

Dr. Jerry Hamm Early Learning Center 2025-2026

Parent Handbook



The purpose of this handbook is to clarify procedures and policies for families who attend The Dr. Jerry Hamm Early Learning Center. The information included in this handbook is not a complete policy manual but is drawn from the Board of Education Policy Manual, Negotiated Agreement, and established administrative procedures. The statements in this handbook do not supersede policies, regulations, and established administrative procedures developed and adopted by the Board of Education relating to the subject matter herein.

ELC Mission Statement:

Uniting staff, individuals, families, and community partners to provide quality, comprehensive services through compassionate, respectful relationships.

ELC Vision Statement:

Working together to make dreams come true, one preschool story at a time.

USD 445 Mission Statement:

Building on a culturally diverse community, USD 445 will prepare all students for life-long learning by providing resources for a comprehensive quality education in a safe environment that promotes high academic achievement and responsible citizenship in a global society.

LIKE US on Facebook: **The Dr. Jerry Hamm Early Learning Center of Coffeyville**

Checkout our school website: <https://www.cvvilleschools.com/>

Questions? Call 620-251-1147

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Accidents/Medical Emergencies:

If a student under the ELC's supervision has an accident or a medical emergency, which may require medical care, it must be reported immediately to administration. The school nurse will contact parents. In the nurse's absence, the ELC office staff will contact parents.

Active Playtime and Discipline:

The ELC aims to ensure that active playtime remains a positive, healthy, and consistent part of every child's day. Physical activity and active play will never be withheld as a form of punishment. Active play is a vital component of children's physical, social, and emotional development. Therefore, active playtime will not be restricted or withheld as a consequence of misbehavior. Children will always have opportunities to engage in physical activity to support their overall well-being, promote positive behaviors and build healthy habits.

Attendance –Documentation:

The Dr. Jerry Hamm Early Learning Center tracks and analyzes the attendance and addresses absenteeism of all enrolled children. Each day a child is absent, the parent/guardian is expected to contact the office to notify the staff of the child's absence and the reason within 24 hours (Friday absence may be called in on Monday). If the parent/guardian does not contact the office, the front office will contact the family by phone to find out why the child is absent. Excused absences will be up to the discretion of the office staff. If a child is gone for three consecutive days due to illness the family must provide a doctor's note before the child resumes attendance.

If your child has a doctor's appointment and will arrive at school late, please call before 8:30 a.m. to inform the front office and bring a note from the doctor saying the child was seen in the office that day. Children may not leave the school and return later in the day unless parents return with a doctor's note. If you have another adult bringing your child to the center, it is your responsibility to make sure they understand this policy as well.

Breakfast/Arrival Policy: The Dr. Jerry Hamm Early Learning Center **opens at 7:45 am** and **breakfast begins at 8:00 am. If your child arrives 30 minutes after their scheduled breakfast time, an alternate pre-packaged breakfast will be served.**

Afternoon Arrival Policy: Children attending the afternoon class **must be in the classroom between 12:00-12:30 pm to have lunch.**

The center could terminate enrollment for the following reasons:

- Inability of child or parent to adjust to the school program, policies and procedures, or its philosophies
- Delinquency (1 month past due) in payment of meals
- Teacher's safety and well-being
- Safety of other children in the class or center

Behavior Management and Intervention:

The ELC will follow a tiered intervention model.

The classroom teacher will implement tier 1 interventions. These include deep breathing, brain breaks, mindfulness activities, a calm space, natural consequences, feelings check-ins, zones of regulation, Second Step, and PBS (Positive Behavior support).

The classroom teacher and additional support staff will implement tier 2 interventions. These include picture schedules, 2 by 10 talk time, social stories, regulation room, RTI by Tri-county, and sensory breaks. Guided reflection will be used when necessary after interventions have regulated the child.

Tier 3 interventions include parental contact, wrap-around meetings, CPI interventions, safety/crisis plans, outside agency referrals, and a potentially shortened day with growth plan.

Parents can request guidance with mental health services from the Student Services Coordinator, Community Health Care Worker.

Challenging behavior could result in parent contact and tier 3 interventions. A challenging behavior is any repeated pattern of behavior that interferes with learning or engagement in social interactions. This includes unresponsiveness to developmentally appropriate guidance and actions such as prolonged tantrums, physical and verbal aggression, disruptive vocal and motor behavior, property destruction, self-injury, noncompliance, and withdrawal.

Under extreme situations, the ELC may require a parent to pick up their child due to aggressive or uncontrollable behavior. Persistent uncontrollable behavior and/or serious hurtful behaviors are not compatible with group care for a number of reasons. First, the safety and well-being of the other children and staff members needs to be protected. Second, this behavior requires a significant amount of one-on-one attention from the classroom's staff, and therefore effectively puts the classroom out of ratio. This puts a stress on the whole classroom, as teachers are not able to provide the other children with the attention that is essential for quality care and education. Guardians need to be supportive of acceptable consequences. Children must learn appropriate limits so that they will develop appropriate social skills with others.

Recurrent Uncontrollable Behavior: It is the goal of the ELC to work proactively and constructively on behavioral issues with each child and family using the strategies described above. However, if a child displays persistent uncontrollable behavior and intervention strategies do not accomplish compliance and regulation of the child, the guardian will be required to pick up the child for the day.

Admitting the child back into the ELC will only occur after appropriate steps have been taken by the parent(s)/guardian(s) to correct the child's behavior, and only after consultation between ELC staff and the guardian(s).

For example:

- A child repeatedly refuses to participate in necessary routines and/or activities (hand washing, resting/napping, toileting, meals, or staying within sight and sound of the group) and they require one to one teacher assistance.
- A child becomes dependent on direct teacher assistance in order to cope with their typical emotional needs or to prevent unacceptable behaviors.
- A child displays age inappropriate tantrums that last longer than twenty-minutes and/or occurs more than three times in one day.
- A child needs to be separated from the group more than two times in one day.
- A child hurts or injures a staff member.
- Persistent hurtful behavior and/or lack of self-control

Any child who has been removed from the program 3 times within a 6 month period would need to have an individualized behavior plan in place before returning to the center. The safety of all the children in our care is our first priority.

Most challenging behaviors are handled in the classroom by teachers as children are learning how to behave in a social setting for the first time. When a situation becomes unsafe or a continued disruption of the learning of others and administration has to be involved- here is a list of infractions and responses.

When admin are involved with challenging behavior and families are not able to be reached, contact will be attempted for the contacts on the permission list. The contact will be called and asked to relay a message to parents that the parents need to call the school.

If no contact is made with the family after 30 minutes- Community Healthcare Workers may be contacted. If they are unsuccessful in reaching parents or someone on the approved contact list, police may be called to help reach families.

Behavior Infractions:

Disruptive Behavior-Student behavior that deprives the instructor of the right to teach or deprives another student of the right to learn. Any disruption that interferes or disturbs the learning environment.

1st offense: Call home, Conversation with student, and compliance with expectations

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- A safety plan will be written as applicable and may include a shortened day.

Profanity/Inappropriate language- Inappropriate language/gestures expressed verbally or visually.

1st offense: Call home, Conversation with the student, and compliance with expectations of using kind words appropriate for school.

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- A safety plan will be written as applicable and may include a shortened day.

Unnecessary School Item- Any item deemed unnecessary or a distraction to the learning environment will be confiscated by teacher or administration as needed. These items could include, but are not limited to laser pointers, toys (figurines), gaming devices or any item that could hinder the learning process for that student or others. Anything that is unneeded at school and causes a distraction. Please keep these items at home. The ELC is NOT responsible for lost or stolen items.

1st offense: Call home, Conversation with student and compliance with expectations

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- Parent may be called to pick up the item on any offenses after the 2nd instance. A backpack check at the door at drop-off may be required if the expectation is not met.

Avoidance- (Also known as **Refusal of Reasonable Request**) Students who refuse reasonable requests from staff members can disrupt the learning environment. Teachers oversee the classroom, and any reasonable request along with all aspects of the schedule are expected to be followed.

1st offense: Call home, Conversation with student, and compliance with expectations

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- A safety plan will be written as applicable and may include a shortened day.

Destruction of Property- Infractions of this nature will be referred directly to administration. Damage to school property, personal property or theft may result in referral to law enforcement.

1st offense: Call home, Conversation with student, and compliance with expectations. Room and mess that was made will be cleaned up by the student with help from the adults as long as

the child is complying. Photos are usually taken to document the destruction. Fees may be assessed if items are destroyed or damaged.

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- A safety plan will be written as applicable and may include a shortened day.

Elopement- Leaving the classroom and/or building without permission from an adult. This also includes hiding or not following teachers' directions when requested. Hiding behind equipment or running off when the class is lined up and ready to leave the classroom or playground.

1st offense: Call home, Conversation with student, and compliance with expectations to remain with the class and participate in the activity.

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- A safety plan will be written as applicable and may include a shortened day.

Physical Harm to Self/Others- Exhibiting behavior that could hinder the learning environment of the classroom or jeopardize the health, safety, or physical well-being of any student or school employee. This includes but is not limited to kicking, spitting, pushing, shoving, biting or touching of another person in an unkind manner.

1st offense: Call home, Conversation with student, and compliance with expectations. If child is unable to be regulated or unable to meet expectations, the guardian may be called to pick the child up for the day. The child may not return until the safety plan is in place and parents meet with staff.

2nd Offense: Onsite meeting with teacher, parent, and administrator. The child may or may not be present for a portion of the meeting to understand that the adults are working together to facilitate his/her success

3rd Offense- A safety plan will be written as applicable and may include a shortened day.

****Administration** has the discretion to modify consequences in more extreme circumstances regarding student behaviors based upon individual need of student and severity of the situation.

Calendar:

The master calendar for ELC is kept by the building principal. The ELC 3-5 classrooms operate under the USD 445 District Calendar. Changes to the calendar will be posted on the school Facebook page. The 0-3 classroom will follow the district holiday schedule and as a result the 0-3 rooms would be closed on the following days:

Independence Day
Christmas Day
Spring Break (3 days)
Emancipation Day

Labor Day
New Year's Day
Good Friday

Thanksgiving (2 days)
Martin Luther King Day
Memorial Day

There will be 3 professional development days for child care staff to be determined and shared with families.

Classroom Daily Schedule Policy:

Each classroom will have a posted picture schedule of the daily routines that establishes the structure and sense of order for the day. Rationale: Predictable daily schedules incorporate routines that support all learning domains for children 0-5. Transition activities throughout the day can also be used as learning opportunities.

Classroom Safety:

Classrooms will be child-friendly, developmentally appropriate, and safe for children, staff, and volunteers.

Classroom Selection Process:

Parent requests and the administrative leadership team's discretion will be taken into account. Office staff will notify parents of their child's placement. Classroom assignment is subject to change at the discretion of administration based upon the student's individual needs. Parent classroom requests must be made on a district issued form that can be picked up in the ELC main office and is to be completed and received by administration May 1.

Confidentiality:

A student's progress and behavior is a matter between teacher and parent and should always be kept that way. A student should NEVER be discussed openly in hallways, workrooms, adult dining room, parking lots, in any open area, or outside of school. A student should NEVER be discussed with a parent other than his/her own, or with any school personnel not having direct interest and/or contact with the student. If it is necessary to discuss a student with someone other than a staff member or parent (i.e., doctor, psychologist, tutor), a third party release must be completed and signed by the parent. A copy should be kept in the student's cumulative folder.

Curriculum Used in the Classrooms:

The following curriculum is used in the classrooms Building Blocks, Success For All: Curiosity Corner, Heggerty, Second Step, USD 445 BYOC Literacy & Math Curriculum. ***All lessons will be curriculum based and support the development of the whole child.***

Developmental Screening ASQ-SE and ASQ-3:

All children enrolled at the ELC will receive a social-emotional screening. The Dr. Jerry Hamm Early Learning Center uses the Ages and Stages Questionnaire-3 (ASQ-3) as its initial developmental screening tool. A timely and systematic approach toward screening indicates which children require a formal assessment of their developmental needs. An approach which uses multiple sources of information and is sensitive to a child's cultural background provides a more valid "picture" of the child. Parents and teachers will complete an Ages and Stages Social Emotional Questionnaire within 30 days of attending the center. Children may be rescreened at any time if a parent or teacher feels the child has changed remarkably.

Discipline:

The Dr. Jerry Hamm Early Learning Center uses the Positive Behavior Support Teaching Pyramid Model to teach children using strategies to prevent challenging behavior. If challenging behavior occurs, redirection, logical consequences, and the teaching of social-emotional skills are used instead of the use of punishment. An intensive, individualized support plan will be developed if general PBS strategies are insufficient to prevent a child's challenging behavior from interfering with learning.

Punishment that is humiliating, frightening, or physically harmful is prohibited. This includes:

- Corporal punishment
- Verbal abuse, threats, or derogatory remarks about the child or the child's family
- Binding or trying to restrict movement, such as time-out
- Withholding or forcing food
- Withholding time for physical activity

Drop Off/Pick Up Procedure and Transportation Policy:

Each child will have parental permission for transport and release completed. The Parental Permission for Transporting and Release form is completed at enrollment by the child's parent/guardian.

New individuals can be added at any point during the school year in the office but must be done by parent or guardian before picking up. This information is shared with the classroom teacher immediately and if any updates are made. New individuals picking up must show ID.

If a student is not picked up within 10 minutes after the school day is over, the student will be taken to the office while someone on the approved pick up list will be called by the office to pick up the child.

If no one is able to be contacted on the parental permission for release form and the child has still not been picked up after 30 minutes, the local police department will be contacted for a child in need of care.

Drop off and pick up will occur at the outside classroom door for preschoolers.

Drop off and pick up for 0-3 will occur at the hallway classroom door by entering through the main office.

Doors are open 7:45-8:00 am for drop off and 10:45- 11:00 for am pick up. Doors are open 11:45- 12:00 for pm drop off and 2:45-3:00 for pm pick up.

After 8:00, 11:00, 12:00, 3:00 parents will need to visit the ELC main office to arrange drop off or pick up as classroom doors will be closed. A late fee may be charged if timely pick-up becomes an issue on 3 or more occasions longer than 10 minutes.

English for Speakers of Other Languages (ESOL):

ESOL services are made available to students who have a first language that is not English or have a language other than English in the home.

Candidates for the ESOL program are identified at enrollment and then given a Home Language Survey (HLS). The results of the HLS confirm whether or not a student qualifies for ESOL services. Once the students are identified, they are each given a Language Assessment Scale test (LAS) to determine their level of English proficiency. Based on each student's English proficiency a Limited English Proficiency (LEP) plan is developed. Some students may only need to be monitored on a regular basis while others may need intensive assistance to help them in their understanding of the English language.

Field Trip Procedures and Ratios:

The ELC will have the opportunity for off-site field trips as appropriate. The staff will promote relationships with community organizations and parents by scheduling participation in the classroom at the local site instead of going off-site for field trips. Parents are encouraged to attend all community presentations at the site and participate as volunteers for off-site field trips.

The Permission for Field Trips form is completed for field trips taken off the premises, including walks around the neighborhood. Each proposed field trip is listed on the form. Parents will sign the form, indicating permission for their child to participate on the field trip(s). Parents are notified of upcoming dates of field trips through the monthly calendar, monthly newsletter, and by other means of communication.

Gym Time:

The gym will be available to use throughout the year for additional free play.

Classrooms will be on a timed schedule. During indoor play, there will be no more than three classes in the gym at one time. Students need to ride bikes on the designated bike trail (blue

carpet) and follow any detours marked by cones. During special activities, there may be more than three classes (i.e., Elmer Day, Career Day, special visitors, etc.)

Hallway Supervision:

Hallways will be child-friendly, developmentally appropriate, and safe for children, staff, and volunteers.

Hand Washing Policy:

Hand washing is mandatory for everyone to help prevent the spread of disease. All children, staff, and volunteers must wash their hands:

- Before and after meals
- After using the restroom
- After cleaning up vomit or blood
- After assisting a child in wiping their nose
- After checking for head lice
- Anytime germs could be transferred

Hand washing for children and staff requires that both hands be washed with liquid soap and rinsed thoroughly under warm running water for about 10 seconds (sing one verse of "Row, Row, Row your Boat"). Hands should be dried with individual paper towels that are not shared.

Health Plans:

Health plans will be written when a child has a health concern. Classroom staff, school nurse, assistant director, principal, parents, and other staff as needed will attend the health plan meetings.

Health Requirements for Entering the Dr. Jerry Hamm Early Learning Center:

The ELC staff work cooperatively to ensure the health and well-being of all enrolled children.

- Current Kan-Be-Healthy/Physical (Including Hearing & Vision screening)
- Dental check-ups twice per year; starting within 6 months of 1st tooth visible.
- Immunizations per CDC schedule: Hep B, Hep A, DTaP, Hib, PCV, IPV, MMR, Varicella

Children entering the Early Learning Center are required to have an up-to-date physical and copy of immunizations to enter. Children are required to get immunizations and all screenings (Dental, Vision and Hearing) completed within 45 days of enrollment.

Kansas School Safety Hotline 1-877-686-8203:

The Kansas State Department of Education, in cooperation with the Kansas Highway Patrol, has established the Kansas School Safety Hotline 1-877-686-8203. The toll free school safety

hotline is available 24 hours a day and 365 days a year. It gives students, parents, and community members the opportunity to anonymously report any impending or potential school violence.

Legal Name of Student on School Record:

It is necessary that a student's name on school record be the same name on his/her birth certificate. If a student has a preferred name other than their legal name, the family may let the teacher know. Preferred names may be used verbally but legal names are to be used in writing. In the case of adoption, the school will change the name upon having a copy of the court order.

Lesson Planning and Documentation:

A weekly lesson plan will be developed and posted in all classrooms. Weekly lesson plans will show individualization by specifying activities for specific children for that week.

Meals & Nutrition:

District Meal Form Process: All children enrolled at the ELC will complete the application for child nutrition program benefits form. At the time of application, all families will complete this form for their family.

Meal Balance Notification: Notices go to all families monthly. Meal account balances must be kept in a positive balance. Failure to pay may result in exiting the child from the program.

Medication Policy:

Medication will be given strictly on an as needed basis by the school nurse.

The medication container for prescription medications must show the following:

- Child's full name
- Name of medication
- Name of prescribing physician
- Schedule of administration
- Amount given per dose
- Pharmacy's name
- Date medication was sold

The medication container for over-the-counter medications, topical creams and acetaminophen must show the following:

- Child's full name
- Name of medication
- Schedule of administration
- Amount given per dose

Whenever possible, parents should give their child's medication before school or when the child returns from school. However, if the medication's time schedule is such that the medication must be given at school, the above policy will be followed. Appropriate KDHE licensing forms must be filled out prior to medicine being administered.

myIGDI Assessments:

Students who are 3 or 4 by August 31 will be assessed using the MYIGDI numeracy and literacy (4 by August 31) tests three times during the school year (Fall, Winter, Spring). Trained teachers will administer the myIGDI assessment on their students one-on-one. Children not 3 by August 31 take the ECI IGDI.

Notification of Injury, Illness or Critical Incident Policy:

Anytime a child is injured the Notification of Injury, Illness or Critical Incident form must be filled out and added to the child's KDHE file. All areas on the form must be filled out completely, signed, and dated. Parents will be contacted by phone.

Outside Items:

Outside food, drinks, toys, and other belongings not approved are not allowed in the center. The ELC provides developmentally appropriate toys, activities, and games for all students in attendance. No outside food or drinks will be allowed past the front office unless permission is given (example: classroom parties or birthday treats).

Parent Concerns:

We believe that as a parent, you are your child's first teacher and advocate. When you have concerns or suggestions, we want to know. Your voice will be heard and the issue addressed. We ask that you follow the chain of command and remain respectful. For example, if you have a concern about something in the classroom, please speak to the teacher first. If the issue is not resolved, please speak with the receptionist to schedule a meeting with the principal. If you feel like the problem has not been resolved after speaking to the teacher and principal, then you may express your concern to the district office.

Parent Engagement and Education:

Family members will be encouraged to become actively involved in their child's education. Our goal is to ensure the involvement of all parents in their child's social emotional development. Newsletters will be sent home to inform parents of classroom happenings.

Families are always encouraged to participate. Families are encouraged to attend Art Show, Friendship parties, literacy events, parent meetings, Four County classes, and site council meetings.

Parent/Teacher Conferences:

Parent-teacher conferences will take place twice a year: once in the fall and once in the spring. Parents will sign up for an allotted time to meet with their child's teacher. If a parent doesn't sign up the teacher will contact the family to set up a time. A translator will be available when needed. Report cards, assessments, parent concerns, and behavior will be discussed.

Physical Activity:

Our goal is to ensure that all children (ages 0-5) are provided with consistent opportunities to engage in moderate physical activity, promoting physical health, coordination, and social-emotional well-being. This policy applies to all staff, caregivers, and administrators within the school facility. It is designed to guide the daily routine and support of physical development of all children.

Positive Behavior Support:

Positive Behavior Support (PBS) is based on the Teaching Pyramid Model for supporting social-emotional development and preventing and addressing challenging behavior. This model is implemented at the Dr. Jerry Hamm Early Learning Center 0-5. PBS reduces challenging behaviors by creating high-quality learning environments, and teaching children positive social emotional and communication skills, and developing effective individualized interventions for children who exhibit significant challenging behavior.

Positive Behavior Support is built on the Following Beliefs and Values:

- Positive relationships are built with children and their families.
- Environments are designed to promote child engagement and interaction while preventing challenges.
- Expectations and routines are taught to children.
- Desirable child behaviors are taught, encouraged and reinforced through positive, specific feedback.
- Children's social-emotional development is enhanced through teaching skills in building friendship, problem solving, anger management, and expressing emotions appropriately.
- Individual needs are met through modifying and adapting materials and activities.
- Challenging behavior is reduced by determining the functions of the behavior and developing interventions based on those functions.

Rest Time:

Children attending the center for more than four hours shall be encouraged to nap or rest according to his/her individual needs. They will be directed to nap/rest on their cots. After 45 minutes, children who do not nap will be permitted to have quiet time through the use of books or activities which will not disturb other children. Rest time may include quiet stories and soft music.

Infant/Toddler Rooms: Centers shall have a crib or cot for each child. Bunk beds are prohibited. Each crib or cot shall be equipped with individually labeled bottom sheets. Every child shall have a cover. Children will not share bedding. Cribs and cots shall be separated from each other by at least two feet in all directions when in use, except when bordering a wall. Blankets will be laundered monthly or immediately when wet or soiled. There shall be a complete change of bedding after five uses.

3-5 Classrooms: Cots shall be separated from each other by at least two feet in all directions when in use, except when bordering a wall. When not in use, the cots should be stored in a clean and sanitary manner. Blankets will be sent home weekly to be laundered or immediately when wet or soiled. There shall be a complete change of bedding after five uses.

Scheduled School Day for Preschoolers:

AM 8:00-11:00

PM 12:00-3:00

Full Day: 8:00-3:00

School Health Clinic:

The ELC will have a CHC-SEK staffed clinic open to all students and families. School Nurse on Monday through Friday 8:00-4:00.

Services available onsite:

Dental Clinic

Screenings for Hearing/Vision:

Hearing: All children will receive a hearing screening within 30 days, but no later than 45 days of entry.

Children 0-3 Years: The paper screen is administered with the parent/guardian. If a child passes, they are screened annually. If a child fails the paper screen, an automatic referral is made to Southeast Kansas Education Service Center. Otoscope is used to check for the presence of wax, tubes or any foreign objects, followed by the Otoacoustic Emissions (OAE) and Tympanometer Screenings. If a child passes, they are screened annually. If the child fails

either test, they will be re-screened in 2-4 weeks. At Rescreen: If they fail OAE a referral is made to the Southeast Kansas Education Service Center. If they fail the Tympanometer, a medical referral is made to the family doctor. After treatment is completed, the child will be screened again in four weeks. If the child fails the screening again, another referral is made to the family Health Care Provider or Southeast Kansas Education Service Center. Case notes will be entered into Apricot.

Children 3-5 Years: The Otoscope is used first, to check for the presence of wax, tubes or any foreign objects. Then the child is screened using the Tympanometer and Audiometer. If the child is unable to complete the Audiometry, the OAE should be used to screen the child. If a child passes, they are screened annually. If a child fails any of these screenings, the child will be rechecked in 2-4 weeks. At Rescreen: If they fail Audiometer or OAE, a referral is made to the Southeast Kansas Education Service Center. If they fail the Tympanometer, a medical referral is made to the family doctor. After treatment is completed, the child will be screened again in 2-4 weeks. If the child fails the screening again, another referral is made to the family Health Care Provider or Southeast Kansas Education Service Center. If a child has had their hearing screened at their physician's office or at the County Health Department and had no concerns noted, the Health staff will take that into consideration and not re-screen the child. Case notes will be entered into Apricot.

Vision: All children will receive a vision screening within 30 days of entry, but no later than 45 days of entry. Every child will be screened by Teller Cards, the Denver eye screen, or other developmentally appropriate vision screening tools. Teller cards must be used for infants and most children up to age three. Denver eye screen or other developmentally appropriate vision screening tool may be used for children two and one half to five years of age. If a child passes, they are screened annually. If a child fails screening, a referral to an eye care professional must be made. Children who wear glasses must be screened with their glasses. If a child has had their vision screened at their physician's office or at the County Health Department and had no concerns noted, the Health staff will take that into consideration and may re-screen the child. Case notes will be entered into Apricot.

SIT Process:

Staff may refer a student to the Student Improvement Team (SIT) after the student has passed his/her vision and hearing screenings. At the initial meeting, interventions will be planned for the student along with expected progress and data collection. A follow up meeting will be scheduled. Additional paperwork may need to be filled out and signed by staff and guardians.

Shortened Day:

When a child engages in behavior that could be harmful to self or others, a plan for a shortened day may be written to specifically meet the needs of the child at his or her

developmental level. The leadership team will complete this plan and re-evaluate to extend the day as behavior improves and as evidence by data collection.

Sick Child Policy:

The Dr. Jerry Hamm Early Learning Center follows the Kansas Department of Health and Environment guidelines when determining if a child may come or stay at school.

If a child is sick at school, they will be sent home immediately. If the parent/guardian or emergency contact cannot be reached, the child will be kept in the clinic. Meals will be offered to the child if they feel like eating. The staff will continue to call or go by the child's home or emergency contact until someone is reached who is authorized to accept the child.

According to Kansas Department of Health and Environment - Bureau of Child Care and Health Facilities:

A facility should not deny admission to or send home a child because of illness unless one or more of the following conditions exists. The parent, legal guardian, or other person authorized by the parent should be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below.

The illness prevents the child from participating comfortably in facility activities; the illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children; or the child has any of the following conditions:

- Temperature: Oral temperature 100.4 degrees or greater; tympanic (ear) temperature 100.4 degrees or greater; auxiliary (armpit) temperature 100 degrees or greater; temporal temperature 100.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility. Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training. Children may return fever-free after 24 hours without the aid of fever reducing medicine.
- Signs and symptoms of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion.
- All children enrolled with an open wound, involving the epidermis and/or dermis (1st and 2nd layers of skin) will have the wound covered at all times until healed with no redness.
- Uncontrolled diarrhea, increased liquid stools and/or decreased form that is not contained by the diaper until diarrhea stops.
- Vomiting illness (one episode of vomiting in the previous 24 hours, at the discretion of the nurse.) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.
- Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.

- Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.
- Live Head lice and/or viable nits that are one to four millimeters to the scalp.
- Untreated Scabies or other infestation.
- Hand, Foot, Mouth Disease-Child can return once 24 hours free from fever and there are no open, oozing blisters. Children with mouth sores that are excessively drooling may not attend.
- Scabies - Child can return 24 hours after treatment.
- Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.
- Known contagious diseases while still in the communicable stage.
- Definitions for diseases while in the communicable stage: 5th Disease – Child can return when fever is not present.
- Chicken Pox (Varicella) – Child should stay home until all the blisters are crusted, with no oozing scabs.
- Impetigo – Child can return 24 hours after starting medication from a doctor.
- Ringworm – Child may attend as long as the lesion is covered.
- RSV-Children may return with a doctor note.
- Strep Throat – Children can return 24 hours after antibiotics are started.
- Whooping Cough – Child can return after 5 days of antibiotics or 21 days after coughing if no antibiotics are given.
- Thrush—Child may be in class, pacifiers, bottles, nipples, and/or cups, must be cleaned with one part water and one part vinegar and allow to air dry, after each use.

Flu: Staff and children will take precautions to ensure their health during flu season.

Symptoms of the flu can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. When experiencing these symptoms the following steps should be taken:

- Children and caregivers with flu-like illness should remain at home and away from others. Child may return with the release of the doctor. A doctor note is required after 3 consecutive days of absences.
- Conduct daily health checks on children – look for;
 - o A change in the child's behavior (crankiness, unusual crying, decreased appetite, or a lack of interest in playing)
 - o A report of illness in the child or family member
 - o A report of a recent visit to a health care provider by the child or family member, and

- o Any signs or symptoms of flu: feeling warm to the touch, fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and tiredness.
- Children who develop symptoms of flu-like illness should be promptly separated from others until they can be sent home. A space should be provided where the child can be comfortable and supervised at all times.
- Wash hands frequently with soap and water, keep hands away from nose, mouth, and eyes; and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).
- Areas and items that are visibly soiled should be cleaned immediately, and all areas should be regularly cleaned, with a particular focus on items that are more likely to have frequent contact with the hands, mouths, and bodily fluids of young children.

Short-Term Exclusion and Admittance:

A child may be excluded from participation to protect the health of all children when necessary. Temporarily excluding a child from participation protects the health of the affected child, other children, and staff. A child will be excluded from class if the child has a short-term injury or an acute or short-term contagious illness. This can only be done for a short-term period when keeping the child in care would pose a risk to the child or anyone in contact with the child. Admittance back to the program can occur after 24 hours when the child poses no threat to themselves, other children, and staff, and provides a note from the health care provider stating they may resume classes. A release from the doctor is required after missing 3 consecutive days.

Head Lice:

Children attending centers will be free of live head lice and viable nits that are one to four millimeters to the scalp.

If a child is found to have head lice, he/she will not be allowed to attend class and may only return to the center after a head check. Home visits will continue as usual. Families will be given education on proper treatment.

Centers: when checking heads on Monday morning, if a child is found to have lice or nits, the parents will be contacted to pick them up from the center. After the proper treatment, the parent/guardian must transport the child back to the center for a recheck. If the clinic is not open at the ELC, the family may visit one of the other school clinics, or the Montgomery County Health Department to be cleared.

Any child/family that has two cases of head lice within a month will be referred to the ELC Community Health Worker.

Social Emotional Learning:

ELC staff will implement the Second Step Curriculum, which focuses on self-regulation and social-emotional skills. Students will focus on problem-solving, friendship skills, emotional intelligence, and self-awareness.

Solicitation:

All salespeople and other business representatives are to be cleared through the principal before being allowed to visit with staff.

Special Events-Friendship Days, Special activities, Birthday Celebration, Promotion Ceremonies:

All special events will need to follow center policies and guidelines. All special events will need to be approved by the Principal. Parents and families will be encouraged to participate. By following the lead of the children to celebrate their birthday, parents are encouraged to speak to the teacher ahead of time and arrange for healthy snacks to be offered after scheduled meal times. If your child is having a birthday party away from the school, invitations may be distributed at school only if every child in the classroom is invited.

Standard Response Protocol-

Hold- Stay in your classroom or area until the hold is lifted.

Secure- Get inside. Lock Outside Doors.

Lockdown- Locks, Lights, Out of Sight

Evacuate- To a Location

Shelter- State the Hazard and Safety Strategy

Sunscreen:

Children may bring sunscreen to school if needed for our onsite field trips that occur in the sun. Shade is available on our campus as well. There is a permission slip parents will sign if a child needs sunscreen.

Tardiness:

If your child is not in the classroom at 8:10 am or 12:10 pm, he/she will be counted tardy. It is important for your child to be on time to maximize learning. After four tardies, a student will receive one unexcused absence in accordance with district policy. If you arrive after 8:10 or

12:10 you will need to take the child to the office to be checked in as class starts and the doors will be closed.

Tooth Brushing Policy:

Children will brush their teeth daily, at the lunch table or circle time area to promote good oral health habits.

Valuables:

Students should not bring things of value or money to school. **The school is not responsible for lost or stolen items.** For show and tell, students may bring age-appropriate items that are safe for school. Show and tell is on days designated by classroom teachers.

Visitor Policy:

All visitors must sign in and out of the center.

Staff will greet all visitors that enter the center, asking how the visitor may be assisted.

- If an individual is visiting a child enrolled at the center, check the child's file to see if their name is listed on the Parental Permission for Transporting and Release form. Ask for an ID.
- If it is not, call the parent to inform them of the situation. The child should not be permitted to leave unless the person is listed on the Parental Permission for Transporting and Release form in the child's file and the person is able to show proof of identification.
- If an outside entity wants to observe the class, they must sign in and out and at no time will the visitor be a part of the staff/child ratio. This includes professionals.
- Public School staff need to sign in and wear their professional identification/name tag or visitor pass when visiting the centers.
- To observe or work with a specific child, the outside entity will need permission from that child's parents. The parent should have notified the center that permission has been granted. Otherwise, the staff will need to contact the parent for approval.
- Additionally parents or guardians will learn enhanced parenting skills and develop a greater understanding of their child's development.

Water:

Children and staff have access to filtered water onsite as needed.

Children may bring a water bottle to class to keep in their cubby as needed.