



Rosa Parks Early Childhood Education Center

Parent Handbook

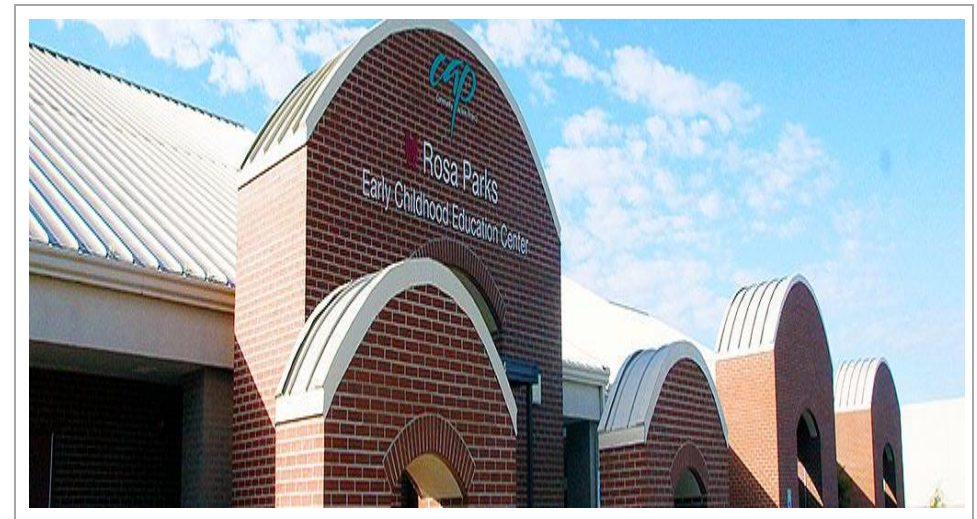
Contact Us

13804 E 46th Pl
Tulsa, OK 74134

Phone: 918-357-7380

Email: Pennington.Alycia@unionps.org

Web: www.unionps.org



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Table of Contents

About Us	1
Our Philosophy.....	1
Promoting Community.....	2
.....	2
Program Information.....	3
Enrollment	3
Hours.....	3
Parent sign-in / sign-out	3
Verbal Authorization.....	3
Medical Information.....	4
Health Policy	4
Medication and Health Conditions.....	4
Medical Information Continued	5
Medical Emergency Procedures	5
Mandatory Reporting of Child Abuse	5
Sunscreen.....	5

Medical Information Cont.

Medical Emergency Procedures

Medical emergency procedures for severe injury, poison exposure or acute illness will be followed at school. First aid will be administered. If necessary, 911 will be called. EMSA/ Tulsa Fire Department will respond. If necessary, we will call Poison Control at 1-800-222-1222 and follow directives given. Parents and DHS Licensing will be notified if emergency treatment is required.

Sunscreen

Students will play outside daily, weather permitting, for an hour. We ask that parents wishing for their child to wear sunscreen, apply it at home before the child starts their day.

Insect Repellent

Insect repellent will be used only at a parent's request and must be supplied by the parent. A signed medication form will be required from the parent. Insect repellent will be kept in a secure location, accessible only by staff.

Medical Information

Health Monitoring

Each child is observed initially and throughout the hours of the day for symptoms of illness or poison exposure and obvious signs of infestation or physical injuries. Parents are notified as necessary of communicable disease &/or infestation exposure at the direction of the teacher or principal.

Health Policy

In accordance with Tulsa Health Department guidelines, ill children may not attend school. Children with diarrhea, vomiting, fever, eye infections, head lice, unexplained rash, or any sign of illness will be sent home immediately. A child must be fever free and medication free for 24 hours before returning to school. If a child becomes ill during school hours, the child will be isolated and a parent will be called to pick them up. If a parent has been called to pick up, they will need to arrive within 30 minutes or we will call the next person on the emergency contact list.

Medication and Health Conditions

A medication authorization form will need to be completed and signed by parent /guardian before medication can be dispensed to students. Medication is kept locked in the office at all times. All medicine given during school hours must be in original prescription container with the child's name and pharmacy label. This includes non-prescription medications which must be in the original over-the-counter packaging. Students with signs of illness should not be sent to school. Students who become ill or sustain an injury will be made as comfortable as possible until a parent is able to pick up the child. The child will need

About Us

Our Mission: to enhance the development of very young children and promote healthy family functioning.

- The Rosa Parks Early Childhood Education Center is a unique partnership between Community Action Project of Tulsa County (CAPTC) and Union Public Schools providing educational services for 190 three-year-old children who meet qualifications. CAP provides state, federal and philanthropic funding to support programs operated with the expertise of Union's early childhood educators.
- Our school is unique not only in its early childhood education funding sources, but in its components of practice including the Reggio Emilia approach. These braided components of funding and programming bring many eyes to our school seeking models or practice further fueling our need to gain a clearer understanding of both the roots and nature of practice in our school.

Our Philosophy

Our belief is that all children are eager to learn at any age and we feel our classrooms should support their readiness. A warm and inviting environment of thoughtfully presented materials is critical in challenging children. We feel our environments should communicate to the children that we believe in their ability to become independent learners and critical thinkers. In our classrooms, you will find materials presented on low, open shelves, which allows easy access for the children to choose the things that interest them. Child engagement and success is evident throughout the school as the children independently and collaboratively explore the environments and materials.

Promoting Community

We know from recent studies that children who feel a sense of identity, community, and friendship within a group are the most well-adjusted and successful in school. Families play an integral role in supporting each child's identity and development, and we strive to support these school family connections. At the beginning of the year, your child's teacher will ask for a family photo and a photo of your child, so both are represented in the classroom environment. If at any time you have a question or a conflict arises with staff, please do not hesitate to reach out to the classroom teacher first, and if that does not solve the issue, please call the office to visit further about your concern. To further support this philosophy, we have an office of Family and Children's Support Specialists as well as a Behavioral Therapist ready to offer assistance in any way they can to your family.

Program Information

Procedures for Gaining Access to the Building when the Entrance is Secured

In the event the entrance to the building is secured and no staff are available, there is a doorbell near the entrance to ring for assistance. If there is no answer, call the main phone number to gain entrance.

Hours

Arrival at the Early Childhood Education Center is from 7:45 am to 8:45am. Pick up is from 2:00pm to 3:00pm. This gives you plenty of time to pick up from any other Union school where another child may attend. If you are going to be running late for drop-off or pick up, please call the office at 918-357-7380 or let your child's teacher know via Talking Points when they can expect you. Those students having 10 or more unexcused absences in any semester will lose their spot. Due to our grant funding, we must maintain an attendance percentage of 90% or better. Attendance goals will be set at the beginning of the year. More than 3 tardies will result in a parent meeting with teacher/principal/family support. If you reach 5 tardies and/or late pickups there will be a possibility of losing a spot in the summer program.

Pick up and Drop off

Pick up and drop off happens in the classroom. During arrival, you will need to walk your child to the classroom and sign in and then at pick-up, an adult on the pick-up list will need to come to the classroom and sign out. There will be no entry to the classrooms after 8:45am. Tardy students will need to be signed in, a reason provided for the tardy, and must wait with their caregiver at the front desk until someone can come take them to class. Children will not be released to anyone other than the designated adult without proper identification. Persons other than the parent or guardian who will be picking up the student must be listed on the enrollment form. Please plan ahead for unforeseen circumstances and request a change of information form, if someone needs to be added to the pickup list. Children will not be released to anyone appearing to be under the influence of drugs or alcohol. If there is a custody agreement, this must be on file with the front office.

Compliance File

Rosa Parks ECEC is required by DHS to keep a compliance file out for parents to view. Our compliance file is on the table in the lobby. The compliance file has our most recent DHS monitoring summary as well as the most recent STAR review certification summary.

Behavior Management

When a child misbehaves, the strategies used to assist the child are developmentally appropriate, responsive to the circumstances, constructive, and provide an opportunity to learn. Personnel use safe, natural and logical consequences to help children take responsibility for their actions.

Notifying a Parent when a Child does not arrive at school

If a child is absent from school and we have not heard from the parent/caregiver that the child will be gone, you will receive an attendance call reminding you to call the office and let them know where your child will be that day. This does not excuse their absence. The teacher will reach out as well.

Managing Children's Personal Belongings

All student belongings such as a backpack, blanket, water bottle, and extra change of clothes are kept in a separate cubby separated from other children's belongings. Please label these items with the child's name.

Providing Meals and Snacks

The ECEC program will provide breakfast, lunch and a snack each day based on the State's nutritional requirements. Parents may provide meals and/or snacks for their own children who have special dietary needs, including health or religious reasons. For health reasons, families will need to provide documentation from a physician to receive meal substitutions at school.

Expulsion

A student would only be dismissed from the program for the following:

- Attendance reaches 10 unexcused absences in a semester
- Inappropriate behavior by a student or parent/guardian that threatens the safety or well-being of themselves, other students, or staff of the program.
- Excessive tardies leading to a loss of spot in the summer program.

Human Trafficking

In accordance with Oklahoma State Law and DHS Licensing Requirements, any individual who has reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children, as described in 21 O.S. 866 of the Oklahoma Statutes, reports the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control.

Mandatory Reporting of Child Abuse

In accordance with Oklahoma State law and DHS Licensing Requirements, any person who has reason to believe a child has been abused or neglected per 10 O.S. § 1-1-105 is required to report the matter promptly to the DHS Child Abuse and Neglect Hotline at 1-800-522-3511 per Section 1-2-101 of Title 10A of the Oklahoma Statutes (10A O.S. § 1-2-101). Failure to report is a misdemeanor offense and upon conviction is punishable by law. Failure to report with prolonged knowledge, six months or more of ongoing abuse or neglect is a felony offense.

VERBAL AUTHORIZATION FOR PICKING UP A CHILD

In the event a parent/guardian is unable to pick up their child, verbal authorization may be given over the phone through Facetime by a parent for individuals not indicated on the enrollment form to pick up the child. Staff must recognize the parent/guardian or someone at the office may call the parent on a number listed on the enrollment form and reach the parent for verbal confirmation.