

# **Normandy Early Learning Center Family**

## **Handbook**



7855 Natural Bridge Rd.  
St. Louis, MO 63121  
(314) 493-0880

Dear Early Learning Center Families,

We are pleased that you have chosen the Normandy Early Learning Center (NELC) as your child's academic and social foundation. We are committed to working with families as we assist in building the foundation for your child's road to both social and academic success. This year your child will participate in many new and exciting activities.

The purpose of this handbook is to serve as an informational guide to our programs, services, and most importantly, developmental approach to educating young children. Please keep this handbook in a safe place so you can easily refer to it throughout the school year. **It is especially important that you read the section on our policies as this outlines guidelines and expectations of the program.**

This school year will be an excellent one with your assistance. Thank you for sharing your child with us and we hope to see you often this year. Our environment is warm and welcoming. We look forward to sharing a close partnership with you as we move all our students to a higher level of academic and social success.

Sincerely,

Dr. Lanor Payne & Mr. Aman Lado  
NELC School Administrators

## **Mission Statement**

***The Normandy Early Learning Center is committed to being a collaborative environment filled with exploration, excitement, and engaging hands-on learning with real world connections for all students.***

***Our vision is to create a supportive academic and social-emotional environment where children can develop into lifelong learners.***

### ***3 E's: Exploration, Excitement, Engagement***

## **PROGRAM PHILOSOPHY**

Because we believe that children learn best by doing, our programs emphasize hands-on, creative exploration that enhances all areas of development: social, emotional, intellectual and physical. Play is a primary tool for learning as we provide a safe environment with activities to stimulate natural interest and promote discovery while building on children's strengths. Using developmentally appropriate practice guidelines, based on current child development knowledge, we are able to recognize and address the academic needs of each child.

## **PURPOSE**

- To provide a quality educational program that promotes the well being of the child academically and socially in a safe, loving and supportive environment
- To support children as they grow and learn, by offering each child an opportunity to experience success and gain self-confidence
- To support families and their involvement through open communication, encouragement and mutual respect

## **PROGRAM GOALS**

- To provide an environment where children develop an enthusiasm for learning, exploring and creating
- To provide appropriate, engaging, meaningful and challenging activities that foster development and school age readiness
- To promote children's socially appropriate behavior consistently using explanation, redirection, and instruction
- To provide opportunities for children to become independent, responsible, and self-controlled in a variety of individual small and large group settings
- To establish an atmosphere of mutual respect for the environment, including equipment, materials and the property of others
- To support families in their role as the child's first teacher
- To develop a positive attitude in the child towards school and life-long learning

## **OBJECTIVES**

- All staff members will become proficient in knowledge and implementation of Missouri Early Learning Goals
- All staff members will be trained in the Project Construct Curriculum.

- All students will be provided with academic experiences that will help develop the whole child – cognitively, symbolically and physically.
- All students will speak in complete sentences.
- Student attendance will reach and maintain an average of 95% or above.

### **PRE-KINDERGARTEN CURRICULUM: INTRODUCTION TO PROJECT CONSTRUCT**

Project Construct is a process-oriented framework for working with children ages three through seven. Project Construct is based on constructivist theory, which states that children construct their own knowledge and values as a result of interactions with the physical and social world. The framework for curriculum and assessments are organized according to four interrelated domains: Socio-moral, Cognitive, Representational, and Physical Development. Because young children do not categorize learning according to various disciplines as adults do, Project Construct is not organized according to traditional subject areas. Rather, the foundations for academic learning are embedded in the social and physical environment and integrated into contexts that are meaningful to young children and appropriate to their stages of development.

### **AIM OF PROJECT CONSTRUCT**

The aim of Project Construct is to create learning environments in which children gain some degree of autonomy as they learn to make choices to regulate their own behavior within the social environment. Exchanges of ideas and feelings are an important part of this process, in so far as these exchanges grow out of a sense of mutual respect. As children challenge the ideas and behavior of others and are called upon to defend their own ideas and behavior, they expand and clarify their thinking and their ability to solve problems; collaboration and discussion thus play an important role in the development of autonomy.

### **GUIDING PRINCIPLES**

The following four principles of child development are considered integral to Project Construct:

- ***Children have an intrinsic desire to make sense of their world.*** They will learn what they genuinely need to know and are genuinely interested in knowing. When children have opportunities to plan and to select their own activities, they not only acquire knowledge and skills in the process, but also the inclination to use those skills. It is important to be flexible in one's expectation about when and how children will develop. Children have personal interests and needs, as well as personal styles of learning, just as adults do. Individuals learn in different ways and at different rates. By encouraging children to identify and solve problems that interest them, adults can give young children a good start, on a lifelong learning experience.
- ***Children actively construct knowledge and values by acting upon the physical and social world.*** Because their thoughts are still closely tied to action, young children require a learning environment within which they can interact both physically and mentally. They need to act on objects and observe reactions to make predictions, and to attempt to produce desired effects through their own actions. They also need to share their findings with others and to compare ideas.
- ***In their universal efforts to understand the world, young children's thinking will contain predictable errors.*** These errors are considered necessary to the process of constructing knowledge. Often, they reflect advances in reasoning. When adults feel compelled to correct or eliminate children's errors, they do not allow children to think for themselves. It is important that children be given sufficient time to recognize and correct their own errors. In this way, children not only construct new knowledge, but they also gain confidence in their own ability to figure things out. Children who ask questions and who risk

making incorrect predictions are invested in active thinking.

- ***Children's development is an interactive and interrelated process and spans the Socio-moral, Cognitive, Representational and Physical Development domains.*** As children explore and expand on their interests and construct understanding in a particular domain, that understanding influences their development in other domains as well. While all developmental domains thus influence each other, it is within the Socio-moral domain (the area of children's personal and social development) that children best further their cognition and language.

### **PRE-KINDERGARTEN ACADEMIC CURRICULUM**

Pre-Kindergarten students will engage in Three Cheers for Pre-K curriculum for Math and English Language Arts. This curriculum is aligned to the Early Learning Standards set by the state of Missouri.

Students are assessed using STAR, curriculum, and building created assessments. All assessments are in alignment with Missouri Early Learning Standards.

### **KINDERGARTEN CURRICULUM**

Kindergarten students will engage in math curriculum through Navigator Math and English and Language Arts through EL curriculum. These programs both have digital versions for students to learn through technology.

Students will be assessed with a tool called iReady. This computer based assessment is used across the district and will drive teacher instruction. The iReady assessment breaks down student results in various areas and gives teachers feedback on each of the Missouri Learning Standards for Literacy and Math.

### **SCHOOLWIDE PROGRAMS**

The NELC provides a variety of programs that enable students to begin their education with the best possible start. These programs include:

- **Parents as Teachers (PAT)** – This nationally recognized program provides families with home visits, group meetings and parent/child support activities. Any resident of the Normandy Schools Collaborative with children birth through five is eligible to participate in this program. Recognizing that all families can benefit from support, PAT families come in all configurations, from all socioeconomic levels, and from urban and suburban communities. The program is adaptable to fit community needs. It is a national model, but a local program.
- **Pre-Kindergarten** – The key components of this program are ten full-day pre-kindergarten classrooms. In order to be eligible for a spot in the program, your child must be three on or by July 31 of the current school year. All students wishing to be enrolled in the program must first obtain a screening through Parents as Teachers. The enrollment for this program is the same as district enrollment procedures. A large percent of families become aware of Title 1 Pre-Kindergarten through home visits conducted by parent educators in the Parents as Teachers Program.

- **Early Childhood Special Education** – This program is offered through the Special School District for children with physical and/or developmental challenges. Specialized teaching for three to five year olds in speech and language therapy and other related services are provided.
- **Kindergarten** – Our kindergarten program is offered for the full day, five days a week. In kindergarten there is a series of skills that students are expected to learn ranging from number recognition and writing to addition and subtraction- letter identification and sounds to reading simple texts- letter writing to writing multiple sentences.
- **Kindergarten/Elementary Special Education** – This program is offered through the Special School District for children with physical and/or developmental challenges. Speech, language therapy and other related services are provided.
- **Viking Volunteers** - Occasionally volunteers assist the staff at the center. All volunteers must complete the Viking Volunteers process found on the Normandy Schools Collaborative website. These volunteers are always supervised when working with the children and provide them opportunities for special activities and more individualized attention. Families must complete this process to chaperone field trips as well.
- **The Early Learning Center will have the following dress code: Students will be required to wear khaki pants, shorts, or skirts. A light blue, navy blue, or Normandy issued green polo from last year.**

## **READINESS SKILLS**

As a parent you are your child's most important teacher. Every day your child is learning from you and your role in the total process is vital.

Please connect to the following link to see the Missouri Early Learning Goals/Missouri Learning Standards:

Ages 3-5

<https://dese.mo.gov/sites/default/files/eel-el-2013-MELGoals.pdf>

Kindergarten

<https://dese.mo.gov/college-career-readiness/curriculum/mls-for-parents>

## **SOCIAL EMOTIONAL LEARNING (SEL)**

The Normandy Early Learning Center staff is committed to working in partnership with families to build academic excellence in a supportive climate that ensures and develops respect, safety, and responsibility in all students.

NELC is focused on promoting the social emotional development and school readiness of young children in four major areas:

- Building positive relationships with children, families, and colleagues
- Creating environments for children that support healthy development
- Practicing evidence-based strategies for teaching social skills
- Utilizing a Care Team approach to develop positive behavior support plans for those children with persistent challenging behavior, teachers help children to understand their feelings and the feelings of others.

Each year the class determines the classroom rules that they will have posted. The Normandy Code of Conduct expectations, PBIS, Second Steps curriculum, Conscious Discipline, and Mindfulness strategies will be taught by the teacher daily as these are universal practices at the Early Learning Center.

The teacher will promote positive behaviors using strategies from PBIS, Second Steps, Conscious Discipline, and Mindfulness. It is our policy to **never** use punishments or verbally abusive language to resolve discipline situations. Likewise, we cannot allow children to engage in physically or verbally hurtful behaviors. In cases, when a child's uncontrollable misbehavior requires immediate attention so the child does not hurt him/herself, others, damage property or disrupt the program, the teacher may seek help from his/her colleagues and the Director or Assistant Principal to continue with the class as she/he attempts to bring resolve to the matter at hand. Parents will be notified and are expected to immediately help resolve problems, and then must conference with the teacher, Director, Assistant Principal and school counselor. This conference will highlight techniques that will stimulate positive conduct/behavior and instill discipline.

Parental involvement and cooperation in the process are crucial, as we examine all avenues of support and services for the child that we anticipate will prove to be beneficial. If behavior concerns are not resolved, a referral to the Care Team and/or building administrator is possible.

The universal oath and behavior expectation for Normandy Early Learning Center students is simple:

***"I am a Positive Panther; I show respect. I am safe. I am responsible."***

The Normandy Code of Conduct expectations for the entire school are universal. The teacher facilitates the process following these universal rules/expectations by reviewing appropriate aspects of the expectations daily.

School staff will deal with everyday social/emotional needs of children through the following steps:

1. Encourage the child to verbalize their feelings and give important details of the incident.
2. Discuss with the child the inappropriateness of the behavior that occurred and redirect to expected behavior.
3. Children will be encouraged to learn and use self-control.
4. Occasionally, children will experience the temporary loss of a privilege or activity as a consequence of their misbehavior.
5. Children who are involved in conflicts will be given opportunities and guidance to work out their differences in a friendly and constructive manner.

Violent behaviors will also not be tolerated. Parents will be notified and are expected to immediately help resolve problems, and then must conference with the Teacher, Director, Assistant Principal, counselor, and social worker.

***\* If a student enters the program but continuously experiences difficulty with transitioning, and following district expectations, the Director/Principal (while keeping the child's best interest in mind), has the authority to place that student on an alternate schedule or suspend him/her from the program for a prescribed number of days.***

Normandy Early Learning Center PBIS Matrix

Voice Levels: 0=Silent 1= Whisper 2=Inside Voice 3=Outside Voice

When we are in/on...	Be Safe	Be Responsible	Be Respectful
The Hallway	Use the sidewalk on the right Stop at stop signs Walking feet Hands and feet to self	Face forward Stay in line	Follow adult directions Silent wave Voice level 0
The Cafeteria	Use walking feet Hold tray with two hands	Raise your hand for help Stay seated Clean up your area	Eat only your food Follow adult directions Voice level 1
The Classroom	Use walking feet	Come to class prepared Clean up your area	Follow adult directions Be kind to others Voice level 0-2
The Stairwell	Stay in line Think "right" Use the handrail One step at a time	Pick up any dropped items Respect others' space	Follow adult directions Silent wave Voice level 0
Assemblies	Use walking feet	Keep the gym clean Enter/Exit quietly	Follow adult directions Respond immediately to attention signals Voice level 0-1
The Playground	Hands and feet to self Wait your turn	Line up when signaled Check for belongings	Share equipment Be kind to others Voice level 3
The Restroom	One squirt of soap One paper towel Hands and feet to self Use walking feet	Flush Clean up your area ABC scrub	One to a stall Use good manners Voice level 1
Water Fountain	Keep mouth off spout Swallow water before leaving One person on the rug	Stay in line "1,2,3 that's enough for me"	Follow adult directions Wait your turn Voice level 0
The Library	Use walking feet Hands and feet to self	Take care of books	Follow adult directions Enter/exit with Voice Level 0
The Bus	Hands and feet to self Back to back Seat to seat	Keep belongings in backpack	Keep the bus clean Talk only with seat partner Voice level 1-2



Normandy Early Learning Center—At Home Learning PBIS Matrix  
 Voice Levels:    0=Silent    1= Whisper    2=Inside Voice    3=Outside Voice

When we are in/on...	Be Safe	Be Responsible	Be Respectful
The "Classroom" Where you do your school work	Use school tools safely Hands and feet to self	Complete your work Clean up your area	Follow adult directions Be kind to others
Inside your Home	Use walking feet Hands and feet to self	Clean up toys and books	Follow adult directions Be mindful of other people's space
Using the Internet	Only use the sites an adult says is okay	Tell an adult if you see something that is inappropriate	Follow adult directions Share your device
In the community	Stay away from other people Cover your nose and mouth Hands off face Stay with your adult	Wash your hands Hands to self	Follow adult directions Cover your cough

## POLICIES & PROCEDURES

### ARRIVAL & DISMISSAL FOR PRE-KINDERGARTEN & KINDERGARTEN STUDENTS

- Students may arrive as early as 8:50 a.m. and report to their classrooms for breakfast. Parents can walk students to the front door or use our valet line to drop students off in the morning. Students will be escorted to the gym/cafe / classroom by teacher assistants.
- Breakfast is from 8:50-9:10 ONLY. Any outside food for breakfast is strongly discouraged.
- Academic hours are from 9:00a.m. - 4:10 p.m.
- **Early Dismissal ends at 3:30 for PreK and Kindergarten Students. After 3:30 students will be dismissed with the rest of the children.**

### ATTENDANCE EXPECTATIONS & PROTOCOLS

Punctuality and good attendance are essential to a student's success in school. When a student is tardy or absent, he/she misses instruction, and the understanding which comes from being a part of the classroom experience. In addition, it is critical that our children develop a habit of punctuality and good attendance which will serve them well in school and the world of work. We are asking that parents **strive for 95% attendance** at all times.

***In the event that your student continues to experience attendance concerns after interventions and/or notifications, further action will be taken. This could include possible dismissal from the NELC program.***

Be advised that it is your responsibility to contact your child's school each and every day your child is absent. In addition, if your contact information changes, i.e. phone number, address or emergency contacts, you must update the school immediately. This is for your child's safety and ours.

### **INFRACTIONS FOR TARDIES/ABSENCES**

- Building secretaries will contact the family every time a child is absent.
- **2 absences, tardies, and/or early dismissals**= Attendance warning letter
- **5 absences, tardies, and/or early dismissals**= 2<sup>nd</sup> attendance warning letter, conference with Family Engagement Liaison and Social Worker
- **10 absences, tardies, and/or early dismissals**= 3rd attendance letter. Meet with Principal, School Counselor, School Social Worker, and Family Engagement Liaison to review Attendance Contract.
- **12 or more absences, tardies, and/or early dismissals**= 4<sup>th</sup> attendance letter. Referral to the District Attendance Review Board.

Whether an absence is noted by a doctor statement or parent verbal statement, **ALL** absences are counted against the child's attendance. Please note that there are **NO** excused absences. **Tardiness and early dismissals count against perfect attendance.**

- When your student must miss school, please call the school office to notify the school secretary.
- Kindergarten families will be issued an automated attendance email and phone call when a student has been absent for 3 days. These absences do not have to be consecutive.
- Pre-kindergarten students will be issued an excusal warning to families who are absent for five consecutive days. After ten days or two school weeks are missed, the administrative team has the authority to remove a student from the program.
- Class work missed because of extended absences can be made up by sending a note to the teacher requesting make-up work.

### **BUILDING WIDE GUIDELINES**

- We will have valet/parent pick-ups for all students.
- Families also need to have their valet tag in the window showing the students name.
- If someone other than the "regular designee" is picking up your child, we ask that you communicate with the teacher using See Saw, a handwritten note and calling the office to inform the school. Please add these names to the authorization for pick-up form that is located in the main office. **Inform the individual that valid identification will be requested.**
- **If a person is not listed on the authorization pickup list, he or she will not be able to take the child.**
- Children who are not enrolled in NELC must be accompanied by an adult at all times.
- While volunteering in the school, siblings, cousins, etc. are not permitted to stay in the building.

## **BATHROOM PROCEDURES**

It is the expectation that students can sufficiently take care of their personal needs while using the toilet. The teacher and assistants roles are to monitor students for safety and welfare while ensuring that cleanliness steps are followed. An example would be flushing the toilet and washing hands. In the event that your child has trouble with self-monitoring due to sickness, an accident, or has special circumstances, the school staff will collaborate with families as much as possible.

***\*In order to attend the NELC Pre-K, students must be toilet-trained. (This guideline does not apply to Early Learning Center Special Education students with diagnosed special needs that require toileting assistance).***

## **CLASS LIST DEVELOPMENT**

Students are assigned to classrooms in an effort to create the best learning environment possible. Members of the Building Leadership team spend a great deal of time creating lists that represent balances of abilities, ethnic groups, gender and special needs. Every effort is made to place students in environments that will foster their growth and development. If parents feel a compelling need to request a specific class, they must do so in writing and must state reasons for the request. The director/principal will make the final determination of class placement.

## **CONTACTING STAFF MEMBERS & CLASSROOM VISITS**

Each classroom is equipped with its own telephone line. We do, however, ask that you become familiar with your teachers' planning time and make calls during that period. All other times, teachers are expected to be teaching and students are expected to be learning. If there is an emergency, please contact the office at (314) 493-0880, and they will get the message to the teacher. Classroom observations are by appointment only. Please call our front office to set up an observation if desired.

## **EMERGENCY DRILL PROCEDURES**

We regularly conduct safety drills for fire, earthquake, tornado and intruder. Your cooperation is requested during these times of preventive measures.

## **DROP OFF, PICK UP AND PARKING**

For the safety of our children, please follow parking lot rules.

## **BUS GUIDELINES FOR KINDERGARTEN**

The bus ride to and from school is considered an extension of the school day. During this time students are under the supervision of the district's bus drivers in addition to school administration. Because every bus driver's primary responsibility is to safely transport students, the district has installed video cameras to assist in monitoring student behavior and safety. Failure to comply with the established regulations may result in school administered discipline, which may include the suspension of bus privileges. Students should arrive at designated bus stops 10 minutes before the scheduled pick up. In addition to general safety practices, there are various state and district regulations which students must follow when riding the bus.

## **BUS REGULATIONS**

- Students must be on time. The bus cannot wait for those who are tardy.

- Conversational tone and classroom conduct are to be observed.
- Students are to obey the bus driver.
- Students must remain seated while the bus is moving.
- The following behaviors are not permitted: Students must not get on or off the bus when it is in motion. Unnecessary conversations with the driver are prohibited. Students may not use obscene language or gestures. Students may not throw materials from bus windows. Students may not vandalize property. Students may not fight. Students may not extend their hands, arms or head from bus windows.

### **EMERGENCY SCHOOL CLOSURE**

In case of cancellation or early closing of school due to bad weather, special emergencies or natural disaster, school closings will be made over the major news stations. If you hear an announcement about Normandy Schools Collaborative, please do not call the school, as it will tie up the phone lines. Make emergency plans for your child should school be dismissed early. You should always supply the school with at **least five current emergency contact numbers**.

### **EMERGENCY CONTACTS**

Bathroom breaks are scheduled throughout the day and access to the restroom is ongoing. There are some cases, however, when accidents do occur. Children in new environments react to situations in different ways-in such cases every attempt is made by the staff to act with discretion. We request that parents send at least one complete set of a change of clothing. If soiled clothes are sent home, a clean set of clothes should be sent back the next day.

### **FAMILY ORIENTATION**

Family Orientation takes place through a variety of means. Parents are encouraged to visit their children’s class at any time **by appointment**. They are asked to report to the office to sign in and receive a visitor’s sticker before going to class. The parents and children are able to tour the center as part of the admission process. Upon completion of enrollment each family must complete an orientation meeting that is held with the director/principal. During this meeting, an overview of the program is given. Families are also able to participate in orientation at the beginning of the school year to meet the staff and tour the center during Open House which is held each fall. The director and staff are always available to answer questions from families.

### **SCHOOL NURSE/HEALTH & SAFETY**

Physical examinations and immunizations are required for all students. Students must be immunized for the protection of themselves and others. Normandy Schools Collaborative mandates strict adherence to the guidelines established by state law. The Missouri Department of Health outlines the immunization requirements for early childhood facilities. **Parents requesting exemptions to this law based on medical or religious beliefs should contact the child’s physician/clinic to obtain the signed exemption card.** Parents **MUST** provide immunization records for all students reflecting the following:

<b>NUMBER OF DOSES</b>	<b>IMMUNIZATION REQUIRED</b>
<b>4</b>	<b>DTP, Diphtheria, tetanus, pertussis</b>
<b>3</b>	<b>OPV, Polio</b>
<b>3</b>	<b>HIB, Hemophilia influenza b</b>
<b>3</b>	<b>HB, Hepatitis B</b>
<b>4</b>	<b>PCL (Pneumococcal)</b>

<b>1 for Pre-K &amp; 2 for Kindergarten</b>	<b>MMR, Measles, mumps, rubella</b>
<b>1 for Pre-K &amp; 2 for Kindergarten</b>	<b>Varicella</b>

- Medication cannot be administered by the school nurse unless the medication is clearly marked with the student's name, dosage amount, time to be given and doctor's name on the prescription bottle. The nurse will log the time, date, type of medication and the amount to be taken. No student is to have **ANY** type of drug in his/her possession (even aspirin or cough drops) as they may fall into the wrong hands. All medication will be kept in a secure place.
- The nurse on duty in the building is responsible for maintaining and updating health records of the children. These documents are a part of their school file. Please inform the nurse of any changes and/or updates that need to be made to your child's file as soon as possible.
- Parents are requested to keep their child home for any of the following conditions:

Fever/Pain	Swelling/Redness of Throat
Diarrhea (within the last 24 hours)	Skin Eruptions/Rash
Vomiting (within the last 24 hours)	Constant Sneezing
Persistent Cough	Ringworm
Head Lice	
- Children should not return to school until they are fever free for at least **24 hours**. Children must have a **doctor's written permission** to return after a contagious situation such as **pink eye, ringworm, chicken pox, scarlet fever, or strep throat** or when children are absent many times for the same illness.
- **Please call the school office if your child is out sick.**
- If a child becomes ill while he/she is at school, they will be isolated. Parents/caregivers will be notified and must come pick up their child as soon as possible. If the parent/caregiver cannot be reached, the emergency person on your child's enrollment form will be contacted. **Excessive failure to comply within a reasonable amount of time may result in dismissal from the program.** Any communicable disease should be reported to the staff and will be reported to all parents/caregivers enrolled in the program.
- **In order to attend the Normandy Early Learning Center, Pre-K students MUST be toilet-trained. (This guideline does not apply to Early Childhood Special Education students with diagnosed special needs that require toileting assistance).**

### **INJURY/ACCIDENT PROCEDURES**

If a child receives a minor injury, he/she will be given first aid and **you will be notified** immediately as well as for any major injury. A student Accident Report Form will be completed by the director/nurse/teacher designee and it will require the signature of the parent/caregiver.

Permanent staff members within the program are certified in emergency first aid procedures and CPR.

In the event that the injury requires medical attention beyond that of first aid, the director/principal will be notified and she will make the appropriate call for emergency services. At the same time a staff member will phone the parent. If the parent cannot be reached the emergency contact person(s) will be notified. If the child is transported to the hospital an early childhood staff member will accompany the child, along with the EMS attendants. The staff member will remain at the hospital with the child until a parent/caregiver arrives.

### **HOLIDAYS & STAFF PROFESSIONAL DEVELOPMENT DAYS**

These are noted and are recognized by the district as days that school is **not** in session. Please give these dates to your daycare providers in advance to allow ample time for rescheduling.

### **HOMEWORK**

It is our belief that homework can help a child develop the habit of independent study and provide practice in basic skills. Homework is an extension of work introduced by the teacher in the classroom. A portion of your child's homework will involve hands-on experiences. Make sure your child has a duplicate set of pencils, crayons, glue and scissors that are kept in a secure place at home. It is imperative that you are reading to your child every day.

### **INSTRUCTION**

The school provides developmentally appropriate instruction for all students. Subject areas include: communication arts, mathematics, science, health, art, music, and motor development. These areas are evident in the themes that utilize interdisciplinary practices. In brief, all subject matter is presented in such an exciting and fun way that children develop and foster a love for education.

### **OUTDOOR PLAY**

Our outdoor playground provides children with important gross motor experiences. It is, therefore, a daily part of our curriculum. It is our assumption that if a child is well enough to be at school, he or she is well enough to go outside. Please dress your child for outdoor play. Enclosed shoes with laces or straps should be worn to avoid injury.

1. We will go outside as long as the temperature is between 35 and 95 degrees Fahrenheit. This includes temperatures with the wind chill or heat index figures.
2. If the ground is wet/slick, activities will be inside.
3. At times teachers may take students outside to experience snow; every effort will be made to ensure your child's safety.

### **PARENT TEACHER CONFERENCES**

Conferences to discuss student progress are held at the end of the first and third reporting periods. Conferences are approximately 15 minutes per child. **Conferences can be in person or over Zoom.** In order to accommodate parents/caregivers we ask that you be seated in the designated

area, sign-in, and you will be called at the designated time. Our open conferences are designed to give ample flexibility when scheduling appointments for siblings that are enrolled in the district.

Informal communication is also maintained throughout the year through telephone calls, face to face interaction and notes. Parents who wish may see their child's developmental records.

### **HOLIDAY CELEBRATIONS**

In an effort to be inclusive and respectful to all beliefs and cultures, we will not celebrate holidays in the school environment. We will celebrate the change of seasons. Our celebrations will be Fall Harvest, Winter, Spring, Friendship day, and Special adult day, MLK day. We will not celebrate Christmas, Mother's Day, Father's Day, Halloween, Thanksgiving, Grandparents, Easter, St. Patricks, Valentines. Birthday celebrations will need to be considered on a case by case basis. If a student does not observe celebrations, then the class will not hold birthday celebrations in the classroom. Birthday snacks can be sent to school with consent from the classroom teacher. No birthday parties will be allowed in school. No balloons are allowed in the building.

### **SPECIAL EVENTS**

Some special events will call for parents/caregivers to bring in extra special treats for all students within the class. Please note whenever food products are donated they **must** be individually wrapped, unopened packaging, store bought only, and the product must be fresh enough to last through a 1-week storage period, if necessary. No balloons are allowed in the building due to licensing regulations.

### **BIRTHDAY TREATS**

If your child is having a birthday treat at school, all foods must be individually wrapped and store bought. **A one-(1) week notice must be submitted to the teacher and approval noted. No balloons will be allowed in the building.** Parents and family are not allowed in the building for birthday parties due to Covid safety measures. No balloons are allowed in the building due to licensing regulations.

### **TRANSITION INTO THE PROGRAM**

If a student enters the program but continuously experiences difficulty with transitioning, the director/principal, keeping the child's best interest in mind, has the discretion to place that student on an alternate schedule or remove him/her from the program.

### **UNIFORM DRESS CODE**

All students should be dressed in the school dress code daily. Khaki bottoms and a light blue or navy blue polo. We will also accept the green polo issued by Normandy last year.

### **FAMILY UNIVERSAL PROCEDURES**

To help make our school culture/environment one that is **safe, respectful, and responsible** we ask that you adhere to the following:

- Follow all parking lot rules and requests.
- To build rapport with the school and your child's teacher, we ask that you **please discontinue cell phone usage once you have entered into the building.**

- Please be respectful of children, the school and other families (i.e. inappropriate behavior/language, revealing attire).
- Siblings must be at least 13 years of age to sign in/sign out a student. Special circumstances will be taken into consideration but must be put in writing (i.e., persons with disabilities, etc.).
- Children under 13 years of age must stay with an adult at all times when visiting the building.
- Families are not to linger in classrooms unless they are designated volunteers. Staying in the classroom requires a formal role in the Viking Volunteer Program. This process is completed through Normandy Schools Collaborative central office. Volunteers wear a visitor badge and sign in and out before exiting the building.
- Please keep current/updated contact information on file.
- Please contact the school office when a student will be tardy or absent.
- Persons picking up students must be listed on the student pick-up authorization form that is kept in the student file in the main office (each teacher has a copy of the form as well).
- If a person picking up a student is not listed on the student pick-up authorization form, a written note or phone call to the school must be made prior to pick-up or the student will not be released until contact is made with the parent/caregiver **(Parent must then add that person to the official pick up form immediately following).**
- To ensure the safety of all children, please do not leave minors in unattended vehicles.

### **FAMILY & SCHOOL PARTNERSHIP**

**Research states that children with families who are involved in their education tend to have better academic performance which in turn can help to determine children's success in the future.**

**Family involvement can be acquired quarterly through any combination of the following opportunities:**

- ✓ Attend various family activities
- ✓ Download and register for SeeSaw app
- ✓ Participate in fundraisers throughout the school year
- ✓ Return documents with required signatures
- ✓ Maintain 95% attendance or better
- ✓ Consistency in wearing the school uniform
- ✓ Turn in homework: Families must complete six out of nine homework packets in order to receive credit in this category.

### **FIELD TRIP & CHAPERONE EXPECTATIONS**

It is my responsibility to read the guidelines and understand the information contained. I recognize that I am expected to comply with the guidelines while attending a field trip at the Normandy Early Learning Center.

I am agreeing that I will abide by the rules on the field trip. I know that if I, or the guest that I bring, do not abide by these rules, we may not be asked to attend another field trip with the Normandy Early Learning Center.



### **The guidelines are as follows:**

- ✓ If a parent comes independently of the school, in a separate vehicle, they must still abide by the school and chaperone expectations.
- ✓ No adult beverages may be consumed during the field trip.
- ✓ Refrain from smoking, including e-cigs and e-vapors.
- ✓ Teachers must be present and monitor all student restroom breaks.
- ✓ Parents may only accompany their own child to the restroom.
- ✓ Stay with the classroom/group. Please do not stray away from the group without advising the classroom teacher while on the field trip, even if you are only taking your own child. This is to ensure all students are accounted for at all times and to ensure the safety of all children.
- ✓ No pets are allowed on field trips
- ✓ Refrain from using profanity in the presence of students.
- ✓ Please refrain from using public display of affection in the presence of students.
- ✓ Appropriate clothing must be worn; i.e. no sagging and/or inappropriate words or symbols displayed on clothing. **All parents and volunteers serving as chaperones are encouraged to wear a Normandy Early Learning Center shirt while on the field trip**

### **Behaviors**

- ✓ **If your child must have a chaperone due to behavior concerns, you must remain with the student for the entire field trip. If you have to arrive late or leave early, your child must ride in the car with you.**

This is to ensure the safety of other students, teachers, and most importantly, your child. It is imperative that students display their best behavior while out of the building on a field trip. Our goal is for all students to attend and have an enjoyable time. In order for this to occur, any student who has behavior concerns, or has displayed challenges with listening and following directions on previous field trips, must have a chaperone present at all times. If a chaperone is not able to attend, the child will remain at the building and be placed in another classroom during the field trip. If the entire building will be attending the field trip, your child will be asked to stay at home on that day. Thank you for your cooperation and understanding as we work to ensure all students are safe.

Dear Parent / Guardian:

In the event of an emergency situation, Normandy Early Learning Center, has outlined the below response plan. Please know that Normandy Early Learning Center will make every attempt to notify you, therefore it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Normandy Early Learning Center, e.g. fire, and the children cannot stay on the premises, the children will be taken to Lucas Crossing Elementary Complex. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Barack Obama Elementary School. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio station, KMJM 100.3

Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assured that Normandy Early Learning Center staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Normandy Early Learning Center

***I have read and understand the Normandy Early Learning Center's Family Handbook.***

---

Child's Name

---

Date:

---

---

Parent's Name (Printed)

Parent's Signature

