give the first dose of any medication.

When your child needs **non-prescription medication:**

1. Provide a doctor's note to the teacher or nurse stating that the medicine has been prescribed, and the dosage, dates, and times it is to be given.
2. Complete a medication release form and discuss the administration of the medicine.

### **Physical Examination:**

A physician must examine each child within twelve months preceding the enrollment and use the required form of state licensing.

## **SECTION L**

### **LICENSING REGULATIONS**

A copy of the most recent State Licensing Compliance and Inspection Report as well as the Licensing Rules for Group Homes and Centers is available in the office for review upon request.

### **LOST AND FOUND**

Please mark coats, clothes, etc., with your child's name. A lost and found area is located in the lobby. Unclaimed items will be donated to charity periodically.

## **SECTION M**

### **MEDIA COVERAGE**

KSD is often the focus of media attention and reporters for television, radio, newspapers, and other media outlets may visit any of our schools. They will cover stories as part of the local news or as features that highlight school activities and special events. In addition, the district's Community Relations Department produces several publications featuring photographs and interviews with students and staff. If you do not want your child to be included in media publications, please make sure to notify the office.

### **MOVIES**

Movie time is reserved for minimal use when inclement weather prevents outdoor play or when it supports a planned lesson. Copyright laws will be followed when determining the movie choices.

# SECTION N

## **NUTRITION**

A nutritious breakfast, lunch, and a morning/afternoon snack are prepared on-site, planned and prepared to meet the nutritional requirements established by the Missouri Department of Health's Child Care Food Program. Menus are posted on the [KECC website calendar](#).

Breakfast is served from 7:30 a.m. to 8:15 a.m. Please plan to arrive before or during that time.

Children enrolled in our half-day preschool will be served a morning/afternoon snack.

Classroom experiences emphasize nutrition activities, cooking and tasting a variety of foods. Meal times provide excellent opportunities to develop positive attitudes toward a variety of foods, socialize, and learn appropriate manners. Under no circumstances will a child be forced to eat a food or have food withheld. Children will be encouraged, however, to take one bite to try a new food.

### **Bringing Food from Home:**

Licensing regulations prohibit serving food that has not been prepared in our kitchen which is intended to protect your child from encountering any foods that have been improperly prepared or stored.

If your child is eating prior to arrival, please stay outside to finish and then walk your child to class.

### **Food Allergies:**

We are a nut-free campus. No nut products or by-products will be served/ prepared. If your child has food allergies, you are responsible for supplementing menus. If your child cannot have a particular food, state licensing regulations require a doctor's statement indicating the specific allergy/restriction. Food allergies and other dietary restrictions are posted in the kitchen and the classroom.

### **Severe Food Allergy Policy:**

For the protection of children with severe food allergies, the nurse will interview the child's parents or guardians before the child is allowed to attend to be ready for the child's first day of attendance.

An Emergency Action Plan (EAP) with a child's photo will be prepared by the nurse and posted in the Clinic and a private location in the classroom with specific needs and protocols for an emergency situation. It will be reviewed with the classroom teachers. The nurse will inform the kitchen staff and the information will be posted by the food preparation area. Staff will contact the nurse for approval of any food that is in question.

All medication required to treat an allergic reaction must be at the school before the first attendance day, will be kept in a locked cabinet and kept out of reach of children. If an EpiPen is prescribed, the nurse will train teachers by the child's first day of attendance.

# SECTION P

## **PARENT COMMUNICATION**

We encourage you to ask questions and share concerns with your child's teachers. A positive relationship and open communication are imperative for your child's security and happiness. Each classroom also has a communication board to keep you informed of upcoming events and activities. Please check it daily for important information.



Positive reinforcement for our teachers helps teacher morale, and lets us know we are succeeding at meeting your child's needs.

The principal sends periodic updates about upcoming activities and general announcements.

### **PARENT CUSTODIAL ISSUES**

Divorce or separation is a difficult time in a family's life. Our position is to be supportive of your child and to meet his or her needs. Both parents are important in a child's life and teachers can schedule separate conferences and send separate newsletters to continue parent contact and encourage involvement of both parents.

KECC cannot deny a non-custodial parent access to his or her child unless we have a copy of a current court order. Responsibility for tuition payment must be determined between the parents. Please do not ask us to intercede to request payment.

### **PARENT INVOLVEMENT**

We encourage parents to be actively involved with all aspects of their child's education. We believe that a strong home-school relationship is basic to a young child's education. You are welcome to visit, observe your child, share a special talent, skill, or interest that the students would enjoy learning and experiencing by letting your child's teacher or a building administrator know in advance. Donations of time, supplies, books, and toys are always appreciated.

### **PARENT-TEACHER CONFERENCES**

Two formal conferences with your child's teacher are scheduled, one in the fall and one in the spring. These conferences are your opportunity to find out how your child is doing and discuss any questions you may have. Informal communication is continuous throughout the year.

### **PARENT TEACHER ORGANIZATION (PTO)**

PTO sponsors a variety of activities to help families get to know one another, promotes family education and raises money for supplies, materials, and equipment for the children. PTO is comprised of parent representatives and any other parent who wants to commit time and resources by attending monthly meetings and functions.

### **PARENTS AS TEACHERS (PAT)**

PAT, located in our building, is a voluntary parent education program for parents with children ages birth to five. Services include personalized home visits with a trained parent educator, developmental and sensory screenings, and a network of community resources and services designed for families of young children. For more information or to enroll in PAT, call 314.213.6137.

### **PARKING**

Parking is located on both adjacent lots with several spots designated as accessible for people with disabilities. Do not leave your car running, leave a child unattended in the vehicle or park where curbs are painted red as these are designated Fire Lanes.

### **PERFORMANCE STANDARDS**

Our curriculum goal is to aid in the social, emotional, cognitive, creative, and physical development of each child in a flexible program that gives all children the capacity to engage cooperatively and productively within a learning community environment. Our teachers use developmentally appropriate guidelines to plan each day and chart each child's interests and progress. Lesson plans are posted inside each room on a weekly basis.

We believe in the Constructivist theory of learning which emphasizes a child's need to learn by "doing." To give children the widest variety of experiences, teachers plan so the children can engage in both teacher- and child-directed activities. These activities give each child an opportunity to explore, create, imitate, communicate, and discover the wonders of the world they live in. So, while children engage in self-chosen activities and use play as their work, they are learning.

Our curriculum content is based on the Preschool Performance Standards developed by the Department of Elementary and Secondary Education. These educational standards are broad descriptions of what most children should know and be able to do by the time they enter kindergarten. The standards are not intended to be used to determine whether a child "is ready" to enter kindergarten but are goals for teachers to use to support children's development.

To achieve these standards, we provide in-depth staff training on supportive approaches to teaching literacy, math, and science concepts.

In January and May, a Rubric Progress Report is given to parents to document the progression toward mastery of each of these standards.

### **Early Science**

1. Explores and investigates physical properties of objects and materials
2. Solves problems involving physical properties of objects and materials
3. Represents observations of the physical world in a variety of ways
4. Explores and investigates characteristics of living things
5. Solves problems related to living things
6. Represents observations about living things in a variety of ways
7. Explores and investigates properties of earth and space
8. Solves problems involving earth and space
9. Represents observations about earth and space in a variety of ways

### **Literacy**

1. Represents feelings and ideas in a variety of ways
2. Uses language to communicate ideas, feelings, questions, or to solve problems
3. Uses listening skills for different purposes
4. Uses writing as a means of expression and communication
5. Applies early reading skills
6. Attends to sounds in language
7. Associates the names of letters with their shapes
8. Identifies letters in the classroom environment

### **Math**

1. Uses number to show quantity
2. Uses language to represent number of objects
3. Solves problems using number
4. Uses numerical representation
5. Investigates positions and locations
6. Explores shapes in the environment
7. Recognizes relationships in the environment
8. Uses patterns in the environment
9. Makes comparisons
10. Uses measurement
11. Collects, organizes, and uses information

## **Physical Development, Health and Safety**

1. Controls body movements
2. Uses large muscle movements to manipulate objects
3. Performs fine motor tasks
4. Exhibits sensory awareness
5. Exhibits body awareness
6. Shows independence in personal hygiene
7. Exhibits body strength and endurance

## **Social Emotional Development**

1. Establishes peer relationships and demonstrates conflict resolution skills
2. Demonstrates ability to concentrate and attend to task or tasks
3. Exhibits social and emotional competence

## **PERSONAL POSSESSIONS – Toys & Books**

We request all toys be left at home, except for those needed for comfort and/or naptime. Occasionally, your child will have the opportunity to bring a toy for show and share. We do want to encourage children to bring books to share that pertain to the weekly themes in their classrooms. Please be sure the books are clearly marked, so they don't get lost in the room's library.

Licensing standards 5 CSR 25-500.092 state, "Toys, parts of toys or other materials shall not be small enough to be swallowed." This may include jewelry (particularly earrings) which teachers will remove and store in the child's cubby.

## **PETS**

Per the KSD Coordinator of Safety and Security, family pets should not be on the school grounds.

**Please do not bring your pet(s) on campus.**

## **PRESCHOOL PROGRAMS**

Our preschool programs provide a warm, flexible environment that encourages children to learn at their own pace. Teachers plan open-ended activities to provide stimulation, giving each child the opportunity to approach an activity based on their interests, curiosity, and initiative.

Our early childhood special education program is an integral part of the preschool experience. KECC believes that an inclusion program approach to preschool nurtures the acceptance of diversity among all of our children. It also promotes the awareness of others as unique beings with individual knowledge bases and experiences, and with their own timetables for growth. An inclusion program brings together children with developmental delays or disabilities and their typically developing peers in a classroom taught by qualified professionals. The program supports the collaborative efforts of the administration as well as support from the early childhood staff to ensure a comprehensive and cohesive approach to service delivery benefiting KSD families and our community.

Attendance schedules for children with disabilities are individually designed based on the special education needs of the child. Preschool classrooms are designed to respect the strengths of each child, provide opportunities for practice on emerging skills, foster individual learning and creative styles and promote the acquisition of problem-solving skills through discovery

The program provides young children a learning environment that stimulates a love of learning, encourages physical and mental activity and facilitates involvement in experiences that demand extended critical thinking, exploration, and experimentation.

## **PROJECT CONSTRUCT**

Developed by the Missouri Department of Elementary and Secondary Education in 1986, Project Construct is a learner-centered curriculum and an approach to teaching for preschool, primary and elementary grades. It was developed from research demonstrating that learners construct knowledge through interactions with their physical and social environments.

**What Does A Classroom Look Like:** In a preschool, a four-year old begins a letter to Mommy, connecting letters and sounds in an attempt to write words: “Dar Mom hau ar u...”

Teachers use Project Construct to support children’s development as individuals, as learners, and as members of a classroom community. Along with a thorough understanding of curriculum (what children need to know and be able to do at each grade level), teachers:

1. Use students’ interests to motivate and engage them in learning
2. Encourage children to collaborate and work together
3. Allow children to take initiative, express opinions, and make choices
4. View children’s errors as learning opportunities
5. Assess children’s thinking, as well as their work, in order to teach more effectively

Teachers also believe that the classroom environment is an important tool for helping children learn. Room arrangements and daily schedules, while carefully designed, are flexible.

Student work is on display everywhere, signaling to students that the room belongs to them. There are tables for children to work together in groups and individual spaces for independent work. Ultimately, each classroom is unique and designed to meet the changing needs of its students and teachers.

While teachers each have their own ways of involving students in the subject matter, you can be sure of one thing; they all believe that high expectations and rich learning environments challenge students to reach their maximum potential.

**Benefits to the Child:** The Project Construct approach provides clear advantages to students. Preschool-age children arrive at kindergarten ready and eager to learn and confident in themselves as successful learners.

Students solve realistic problems, explain their thinking, and examine their reasoning. They also learn to function as members of a community. As a result, they attain deep understandings in the core content areas, become critical thinkers and creative problem solvers, develop cooperative and collaborative skills, and develop a love of learning.

Curriculum is closely linked to both state and national standards. Like the Show-Me Standards—Missouri’s rigorous academic standards—the Project Construct curriculum is shaped by the belief that student success depends on both a solid foundation of content knowledge and the ability to apply it to real problems and new situations. Also like the Show-Me Standards, the Project Construct curriculum is built on the understanding that “active, hands-on learning” benefits students of all ages. As stated in the Standards document, this kind of learning “stays in the mind long after the tests are over and acts as a springboard to success beyond the classroom.”

**The Family’s Role:** Learning is a lifelong journey that adults and children go on together. As parents and families, you are not just important companions on this journey, you are necessary partners. You are your children’s first and primary teachers and thus have a very important role in the Project Construct classroom. Your child’s teacher will be happy to provide you with information on ways you can support your child’s learning, both at home and at school. Family involvement significantly increases the chances

of a student's success, and together, we can prepare our children to meet the challenges of a new era and ensure a brighter tomorrow.

For more information about Project Construct, please visit their web site or phone 573.886.4970 or 800.335.7262. Website [www.projectconstruct.org](http://www.projectconstruct.org).

## SECTION R

### REPORTING ABUSE

The law mandates all staff to report any suspected case of child or sexual abuse or neglect.

### REST PERIOD

The Missouri Department of Health requires that all children attending a full-day childcare program rest a minimum of 30 minutes each day. After 30 minutes, children who are awake will be offered quiet activities. Napping children will be undisturbed for approximately two hours.

## SECTION S

### SCHEDULES AND DAILY ROUTINES

Full Day is Monday-Friday from 7:00 am to 5:30 pm. Throughout the year, the teachers and children will establish a variety of themes based on the children's interests that are integrated into the daily activities.

#### **Typical Full-Day Schedule:**

- 7:00 a.m. - 7:30 a.m.** **Early Arrival.** Quiet play area with manipulatives and free choice
- 7:30 a.m. to 8:15 a.m.** **Breakfast.** Teachers often sit with the children to promote language, table manners, and sharing.
- 8:30 a.m. to 9:00 a.m.** **Large Group Time.** Introduction of the day's activities and discuss new project work. Language and literacy are emphasized during this group discussion. Teachers also will elaborate on new materials and activities available.
- 9:15 a.m.** **Work Time.** Children make independent choices and initiate plans for their projects. They actively use classroom materials in the learning areas. Teachers ask questions that will extend children's thinking, observe, relate to individual and small groups, and engage children in thinking activities.
- 10:00 a.m.** **Small Group Time.** Small group activities extend experiences, use materials in different ways and to explore actively. Small group is also used to introduce and examine ideas, key goals and experiences, not complete final projects.
- 10:30 a.m.** **Indoor - Outdoor Play.** Children go to the gym or outside to exercise large muscles. All playground equipment has been selected to provide opportunities for overall physical development.
- 11:15 a.m.** **Circle Time.** Provides everyone can be involved in the same activity at the same time. Teachers may choose a regular schedule of activities such as exercising, music/instruments, puppetry, games, flannel boards, or drama.
- 11:30 a.m.** **Lunch.** After washing hands, the children help set the table for family style where teachers can sit with the children to promote language, table manners, and social skills. When the children finish eating, they clear and clean their space.
- 12:00 p.m.** **Quiet Time.** Children use the bathroom, wash hands, and read books.

- 12:30 p.m.** **Rest Time.** Children rest on cots. If a child does not sleep, they will be offered a quiet activity while the others nap. Children are allowed to sleep for up to 2 hours.
- 3:00 p.m.** **Snack Time.** In a less formal process, the children are served a nutritious snack. Children may even prepare the snack themselves, which promotes math, science, and social skills through cooking.
- 3:30 p.m.** **Story Time.** The group listens to and participates in a second story. The teacher may again use puppets, flannel boards, or drama to engage.
- 3:30 p.m.- 5:30 p.m.** **Choice Time - Outside Time.** The children explore their own interests in the classroom or may go outside or to the gym to exercise.

Half Day is Monday through Thursday with morning and afternoon sessions.

#### Typical Half-Day Schedule:

- 8:30 a.m. or 12:30 p.m.** **Arrival - Morning Circle.** Children are welcomed by their teachers and meet together to discuss the day's activities.
- 9:10 a.m. or 1:10 p.m.** **Circle Time.** A large group experience in which everyone is involved in the same activity at the same time. Activities may include exercising, music and instruments, puppetry, games, flannel boards, or drama.
- 9:25 a.m. or 1:25 p.m.** **Small Group Time.** Activities extend experiences the children need. The children are encouraged to use the materials in different ways and to explore actively. Small group is also used to introduce and examine ideas, key goals and experiences, not complete final projects.
- 9:40 a.m. or 1:40 p.m.** **Indoor - Outdoor Play.** Gym or outside to exercise large muscles. All playground equipment selected provides opportunities for overall physical development.
- 10:10 a.m. or 2:10 p.m.** **Large Group Time.** Introduce the day's activities and discuss new project work. Language and literacy are emphasized during this group discussion. Teachers elaborate on new materials and activities that will be available.
- 10:20 a.m. or 2:20 p.m.** **Work Time and Snack.** Children are encouraged to make independent choices and initiate plans for their projects. They actively use classroom materials in the learning areas. Teachers ask questions that will extend children's thinking, observe, relate to individual and small groups, and engage the children in thinking activities.
- 11:00 a.m. or 3:00 p.m.** **Clean Up.** The children help straighten the room.
- 11:10 a.m. or 3:10 p.m.** **Closing Circle.**
- 11:30 a.m. or 3:30 p.m.** **Departure.**

## **SCHOOL SAFETY**

### **PLEASE READ THE FOLLOWING FROM OUR DIRECTOR OF SAFETY AND SECURITY:**

Dear Parents:

*KSD is constantly working to make sure that your children are safe when they are at school. To that end, there are many plans and systems in place to protect your children in any case of emergency. One of these mentioned plans is our parent or student reunification plan.*

*Our parent or student reunification plan is used if it becomes necessary to relocate the entire school population to either of our two alternative sites. Such a move will take place when it is determined by school and or district administration that keeping students in the school would be hazardous to them and staff. When you are notified of the activation of our parent or student reunification plan, you will be told where the students have been transported. **SPECIAL NOTE:** Out of concern for the safety of operations, and the security of your student(s), the alternate locations will remain confidential until such a time disclosure is needed*

*If it becomes necessary to activate our parent or student reunification plan, parents will receive a text message, email, and phone call with information and directions. It is critically important that your respective school's office staff have all current phone numbers and email addresses so that we are able to contact you at any time during the school day in the event of an emergency.*

*When you arrive at the alternative site to pick up your child, there will be five stations: A thru C, D thru G, H thru L, M thru R, and S thru Z. Please report to the station that has the first letter of your student's last name. Give the station worker your child's name and present a **picture I.D.** that is a match to a name on the emergency contact list.*

**Once you have been identified, your child will be brought to you at the reunification station.**

*All individuals picking up students **must provide valid identification** and be **positively identified by our staff**. Unless a person's name is on our emergency contact list as having your permission to pick up your child, we will not release your child to them. Student safety is the primary concern for the Kirkwood School District. We appreciate your support and assistance in this important matter.*

Sincerely,

Martise Scott

Kirkwood School District R-VII Director of Safety & Security

Office: 314.213.6100 extension 1400

### **Accessible/Disability Parking:**

There are several parking spaces providing wheelchair access to the curb-cutout-ramps. Please DO NOT park in these spaces without proper identification in your vehicle as violators will be towed.

### **Building Security:**

Every attempt has been made to make a safe and secure environment for your child. To further ensure security, please make sure doors latch behind you after you enter the building. All visitors check in at the office. KECC will release your child only to the legal guardian or authorized adults listed on enrollment paperwork. We cannot deny a parent access to his or her child unless we have a copy of a current court order. If you are having someone else pick up your child, **we must be notified prior to their arrival**. Any new pickup person will be required to show identification before a child is released to them.

### **Emergency Contacts:**

If your child is ill or hurt at school and the nurse or principal thinks the student should go home, a family member or emergency contact person will be notified. **Please make sure we have up-to-date contacts and emergency pickup information at all times.** Adults picking up children need a photo ID.

### **Emergency Situations and Drills:**

We participate in regular fire, tornado, earthquake, and [ALICE/Intruder](#) drills with information about safety procedures appropriate for such situations.

KSD's goal is to notify parents of an incident or crisis as quickly as possible with the most accurate and timely information to provide information without creating undue alarm or anxiety. When an incident occurs, KSD will assist staff and the police as well as communicate with families using auto call, email, the web and social media sites to convey information. In the event of an actual emergency, you may want to pick up your child.

### **SMOKING POLICY**

KECC is a smoke-free campus, please abide by this policy.

### **STUDENT RECORDS**

A student file is kept on every student which includes enrollment, attendance, screening, student progress reports, etc. and may be obtained by providing a written request to the office.

### **STUDENT SUPPORT AND INTERVENTION MODEL – ASSIST**

If a student is experiencing difficulty meeting classroom expectations, a problem-solving process with the Achieving Success through Supports and Interventions for Students and Teacher (ASSIST) team works at both the classroom level for general intervention planning and at the building level for more focused and intense intervention planning. When the identified concerns are significant or the response to general intervention is inadequate, the building level ASSIST team will convene. The building level ASSIST team is facilitated by the team coach and is comprised of classroom and support staff members who have been trained in problem solving and intervention strategies specific to academic and social-emotional-behavioral needs. Parents may be invited to participate in the process.

The building ASSIST team's role is to conduct individualized problem solving, focused intervention planning, implementation support, data collection, and monitoring of the student's response to interventions. Building ASSIST teams will use data collected on the student's response to interventions to determine when more intense interventions or evaluations are required in order to better understand and support the learning needs of the student.

### **SURVEYING OF STUDENTS, PARENTS, and GUARDIANS**

Parents may be periodically asked to complete surveys written and used by KSD to evaluate matters significant to our programs. We are occasionally asked to administer surveys for other groups or individuals. We will limit all requests to only those surveys we deem worthy of the time required for completion. You will be notified before any surveys are administered asking for personal information.

## **SECTION T**

### **TUITION POLICY**

#### **Annual Registration Fee:**

A non-refundable \$75.00 per family registration fee is due each year. If you enroll after March 1, your reduced registration fee is \$25.00 with a new fee of \$75.00 during re-enrollment. If your child will attend kindergarten in August and there are no other siblings, the non-refundable fee is \$25.00 for summer attendance.



**Tuition and Payment:**

When you register, you will be required to pay a two week deposit which will be applied to your child's account in May, prior to graduation or after a two-week notice is given. Automatic withdrawal payments are deducted on Fridays for that week of tuition using the Brightwheel app.

Delinquent payments may result in removal from the program. A past due amount will result in your family not being able to sign up for future enrollment years. If your family experiences a crisis or family transition, please make an appointment with the principal to work out payment options.

A *25% discount* will be given to the third child enrolled and a *50% discount* to the fourth child enrolled in the same immediate family.

Fees are charged with no reimbursement for absences, unforeseen closings, snow days, holidays, district opening day, and district staff development days.

Children enrolled in the ECSE program are provided special education services and related services as indicated in their IEP at no cost to the family.

**Tuition Schedule Full Day:**

The tuition calendar has been defined to facilitate complete weeks of tuition charges for consistent bank drafts. There are NO tuition charges each year for KSD/KECC Winter Recess (two weeks), KSD/KECC Spring Recess and KECC Summer Recess.

**Tuition Schedule for Half Day and Robinson Campus:**

The tuition calendar has been defined to facilitate tuition charges in complete weeks for consistent bank drafts. Tuition will be collected for 38 complete weeks.

**Vacation:** KECC does not provide an option for tuition free vacation to families.

**Withdrawing a Child:**

If you decide to withdraw your child from KECC, you are required to give the office a two-week notice. Your deposit will be applied to the last two weeks, regardless of your child's attendance. In the case of serious illness, accident or something out of your control, the two-week notification may be waived.

## SECTION V

**VISITORS**

KSD is using the Raptor Visitor Management System to strengthen campus security for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings, and the Raptor system allows us to do that by screening visitors, contractors, and volunteers to provide us with a more secure environment for our students and staff.

Upon entering, visitors will be asked to present an ID such as a Driver's License to be scanned or manually entered into the system. If a visitor does not have a US government-issued ID, they can provide another form of identification entered into Raptor. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will print a badge that identifies the visitor, the date, and the purpose of the visit.