

Family Handbook

2003/2005 Sequoyah Avenue

Maryville, TN 37804

865-983-8551, Option 1

Preschool Service Hours

Morning Sessions: 7:45am to 10:45am

Afternoon Sessions: 11:20am to 2:20pm

The Early Intervention Center (EIC) is a program that offers preschoolers screenings for special education, special education evaluations, and special education and related services. The EIC is designed to ensure that children ages 3 through 5 years, but not yet kindergarten age eligible, with disabilities receive free appropriate public education designed to meet their unique needs and prepare them for further education.

ATTENDANCE

On time and regular attendance is expected. Arriving late disrupts your child's class, and your child may not have the opportunity to start his or her day off on a positive note. Should your child not be attending for a scheduled day, please notify your child's teacher via email or SeeSaw as soon as possible. For students with Individualized Education Programs (IEP), should your family be unable to further provide transportation at any point during the school year, please contact your child's teacher to discuss the problem.

PICK-UP AND DROP-OFF PROCEDURES

Traffic will flow in a circular direction passing in front of our building and around the median parking area. Please drive to the end of the ramp and your child will be picked up or taken to your car by a staff member. Please remain in your car while waiting in line for your child to be picked up or taken to class. For legal reasons, we cannot buckle your child's seatbelt or car seat. You or your child will need to do that. * Please wait for the car in front of you to leave. Do not exit the line by driving around another car.

*** Should you need to talk to your child's teacher, you may park in a parking spot and wait until all other children have been dismissed and vehicles have departed. Please do not walk up the ramp to collect your child or talk to your child's teachers while they are loading/unloading other children. Please make sure anyone on your child's Emergency List is aware of the above procedures.**

Students enrolled at the EIC may ONLY be released to:

1. **Custodial parent(s)**
2. **Legal guardian(s)**
3. **Person(s) listed on the Emergency Contact list**

No child will be released to any individual whose behavior may place the child at immediate risk.

ALL SCHOOL CAMPUSES ARE CELL FREE ZONES.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have the following information on file:

1. **Parent/Guardian name(s)**
2. **Complete and up-to-date address**
3. **Home, work, and cell phone numbers for parent/guardian(s)**
4. **Emergency contact name and phone number (relative or friend of the family)**
5. **Physician's name and phone number**
6. **Medical alert information**
7. **List of authorized people allowed to pick up the child from school***

***Court orders and orders of protection will be followed according to law.**

It is the responsibility of the parent/guardian(s) to notify the EIC staff immediately of any change to address, phone number, or any other contact information.

For ANY change to people authorized to pick up a student, contact must be made through face to face or written communication. The EIC will not release a child to an unauthorized person through phone contact ONLY.

SCHOOL CLOSING

Inclement weather announcements will be made on local radio and TV stations and via the Maryville City Schools social media account. In the event of early dismissal, Pre-K procedures will be communicated via Seesaw or phone calls. Early dismissal procedures may be different than K-12.

SAFETY PLAN

If there is an event that requires the whole school to evacuate, we will go to the East Maryville Baptist Church on Brown School Road. We will release your child to an adult on the approved pick-up list with a photo I.D. For weather related emergencies, the EIC will evacuate to the John Sevier Elementary library. Please do not come to the school and try to check your child out. It is Maryville City Schools district policy that no children will be dismissed until we receive the "all clear." Once safe, the EIC students will return to their regular classrooms from where they will be picked up by an approved adult. For school lockdowns, EIC staff and students will remain in our building. Staff are not allowed to answer phone calls, texts, or emails during this time. Once the lock-down has been lifted, staff may contact parents/guardians and pick-ups may resume. Please be aware that the EIC must participate in routine drills throughout the year so that in the event of a real emergency, everything will go smoothly. The EIC staff will take good care of your child(ren) during any drill or emergency.

CLOTHING

Preschool-aged children can be messy and the EIC utilizes a variety of potentially messy materials and activities to address fine motor and sensory delays. Please send your child in clothes that can get dirty, or that paint, glue, markers, etc. will not hurt. For safety reasons and gross motor play opportunities, please send your child in athletic-type shoes. Please avoid open-toed shoes to avoid injuries on the playground. Each child is required to have an extra change of clothes (including underwear) at school each day.

DISMISSAL FROM THE PROGRAM

The EIC provides services for children who are eligible for special education services and who live within the Maryville City Schools zone or are children of active employees. At any time during the year, if a child moves out of the Maryville City Schools district zone (exception is children of employees), he/she will no longer be allowed to attend the EIC without prior permission to remain. If your child has an active IEP, the EIC will provide you with information on how to contact your new zoned school system for future services. Failure to notify the school district within 2 weeks of moving to a new residence will adversely impact any opportunity for the child to apply as a tuition student for future years and may result in tuition reimbursement for time spent living outside of the school district while attending the EIC.

DISCIPLINE FOR PEER MODELS

We strive to prevent discipline problems before they occur. Teachers will try to redirect children in a safe, secure, and caring way. Expectations will be clearly defined, and consequences will be presented in a natural way. A conflict resolution program will be used to help students develop peaceful solutions to their conflicts. Discipline is designed so that children will be respectful of others and practice self-control. A positive behavior management program will be used. If persistent behavior problems occur, a parent conference will be necessary.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

If your child has an active IEP and commits an act in school that results in discipline that would result in a loss of services, special procedures must be followed. The use of a positive behavior management program will be utilized to teach and reinforce positive behaviors while at school.

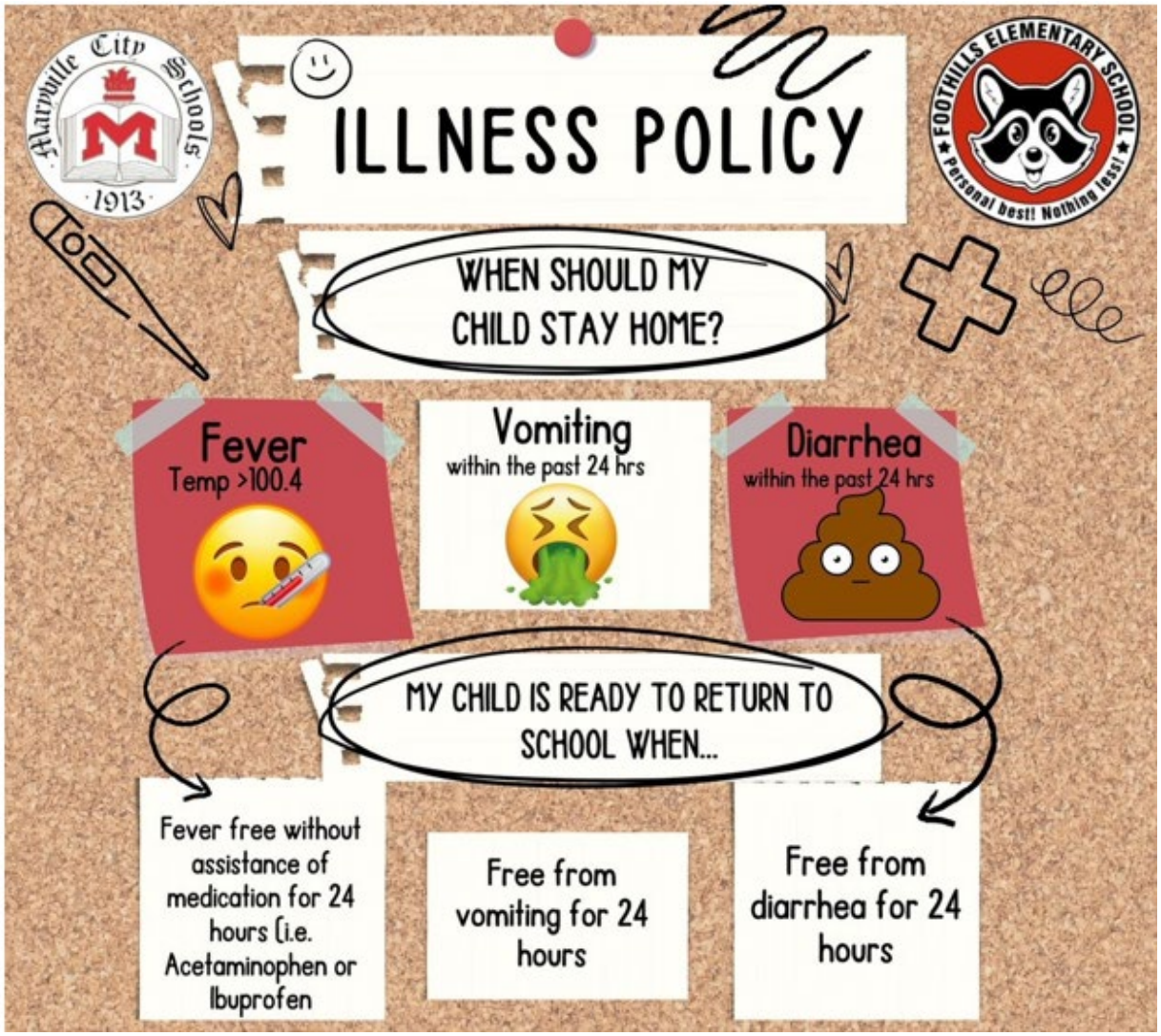
SNACKS

Children will be served peanut-free snacks daily. Please do not send in any food from home. Please notify your child's teacher of any food allergies.

SICK/ILLNESS PROCEDURES

The EIC will follow Maryville City School's procedures for illness. Those procedures are available at: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://resources.finalsite.net/images/v1628879667/maryvilleschoolsorg/vppagwtjdkopuiresu1l/ProceduresforIllnessesJuly2021.pdf

Parent Summary



SCHEDULING

The EIC staff make every effort to maintain a consistent schedule for services for the duration of a school year. Please be aware that it may be necessary to change the days of the week and/or times of services to ensure proper services are available. Advance notification and discussion will occur regarding proposed scheduling changes.

STATE REQUIRED PERSONAL SAFETY CURRICULUM

The EIC uses the Keeping Kids Safe safety curriculum. This program teaches children skills that will help keep them safe from dangerous or abusive situations. Children will also learn how to ask for help when they need it.

Children learn more about safety and are more likely to follow safety rules when they have multiple opportunities to practice and talk about safety with their family. You are encouraged to help your child learn and practice safety rules.

Topics that will be discussed in the lessons include:

- **Self Esteem**
- **Family and Friends**
- **Feelings**
- **Problem Solving**
- **Taking Care of Me**
- **Safety Around Me**
- **My Body Belongs to Me**

There are supplemental activities and a book list for parents to use at home if needed. Please make requests for these items to your child's teacher.

Important Documents Are Available Online or Printed Upon Request:

Online Access: https://www.maryville-schools.org/parentsstudents/special-education/early-intervention-center

- **Department of Education Standards for School-Administered Child Care**
- **Reporting Child Abuse Information**
- **EIC Family Handbook and John Sevier Elementary Handbook**

CLASSROOM NEEDS

The EIC is funded with state and local funds for special education. There is no cost to attend this program and no required student supplies. Families who are interested in contributing to a student's classroom may donate any of the following frequently used materials:

1. **Snacks (peanut-free, no homemade items)**
2. **Art supplies**
3. **Baby wipes**
4. **Cleaning wipes**
5. **Playdough**
6. **Kleenex**
7. **Hand Sanitizer**
8. **Paper plates**

Although much appreciated, no supplies are required to be contributed. For any other materials, please talk to your child's teacher.

HANDBOOK SIGNATURE PAGE

Please mark each statement to provide documentation that the following policies/procedures have been provided to your family. Should you have any questions about any section, at any time you may contact your child's teacher or the district's Special Education Director, Dr. Melanie Davidson, at 865-982-7121.

By initialing below, I agree with each statement.

_____ I understand the program's pick-up and drop-off procedures and agree to follow them. These procedures include an understanding of who is eligible to pick-up my child from the EIC.

_____ I understand the EIC teaches a state required personal safety curriculum called "Keeping Kids Safe."

_____ I understand the school district's sickness/illness policy and agree to follow it.

_____ I have been provided with a copy of the EIC handbook which includes information related to attendance and discipline.

_____ I understand there are TN Department of Education Standards for School-Administered Child Care and have been provided both a link to these standards as part of the EIC Family Handbook and been offered a printed copy.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date Signed: _____