



RED CLAY EARLY YEARS PROGRAM

***PLAY, LEARN
AND GROW.....
TOGETHER***

PARENT HANDBOOK
21-22 SCHOOL YEAR

Early Years Program Mission Statement

The Early Years program is committed to providing quality, developmentally appropriate learning experiences for all preschool-age children to foster individual growth and promote school readiness. Our environment provides an inclusive setting that recognizes and supports each child's abilities, interests, needs, and learning styles.

Early Years Program Vision Statement

We believe children learn best through meaningful play. For a preschool child, play based learning allows for the integration of language, cognitive, social-emotional, and physical development, in the most natural setting.

We believe in an inclusive learning environment where children with special needs learn and play alongside their community peers. Our staff facilitate interactions among children, inspiring language, and creativity, while all children gain a greater level of understanding and acceptance of others.

We believe that when families and teachers work together, they help children to develop to their full potential.

A IS FOR...ATTENDANCE

Attendance is an important part of your child's school experience. Learning is a building process that requires consistency and repetition on a daily basis. Each day your child has the opportunity to enhance his/her skills and acquire new experiences. Please pay special attention to our school calendar. Please call the school office or email the teacher if your child will be absent.

ARRIVAL

Car Line runs from 9:00-9:20 a.m., any student arriving after that time will need to be signed in at the office.

Arrival times may be adjusted slightly based on the site location. Therefore, please follow your building schedule.

Please adhere to the following arrival procedures:

- Do not enter the lot until 9am
- Staff will assist students out of the car, families should remain in their vehicle
- Stay in line, passing cars is prohibited

If your child is a car rider, please review the Delaware Car Seat Law below:

Delaware's child restraint law reads: "All children must be properly restrained in a federally approved child safety seat appropriate for the child's age, weight, and height up to 8 years of age or 65 lbs whichever comes first."

B FOR...BIRTHDAYS!

The children look forward to their special day, seemingly all year. You are invited to help celebrate your child's birthday during snack time; however, please refer to the district's policy on healthy classroom snacks when determining what to send. In addition, all snacks sent in for the class must be pre-packaged. The district's policy prohibits balloons from being sent in.

BUS

If your child rides the bus, a staff member will meet your child at the bus and walk them to their classroom. When students are returning home, please allow for some extra time, as buses do occasionally run late. In addition, it is important to be at the bus stop 10 minutes before/after your stop time. If your child will not be riding the bus one day, please call transportation (322-0251).

Families should utilize “Where's the Bus App” to track the arrival of the school bus.

C IS FOR...CLOTHING!

Preschool can be a messy place, and smocks, though helpful, do not offer full body protection from paints or other materials. Please do not dress your child in clothes or shoes that if spilled or splattered on, would be ruined.

Please also be sure your child is dressed and has clothes appropriate for the weather outside. When it is cold, MITTENS are better than gloves, because they are easier for children to put on themselves.

An extra set of clothes should be sent in to keep in your child's classroom. Please ensure to replace as seasons change.

COMMUNICATION

Communication between preschool families and staff is critical for every child's success. Daily communication will be sent home by your classroom team. Families are encouraged to communicate using the daily sheet about activities at home.

EYP Admin:

Principal: Emily Warren Emily.Warren@Redclay.k12.de.us
(302) 434-6087

Assistant Principals:

Kelly Penoyer (Warner) Kelly.Penoyer@Redclay.k12.de.us
(302) 651-2607

Cari Phillips (Richardson Park) Cari.Phillips@Redclay.k12.de.us
(302) 434-6087

Helena Brady (ELC) Helena.Brady@Redclay.k12.de.us
(302) 434-6087.

CONFIDENTIALITY OF CHILD/PARENT INFORMATION

The Red Clay Consolidated School District recognizes the need to protect student information and privacy while promoting educational and extra-curricular activities in district and outside media. Federal law (FERPA) permits the district to release directory information under limited circumstances. Directory information is information about a student that is generally not considered an invasion of privacy, such as name, address, photograph, activities, and sports. If you wish to opt-out of the district releasing this information or including your child in articles and photos, please visit: <https://www.redclayschools.com/domain/201>

CONSCIOUS DISCIPLINE

Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain and child development research as well as developmentally appropriate practices. Conscious Discipline operates on a basis of creating physical and psychological safety for children. Research shows that the brain functions optimally in a safe, stimulating environment. Conscious Discipline has been specifically designed to change adults' attitudes and behaviors first, so they can teach behaviors and skills by example. Example is, by far, the most powerful teaching technique available. Children, who observe discrepancies between what is "practiced" and what is "preached," are likely to imitate the behavior they see modeled.

Conscious Discipline organizes classrooms around the concept of a school family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs, and getting along with others. Connection, belonging and contribution within the school family create cooperation among children. Conscious Discipline builds self-esteem by addressing children's universal need to be generous and contributing members of a group. Each child holds a job and is responsible for the effective running of the classroom. Conscious Discipline links home and school, as the school family is seen as an extension of the home family. The school family provides the infrastructure in the classroom to handle difficult life events in a child's life, in the community and in the world.

CLOUD CURRICULUM

EYP has adapted the TSG Cloud Curriculum for the 21-22 School Year. The Cloud Curriculum is a project based curriculum with focus on units of study throughout the year. The Cloud Curriculum is aligned with our Development Assessment, Teaching Strategies Gold.

COVID

Prior to coming to school every day, the COVID-19 Self Screener shall be completed (Parents/Guardians, please evaluate your student for symptoms on the screener). Complete this screener to look for signs or symptoms of illness.

<https://www.redclayschools.com/site/handlers/filedownload.ashx?moduleinstanceid=5832&dataid=21847&FileName=COVID-19%20Self-Screener%20for%20Red%20Clay%20Students%20and%20Staff.pdf>

If your child has any symptoms as listed on the screener, please do not send your child to school. Notify your student's teacher and school nurse that your child has failed the self-screener. Please contact your healthcare provider or seek COVID testing. Please keep the student home until they are cleared to return by a healthcare provider or the student has received a negative COVID test result. A copy of the healthcare provider note or COVID test result must be forwarded to the school nurse for clearance to return to school.

The link below offers process maps that serve as a guide and may help answer questions you may have:

<https://www.redclayschools.com/site/handlers/filedownload.ashx?moduleinstanceid=5831&dataid=21628&FileName=COVID-19%20Process%20Maps.pdf>

If your child tests positive for COVID or is identified as a close contact of an individual that tests positive for COVID, please notify the school nurse immediately. This allows for contact tracing to occur.

School Nurses' for Each Site:

ELC: Debra Hurst - Debra.hurst@redclay.k12.de.us

RPE: Michelle Bridge - Michelle.Bridge@redclay.k12.de.us

Warner: Lindsey McGraw - Lindsey.McGraw@redclay.k12.de.us

In addition to COVID, other public health issues are commonly seen in schools. Please view this link for information regarding Acute Gastroenteritis, Allergy, Conjunctivitis (pink eye), Fever, Impetigo, Pediculosis (Head lice), and Tinea (Ringworm).

<https://www.redclayschools.com/cms/lib/DE01903704/Centricity/domain/187/admin%20memos/8000%20series/8001.5%20Protocol%20for%20Various%20Health%20Conditions.pdf>

COURT DOCUMENTATION (E.G. CUSTODY ARRANGEMENTS)

A copy of any court custody arrangement must be on file in the main office.

D IS FOR...DROP-OFF

If you drive your child to and/or from school, please follow the arrival procedures that will be shared with families at the beginning of the school year. Drop-off/dismissal varies by each site. If your child is a car rider, please review the Delaware Car Seat Law below:

Delaware's child restraint law reads: "All children must be properly restrained in a federally approved child safety seat appropriate for the child's age, weight, and height up to 8 years of age or 65 lbs whichever comes first."

DAYCARE

If your child attends a daycare within Red Clay School District a daycare verification form will be required to be completed. If there is a change to the daycare your child attends a new form must be completed prior to transportation arrangements. Change in daycare location may result in a change in your EYP Program location.

E IS FOR...EARLY DISMISSAL

When a student needs to be excused from school early, parents and/or guardians will be required to sign-out the child. Identification (a written note and driver's license) will be requested when picking up your child.

EVERY DAY: BOOK BAGS!!

Your child will need a bookbag everyday. We send information home with your child, as well as his/her projects, on a regular basis. All notes that are sent home and any notes you send to school should be in the folder.

F IS FOR...FIRE DRILLS AND SAFETY

District schools comply with Delaware Laws by holding regular fire drills and other safety drills. These procedures will be posted in the classroom.

Facebook - follow the Early Years Program on Facebook @ Early Years Program to see what exciting things are happening in our classrooms. We are also on Instagram @rcearlyyearsprogram and Twitter@ Early Years RC.

G IS FOR...GROSS MOTOR

Throughout the week, we will work on gross motor skills during our Jump and Play Group. Jump and Play gives students access to gross motor activities such as jumping, navigating an obstacle course, and playing with balls. It is important that your child is dressed appropriately to participate (please wear sneakers and shorts/pants).

H IS FOR...HEALTH

EYP collaborates with families to ensure that school is a healthy learning environment. If your child has medical conditions, please share this information with the school nurse. It is imperative that food allergies and certain medical diagnosis (Asthma, Diabetes, and Seizures) be communicated with the School Nurse to ensure a safe learning environment.

Medications may not be mixed with drinks and sent into school. Any medication (even over the counter medication) must have a doctor order and signed medication consent in order for the School Nurse to administer. Nutritional supplements must also have a physician order for administration in the school building.

CHILD HEALTH AND WELL-BEING

Our school nurse procedures and District procedures will be followed in the case of illness, which may include accessing emergency services. This includes transportation, notification of the parent/guardian, and illness exclusion including reportable communicable diseases.

HOLIDAYS

Holidays are a fun time of the year for children. Please share any important holidays or traditions your family celebrates with your child's teacher.

I IS FOR...INJURY AND ACCIDENT

EYP (Early Years Program) shall ensure that when an accident or injury occurs to a child during the hours of care, a center's staff member takes emergency action to protect the child from further harm, call emergency medical services if needed, and notify the child's parent/guardian.

For a serious or potentially serious injury, the parent/guardian shall be notified immediately after center staff have taken appropriate emergency action to assist the child. A less serious accident or injury requires parent/guardian notification before releasing the child from care that day.

EYP (Early Years Program) shall maintain a written injury report in the child's file or a central log for the center for each incident that includes the name of child, date of injury, description of injury, how it occurred, first aid or medical care provided, and parent/guardian/authorized release person signature.

EYP (Early Years Program) shall maintain a written record for serious injuries of when the parent/guardian was notified or of attempts to notify the parent/guardian. In the event of a significant child medical event, such as a seizure, asthma attack, or severe allergic reaction, the parent/guardian shall be notified immediately after center staff have taken appropriate emergency action to assist the child, including contacting emergency medical services as needed.

J IS FOR...JOBS

Your child is an important helper in our classroom. Some of their responsibilities include hanging up coats and backpacks independently, delivering notes from home, cleaning up toys during play and clean-up times, and being responsible for their places during projects and snack times, etc. Students may take turns with additional classroom jobs on a weekly basis.

K IS FOR...KEEPING US INFORMED

Your child is important to us. Being able to communicate with you is important to us. Please keep us informed of any changes in phone numbers, addresses, or medical concerns.

L IS FOR...LEARNING AT HOME

You are your child's first teacher. Although your child is now in school, it is still important to continue to provide every day learning experiences at home. Reading is fundamental - continue to read to your child every day. Not only does it start a love for reading, but it also provides you with some quality time together with your child. Every day learning experiences include, but are not limited to, having your child help you create a grocery list, sorting clothes for the laundry, and setting the table. All of these (and more!) provide language, cognitive, and fine motor opportunities.

M IS FOR... MEETINGS

Due to COVID restrictions, meetings will be held via zoom during school hours. Throughout the year, there are opportunities for you to meet with your child's teacher and/or therapists. Parent teacher conferences will be held during the school year. Look for information to come directly from your child's teacher. Feel free to contact your child's teacher if you have any questions or concerns that need to be addressed. Please be diligent in attending your child's parent-teacher conferences. Individualized Education Plan meetings (IEP) are held throughout the year, based on your child's plan. Your child's teacher will contact you for a proposed date for these meetings. Please be diligent in attending your child's IEP meetings.

M IS FOR...MASKS

Masks are required for all staff and students in Kindergarten and above. Masks are encouraged to be worn by students that attend EYP. Please see the Red Clay Administrative Memorandum regarding face covering for further information.

https://www.redclayschools.com/cms/lib/DE01903704/Centricity/domain/187/admin%20memos/5000%20series/5012.11_%202021-08-16.pdf

N IS FOR...NO TOYS OR PERSONAL ELECTRONICS!

Please do not send any toys and/or personal electronics to school in your child's backpack or pockets. They can get lost on the bus, broken, or removed from a child's bag. Please check your child's book bag each morning before school to ensure the safety of your toys. We do not allow children to take toys from school to bring home. If your child comes home with a toy that does not belong to him/her, please return it to school.

O IS FOR...OBSERVATION OF CLASSROOM AND STUDENT'S OBSERVATIONS-CLASSROOM

Due to COVID there are visitor restrictions. Families interested in tours should communicate the request to the EYP administration team.

OBSERVATIONS-CHILDREN

EYP (Early Years Program) shall ensure that each child is observed on arrival by a staff member trained in recognizing common signs of communicable disease, physical injury, other evidence of ill health and signs of child abuse or neglect. Specific concerns and observations as well as the steps taken to assist the child shall be documented in written form and maintained in the child's file. A person who suspects child abuse or neglect shall make a report to the Child Abuse Report Line. Mandatory reporting is required. Any person, agency, organization or entity who knows or in good faith suspects child abuse or neglect shall make a report in accordance with tittle \$ 904.

P IS FOR...PICKUP

If you are picking up your child each day, please meet us at the designated area of the school at specified dismissal times (you will be informed of where this will be). For safety and routine reasons, children will be individually dismissed by a teacher. Please discourage your child from running to you as soon as they see you, as we will be walking outside on the sidewalk and close to a street. Please be on time when picking up your children.

Children are released only to family members who are listed on the student's data card. They must provide a photo identification card.

PHOTOGRAPHS AND VIDEOTAPING

Teachers use photos and videos to document progress and for use in classroom projects. These may be shard with you throughout the year.

*If you wish to opt-out of the district releasing this information or including your child in articles or photos, please visit <http://www.redclayschools.com/forms> or obtain an opt-out form from your child's office.

R IS FOR...REPORT CARDS

You will receive a report card describing your child's development two times throughout the school year. These reports are a description of your child's strengths and needs. They are not a comparison of your child's abilities to others in the class.

RIDES

Teachers are prohibited from giving any student a ride in their car. Permission is also REQUIRED for your child to ride home with another child's parent or someone who does not usually pick up your child from school. The guardian must write a note or call the school to let the staff know of the change and have the person bring identification with them for clarification purposes.

RULES

While at school, the children are expected to follow the school and classroom routines and expectations. The teachers explain these rules to the children at the beginning of the year. Teachers use visual supports to assist the children with these routines.

S IS FOR...SCHEDULE

Each classroom teacher will give you a copy of their classroom schedule at the beginning of the school year.

School Hours are 8:30a.m-4:00p.m

SNACK

Snack is many children's favorite time of the day. It is a time to socialize with their friends, to practice table manners, and to eat! Each preschool classroom will inform you of their procedures of the snack routine including what snacks should be sent in according to the school building and individual student needs. School breakfast/lunch is provided at no cost, menu can be found on the Red Clay school website.

<https://redclaycafe.com>

STUDENT TEACHERS

The preschool program works together with local universities that help educate future teachers. From time to time, we may have student teachers in the classroom to help us work with the children while they refine their teaching skills.

T IS FOR...TEACHERS

The early Years Program has extended its preschool program into a variety of school locations throughout the school district. Your child's classroom teacher will list the names of staff members/therapists that will be assigned to your child as well as method of contact information.

TUITION

Parents of community peers are required to pay monthly tuition. Payment is due by the 5th of each month, \$200.00 per month for full day, \$125.00 per month for half day morning session and \$100.00 per month for half day afternoon session. Payments can be made online, in person or by mail at the following site:

Early Learning Center
1621 Telegraph Road
Wilmington, DE 19804

TRANSITION

EYP (Early Years Program) staff is ready to help your child make the transition to his/her new school or classroom. Staff assists the students in developmentally appropriate activities and expectations to ensure a smooth transition. An individualized 'Open House' is held with each family in the beginning of the school year to assist in the transition. Children are able to bring items from home such as a special stuffed animals to help them at nap time. They are encouraged to bring a picture of their family to hang in their cubby.

U IS FOR...UNITS

Your preschooler will be provided with hands-on learning opportunities to enhance and explore their skills while discovering the many unique thematic units each classroom has to offer. Each unit may typically be two to four weeks long and may center around a theme while also incorporating activities to enhance skills in the following areas: readiness/academic, science, mathematics, fine motor, communication, social, sensory, and music/movement. Some unit topics may be planned from children's interests in certain topics and ideas. Please look for newsletters coming home that inform you of the current unit/topic of discussion.

V IS FOR...VERY, VERY IMPORTANT

You and your preschooler are very, very important to us. We look forward to meeting you and getting to know your child as we venture together towards supporting your child's growth and experiences throughout the year. As part of this very important team, we will plan on gathering for meet and greets, parent/family conferences, family events, and any other special events that may occur (field trips, day/evening events, etc.). Your child's preschool teacher may even reach out to you for some extra help with volunteering your time and assistance through at-home activity ideas/suggestions, home projects, and or collecting recyclables/supplies that your child will use in his/her classroom.

W IS FOR...WEATHER-RELATED ISSUES

Weather: Students will play outside daily unless the "feels-like" temperature is below 22 degrees. Please ensure your child has the appropriate clothing to play outside.

There are situations which cause schools to close early such as snow, heat failure, etc. Families are asked to be aware of these possibilities whenever the weather conditions are bad. Information can be gained through the district's website, listening to the radio, and/or watching the local news station. The district will also send out information through the school Messenger system.

X IS FOR...X-TRA CLOTHING

Please send to school a set of extra clothes in a bag with your child's name clearly marked. We will keep these clothes in your child's cubby to use as needed in case of bathroom accidents, spills, sensory-related exploration (water table, paint, etc). We ask if you would please send a complete change of clothes (underwear/pull-ups/diapers, socks, shirt, and pants/shorts). Please be sure that the clothes are appropriate for each season and keep in mind your growing child (their clothing size may change as the year progresses).

Y IS FOR...YOU AND YOUR YOUNG LEARNER!

Because you know your child best, we may come to you with questions and ask you for suggestions that will enable us to help support your child in the classroom and at home. Your child's teacher may occasionally send home questionnaires/newsletters that asks about your child's interest, likes, dislikes, strengths, and areas to work on. Your input is so important and is helpful for us to get to know your child, plan and design motivating interest activities, and support your young learner as he/she investigates our preschool world. Thank you in advance for you cooperation and input!

Z IS FOR...ZIPPERS, BUTTONS, SNAPS, AND VELCRO

Preschoolers can be very independent people. Children in our classrooms will have the opportunity to work on such skills as zippering, buttoning, snapping, and fastening throughout their school year. Whether it be dressing/undressing a doll, engaging in manipulatives/activities that include zippers, buttons, etc., and/or following through with their own bathroom experiences, your preschooler will have ample opportunities both at home and at school to work on enhancing his/her independence. Although we will work on such skills, we do ask for your help.

Sometimes there is clothing that may make everyday life difficult. Examples may include: clothing that is too tight/too small/too long, clothing that has stiff fasteners, etc. Children in our classrooms sometimes become so engrossed in their play that they do not realize they have to use the bathroom until it is an emergency (especially for our newly potty trained friends)! Every second is crucial in these instances. Please help us by having your child wear clothing that is appropriate for him/her to work on taking on and off while working towards independence.

When colder weather approaches and the seasons change, we will be helping the children learn and attempt to work on dressing, zipping their jackets, etc. These can be difficult skills to learn and we welcome any practice that you can do at home.