Colonial Early Education Program (**CEEP)**

2025-2026 Parent/Guardian Handbook

Program Website: www.colonialpreschool.com

Colonial Early Education Program (CEEP)
Colwyck School
12 Landers Lane
New Castle, DE 19720
Main Office: (302) 429-4085

Updated 10/03/25

Welcome to Preschool!

Dear Families,

Welcome to the Colonial Early Education Program (CEEP)! We are so excited to provide your child with a high-quality, enriching, early childhood experience!

CEEP's handbook will provide you with information related to the school day and to your child's educational programming. Please read this handbook, as well as the *Colonial School District's Policies and Student Code of Conduct*, which apply to preschoolers-12th graders. These will be great resources throughout the year.

Please contact us at (302) 429-4085 if you have any questions, and we look forward to collaborating with you to ensure a positive and productive school year!

Sincerely,

Katrina Daniels
Katrina.Daniels@colonial.k12.de.us
Principal

Important Contact Information

- Colonial Child Find - For referrals for preschoolers with suspected disabilities
  - childfind@colonial.k12.de.us
  - 302-429-4088
- Colonial School Board
  - https://www.colonialschooldistrict.org/about-us/board-of-education/
- Colonial School District- District Office and Leaders
  - 318 E. Basin Road, New Castle, DE 19720
  - District Office: 302-373-2700
  - https://www.colonialschooldistrict.org/contact/who-we-are-contact/
- Colonial Transportation Department
  - (302) 323-2851
- Colwyck/CEEP Office Staff
  - https://www.colonialschooldistrict.org/ceep/
- Colwyck/CEEP Classroom Staff
  - https://www.colonialschooldistrict.org/ceep/
- Colwyck/CEEP Therapists
  - https://www.colonialschooldistrict.org/ceep/

Colwyck/CEEP School Hours

9:25 a.m.	**Arrival for full day and AM ½ day children** Children will be permitted to enter the building at 9:25 a.m. Kindly wait in your car until the doors open. Staff will greet you and your child at your car.
9:45 a.m.	Students must be signed in late
12:00 p.m.	**Dismissal for AM ½ day children**
12:55 p.m.	**Arrival for PM ½ day children**
2:50 p.m.	Early dismissal pick up ends (No pick- ups allowed after this time)
3:20- 3:30 p.m.	**Dismissal for full day and PM ½ day children**
6:00 p.m.	YMCA After-Care ends

*

Outside Agencies & Useful Information

Agency/Information	Contact/Information
Autism Delaware	https://www.autismdelaware.org
Center for Child Development	https://thecenterforchilddevelopment.com/
Children & Families First	http://www.cffde.org
Chimes Delaware	http://www.chimes.org/delaware/index.htm
Christiana Care	http://www.christianacare.org/about
Delaware 211/Help Me Grow (HMG)	http://www.delaware211.org
Delaware Birth to Three Early Intervention System	http://www.dhss.delaware.gov/dhss/dms/epqc/birth3/directry.html
Delaware Child Abuse and Neglect Reporting	Report Line: 1-800-292-9582 http://kids.delaware.gov/fs/fs_iseethesigns.shtml
Delaware Disability Hub	http://www.deldhub.com
Delaware Division of Prevention and Behavioral Health Services (DPBHS)	http://kids.delaware.gov/pbhs/pbhs.shtml
Delaware Early Childhood Council	http://decc.delaware.gov/
Delaware Department of Education (DOE)	http://www.doe.k12.de.us/site/default.aspx?PageID=1
Delaware Department of Services for Children, Youth and Their Families	http://kids.delaware.gov/
Delaware Family to Family	http://www.delawarefamilytofamily.org/
Delaware Guidance Services	http://www.delawareguidance.org
Delaware Office of Early Learning/Great Starts Delaware	http://www.greatstartsdelaware.com
Division for Early Childhood (DEC)	http://www.dec-sped.org
Easter Seals Delaware & Maryland's Eastern Shore	http://www.easterseals.com/de/
Food Bank of Delaware	http://www.fbd.org
Institute for Excellence in Early Childhood Quality Improvement System	https://www.dieec.udel.edu/home-revision-2/quality-improvement-system/
KidsHealth from Nemours	http://kidshealth.org
National Association for the Education of Young Children (NAEYC)	http://www.naeyc.org
Nemours: Children's Health System	http://www.nemours.org/welcome.html
Parents as Teachers (PAT)	http://www.parentsasteachers.org
Parent Information Center (PIC)	http://www.picofdel.org
Purchase of Care	http://www.dhss.delaware.gov/dhss/dss/childcr.html
Sustaining Early Success: Delaware's Strategic Plan for a Comprehensive Early Childhood System	http://www.greatstartsdelaware.com/resources/EarlyChildhoodStratPlan.pdf

Colonial Early Education Program

Vision

We envision developing children who are prepared for academic and social success at the kindergarten level and beyond, through child-based and teacher-facilitated learning. All children will be taught in an inclusive environment with experiences designed to strengthen their academic and social development.

Mission

Our mission is to cultivate creative thinkers, curious learners, and confident scholars by providing a fun, nurturing and curiosity-driven environment where children will develop a life-long passion for learning and appreciation of the world around them.

Access and Opportunity

Our goal is to provide a welcoming environment for students and families. We are committed to establishing strong and collaborative partnerships by connecting our families with valuable community programs and resources.

Learning and leadership

We invest in our staff by providing the highest quality educational environment through purposeful and ongoing professional development and training.

Program Overview

At the Colonial Early Education Program, located at the Colwyck Center, we offer an integrated preschool program for children ages three and four. ALL classrooms include children with identified disabilities as well as children without identified disabilities, known as "Typical Peers." Based on research and developmentally-appropriate practice, this "inclusion" model of programming, where children with and without disabilities are educated together, is considered to be best practice. By implementing the inclusion model, the Colonial Early Education Program gives ALL children access to participate in age-appropriate learning opportunities, and the support necessary to do so.

All Colonial Early Education Program classrooms are led by state certified educators, are supported by one or more paraeducators, and benefit from the support of occupational, physical, and speech/language therapists. Student-to-staff ratios in each classroom are in compliance with student need and follow the Office of Child Care Licensing regulations.

The itinerant service providers, who are teachers and therapists, offices are also housed in the Colwyck Center. Itinerant service providers work with children with identified disabilities at community child care centers and Head Start centers.

Program Information

ALERT NOW Notification

Keeping families informed is a top priority in the Colonial School District. The ALERT NOW Notification Service is utilized to send telephone messages that provide important information about school events or emergencies. ALERT NOW is used to notify families of school delays or cancellations due to inclement weather, as well as remind families about various events, including

report card distribution, open house, field trips, and more. In the event of an emergency at school, you will be informed immediately by phone. The successful delivery of information via ALERT NOW is dependent upon accurate contact information for each student; therefore, we **MUST HAVE** current phone numbers. If phone numbers change during the year, we MUST be notified immediately. If there is a specific number that you would like the school to use for general announcements, please notify the main office.

Attendance

Research shows that children greatly benefit from a consistent routine. Therefore, we ask that all students attend daily (barring illness, doctor's appointments, etc.) and arrive and depart on time. If your child is absent from school, please contact the main office via phone, written note, or email, no later than 9:45 a.m. the same day of the absence, to inform the school of your child's absence or lateness. New program regulations require the school to contact parents of students in a Full-Day classroom by 9:30 am to ensure your child's well-being. In addition to verbal notification of your child's illness, please complete a "CEEP Appointment/Illness Note," found at the end of this handbook, and send it to school when your child returns. Another option is to send an email to the Colwyck secretary, Erin Kirby erin.kirby@colonial.k12.de.us to ensure the office receives excuse notes in a timely manner. Excuse notes should include:

- Your child's name and room number
- The date of the absence and the reason for the absence

Please use the Colonial School District Website to review the Colonial Calendar. Visit the district site at: http://www.colonial.k12.de.us/.

School Hours for ALL preschool children are:

- ★ **½ AM Session**: 9:30 AM – 12:00 AM (3 Year Old half day program)
- ★ **½ PM Session**: 1:00 PM – 3:30 PM (3 Year Old half day program)
- ★ **Full Day Session**: 9:30 AM- 3:30 PM (3 & 4 Year Old program)
- ★ **YMCA After Care ends at 6:00 PM**

Abbreviated, Delayed Start, Early Dismissals

One-hour delay opening:

- NO SCHOOL for half-day AM classes
- Full day classes will start at 10:30 AM and end at 3:30 PM.
- Half-day PM classes are on their normal schedule (1:00-3:30 p.m.)

Two-hour delay opening:

- Full-day classes will start at 11:30 A.M. and end at 3:30 P.M.
- NO SCHOOL for half-day AM and PM classes

Scheduled early dismissal:

- Full-day classes will start at 9:30 A.M. and end at 12:55 P.M.
- NO school for half-day AM & PM classes

Emergency early dismissal:

- Full-day classes will start at 9:30 A.M. and will dismiss at the time announced by the school district.
- Half- day AM session will start at 9:30 A.M., dismissal time TBD by the school district.
- There will be **NO** half-day PM classes.

Behavior
All students are expected to exhibit safe and appropriate behaviors at school as outlined in the Colonial School District's Code of Conduct. A copy of the Student Code of Conduct is available to students on school entry or online, as indicated on the "Acknowledgment of Receipt" form. Questions by students or by parents/guardians concerning the Code of Conduct should be directed to the principal of the school. Additionally, a copy of the Student Code of Conduct is posted on the Colonial School District website: www.colonialschooldistrict.org

Bullying
The Colonial Early Education Program believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. We follow the Colonial School District's bullying policy. Please see a copy of the Student Code of Conduct posted on the Colonial School District website: www.colonialschooldistrict.org

College and High School Students
We have established strong relationships with , and we are grateful to be able to offer student teaching placements, practicum placements, internships, and volunteer opportunities to students from these programs. Many of our preschool classrooms host college and/or high school students one or more days per week.

Colonial Readiness Team (CRT) and Policy Council
The Colonial Readiness Team (CRT) is focused on the **Readiness Equation: Ready Communities + Ready Families + Ready Early Learning Programs + Ready Schools = Ready Children.** The CEEP Policy Council provides feedback to CEEP leaders and staff regarding Colwyck's policies and procedures, School Readiness Goals/Student Success Plan, and student and family events. The CRT/PC meets bi-monthly virtually or at The Colwyck Center to share information with community stakeholders, and to plan and implement activities that support Colonial's birth through age eight children and their families. Colonial's adult family members are encouraged to participate in these meetings and to become members of the CRT. Policy Council Members are: Colwyck parents and family members, CEEP staff and community members. For more information, please contact Sarah Milner at sarah.milner@colonial.k12.de.us.

Communication- Building a strong home and school connection is important to our staff, and we strive to establish effective two way communication with all of our families.

- Class DoJo- Your classroom team will invite you to join this online communication group
- Email-all staff members can be contacted via their district email. firstname.lastname@colonial.k12.de.us
- Home Visits + Conferences- Held three times per year, and all are encouraged to participate.
- Newsletters- A family newsletter is sent home weekly. Please check your email on Sunday evening for important announcements and upcoming events.
- Phone- The number to the main office is (302) 429-4085.
- Website- https://www.colonialschooldistrict.org/ceep/

Confidentiality

The Colonial Early Education Program maintains a strict policy of confidentiality which respects the right to privacy of all children, their families, employees, volunteers and others providing services at the school. Employees are not permitted to discuss information regarding children and their families with anyone other than the child's legal guardians. Student information may be shared

with other district/school staff when necessary to provide the best care for a child and with a legitimate "need to know" basis only.

The Colonial Early Education Program will not provide personal or private information about any of its employees, volunteers, or children to any outside person or agency without written permission.

Discipline

At the Colonial Early Education Program, we believe that every student is a unique individual with unique personal, social and educational needs. As a result, every disciplinary situation is unique and will be addressed in a way that maintains student's dignity and self-respect.

Our Core Beliefs are:

- Mistakes are opportunities to learn. The goal is to teach children a new skill rather than punishing them for lacking skills we think they should possess by now.
- Children need to experience mutual respect in a secure and nurturing learning environment. We will hold high expectations for our students and ourselves.
- Misbehavior should be seen as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

Conscious Discipline

Conscious discipline is a method of discipline that eliminates the need for a reward and punishment-style of discipline. It is intended to create stronger communication within the classroom and/or home environment. Conscious Discipline gives children a voice and empowers them with the ability and help to achieve behavioral goals. There is research supporting this method for classroom use. According to Conscious Discipline, the creation of healthy connections with other people wires the brain for improved impulse control and a willingness to cooperate. Conscious Discipline techniques can be used both in school as well as at home. For more information reach out to your child's teacher or Conscious Discipline website https://consciousdiscipline.com/

Dress Code

Weather permitting, children **will play outside everyday** and must be dressed to meet the weather conditions. Children must wear closed-toed shoes (sneakers, for example). For safety reasons, flip-flops and open-toed shoes are not permitted. Your child will not be permitted to participate on the playground and gym if he/she is wearing open-toed shoes. Extra clothes to be kept in the backpack is strongly encouraged in case of wet clothes or accidental spills! If your family would like assistance with cold weather gear (jackets, gloves, boots, etc) please contact our School Counselor.

State Funded Early Care and Education Program (SFECEP, formerly ECAP)

State Funded Early Care and Education Program (SFECEP, formerly ECAP) is a statewide program that supports children and their families. The focus in education is in the areas of language, literacy, social-emotional, physical development, health, nutrition and mental wellness. SFECEP is funded by the Department of Education and provides preschool services for Delaware's three- and four-year-old children. SCECEP's goal is to prepare children to be successful in kindergarten and beyond.

Emergency Forms

An emergency form will be sent home with your child at the start of the school year and must be completed and returned to school within one week of your child starting school. Both sides of this Emergency Treatment form must be completed and signed by the child's parent and/or legal guardian. If information on the emergency form changes during the school year, it is the parent/guardian's responsibility to notify the main office and school nurse of changes.

Family Involvement

Parents must have identification with them every time they enter the building.

- **Family participation**- Families are strongly encouraged to participate in family-centered in-person and virtual events such as Back-to-School Night in August, Open House in October, Parent Conferences in November and March, and evening and daytime events planned throughout the school year. Family events are diverse, with some focusing on academics/student learning, and some focusing on social activities/connecting families, children, and staff.

Gross-Motor Time

Children benefit from being outdoors as much as possible. However, gross motor activities include both outdoor physical play and indoor gross motor play. Weather permitting, we are required to provide daily outdoor play. Outdoor play is more than what you think. Playing in nature positively impacts students' brain, skill and cognitive development, self-confidence and self-esteem.

Home Visits

Home visits are a chance for our school staff to get to know a little about your family and give your child a comfortable zone to participate in a conversation and a fun activity with their teachers. With our staff coming to your home environment, your child will be able to view his/her teacher as someone safe and it also gives us a special connection to your child. Home visits will be conducted twice during the school year. The first visit will occur before your student starts school in August/September. The second visit will occur during the district parent conference times in March.

Inclement Weather

Be sure to follow instructions from the Alert Now Phone call. The following are additional references:

- Please use the following as a resource for days when school is delayed:
    - One hour delay (school begins at 10:30 a.m.)
        - AM Preschool classes will be canceled
        - Full day preschool classes will be delayed one hour.
    - Two hour delay (school begins at 11:30 a.m.)
        - AM Preschool classes will be canceled.
        - Full day preschool classes will be delayed two hours.
- Please expect buses to be delayed by the appropriate time delay.
- During inclement weather or emergency situations, early dismissal/school closing information for the Colonial School District will be available from the following:
    - State School Closing Website and Email Notification-Families can register for email notification and/or view the status of school closings across the state. Go to: http://schoolclosings.delaware.gov to register for this service.
    - Alert Now phone calls- Are sent out to parents/guardians from the Colonial School District. The District utilizes the phone numbers that were given during

registrations. If there is a change in your phone number please contact the main office to make appropriate changes.

- School and District Websites -A notice will be posted on the home page if schools are opening late, dismissing early, or closing.
- Local Radio Stations
  - 92.9 FM WDSD
  - 93.7 FM WSTW
  - 99.5 FM WJBR
  - 1150 AM WDEL
  - 1410 AM WDOV
  - 1450 AM WILM

Instruction and Assessment

Several tools are utilized for instruction and assessment:

- **The Creative Curriculum**— A researched-based curriculum that features exploration and discovery as a way of learning core subjects. For more information, visit: https://teachingstrategies.com/solutions/teach/preschool/
- **The Delaware Early Learning Foundations (ELFs)**—The ELFs focus on skills that children should possess before entering kindergarten. For more information, visit: http://www.doe.k12.de.us/infosuites/students_family/earlychildhood/files/PresscELFFinalJul2010.pdf
- **Teaching Strategies Gold (TSG)** is an ongoing observational system for assessing young children through progress monitoring and informal observations. Progress is shared with families at parent conferences and via report cards.
- **IEP progress Reports**- Children with identified disabilities have Individualized Education Programs (IEPs), and Progress Notes are sent home three times per year.

Progress Reports, Report Cards, Home Visits, and Parent Conferences

- Students who have an IEP will receive IEP progress reports and report cards will be sent home three times a year, in December, March and June. Please reference the school calendar for dates.
- Parent conferences and Home visits will occur in August, November, and March. If you have any concerns or questions, please contact your child's teacher to set up a conference. **On-the-spot conferences with teachers should not be expected**.

Late Arrivals & Early Dismissals

- After 9:45 AM a student is considered late and must be signed in by an adult at the Colwyck main office. Classroom staff will retrieve late children from the office.
- For late arrivals, please park in the Colwyck parking lot AFTER 9:45 AM.
- When students arrive late to school due to a doctor's visit, our school nurse will be made available to discuss any medical information received by you as a result of your visit. Just let the office know and a nurse will be called.
- **Early dismissals should be kept to a minimum, as this will affect your student's academic success.** All parents/guardians picking up a student for an early dismissal must call ahead and sign their child out using the QR code. Please allow time for staff to escort students to the main office **AFTER** the student has been properly signed out. If someone other than the parent or guardian is to pick the child up, a written note or email from the

parent should be sent to the office stating who will be picking the child up. **Anyone picking up a student will be required to show identification prior to the child being released**.
- Whenever possible, please complete a google form to notify staff of your child's need for a late arrival or early dismissal.
- Early dismissals end at 2:50pm. Any person wishing to pick up their child after 2:50pm must do so through the car line dismissal process.

Mandatory Reporting of Child Abuse or Neglect

All adults in Delaware are mandated reporters and required by State Law to report any indications of child abuse, suspected child abuse or neglect of children. All CEEP staff are required to complete training to make them fully aware of any changes in state laws or policies. Any suspected child abuse or neglect will be reported by the staff member and/or principal in accordance with state mandates.

Nursing/Health Services

The Colonial Early Education Program (CEEP) employs a full-time registered nurse who is available during school hours. As the health services expert, the school nurse serves as the health professional for the school community and provides services to support learning and access to education. If you have any questions, contact the school nurse or the preschool coordinator. Please ensure your contact information is up to date in case the school nurse needs to contact you.

We are committed to supporting the physical health of our students and our staff. CEEP is licensed by the Office of Child Care Licensing (OCCL) and operates in accordance with Department of Education policies and DELACARE regulations. Outlined below are the requirements from both organizations related to student health and wellness.

- **Yearly Updated Physicals**
  - The American Academy of Pediatrics recommends yearly Well Visits and the DE Department of Public Health, in addition to OCCL, requires that families of preschoolers submit up-to-date physicals and immunizations. A new physical must be completed and submitted to our school nurse **every 12 months**.

- **Immunization/Medical Requirements**
  - The child's immunizations should be age-appropriate and aligned with state and medical guidelines. The nurse will contact parents of those children whose health records do not show the required immunizations.
  - Before entering kindergarten, written documentation of the **REQUIRED** vaccinations and screenings must be provided in accordance with State Board of Education regulations. They are as follows:
    - Five doses of DPT or DT vaccine (or combination) unless 4th dose was given after 4th birthday
    - Four doses of polio vaccine unless 3rd dose was given after 4th birthday
    - Two doses of measles, mumps, rubella (MMR) vaccine
    - 2 doses of Varicella (chickenpox) vaccine (or proof of disease)
    - 3 doses of Hepatitis B vaccine
    - Proof of lead two screenings at 12-months and 24-months (pre-k and kindergarten only)
    - Tuberculosis screening within the past 12 months, or written documentation from a physician or public health clinic indicating the child is at low risk.

The Board of Education or its designee may grant exemption from the immunization requirement for medical or religious reasons upon presentation by parents of acceptable documentation.

- **Injuries & Illness (including exclusions as per DELACARE Regulations for Early Care and Education and School-Age Centers)**
    - Your child must stay home if they have any condition that is contagious. You must notify the school nurse.
    - **Dismissal Due to Illness** –If it is deemed that your child is unable to remain at school due to illness or injury, the nurse will call the numbers given on the emergency card. Your child will not be allowed to ride home on the bus if he/she has any type of contagious disease.*****Please make arrangements to have your child picked up <u>within 30 minutes</u> after receiving notification of your child's illness.*****

  Exclusions
    - If your child has been ordered an antibiotic for an illness, your child must be on the antibiotic for 24 hours before returning to school.
    - Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness
    - Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs
    - Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by a fever, **exclude for 48 hours** after the symptoms end
    - Vomiting; two or more times in the past 24 hours, or one time accompanied by a fever, **exclude for 48 hours** after the symptoms end or until a healthcare provider determines the vomiting is not contagious and the child is not in danger of dehydration.
    - Please see section 62 of DELACARE Regulations for Early Care and Education and School-Age Centers for a full list DELACARE
    - Your child must remain at home for at least 24 hours without a fever (101°F or higher), and without the use of Tylenol or Motrin to manage symptoms DELACARE

  Hospitalization - For any child who has been hospitalized, the school requires a copy of discharge orders prior to the student's return to school. Return to school documents may also be required. Please speak to the school nurse for details. Additionally, parents/guardians must contact the school nurse in order to share any additional medical information.

  Injuries - Please notify the school nurse if your child has an injury outside of school, as your child may need to be restricted from recess or physical activity depending on the injury. Children with a cast or splint must have a doctor's note stating they are cleared to return to school and what accommodations are needed.

- **Medication Policy -** According to state policy, medication can be administered by the school nurse. However, whenever possible, routine medication should be administered at home.
    - **Prescription medication** (must be brought in by an adult, this includes Epi-pens and inhalers)
    - Must be prescribed by a physician

- The medication must be in the original container, with the attached current prescription label with the child's name, dosage and method of administration.
- Upon arrival at school, the nurse will verify the quantity of the medication. If a discrepancy is encountered, the parent will be notified. For students on a medication regimen, a new physician's order is mandatory at the beginning of each school year.
- Parent/guardian must provide written consent for the school nurse to administer the medication

- **Non-prescription medication** Students are not permitted to carry medication or take any medication during school hours without the nurse's supervision, including cough drops.

Nutrition

Thank you for your ongoing commitment to provide our students with a safe and healthy eating environment. In order for the Nutrition Services to retain the Delaware Division of Public Health operating permit, it is their responsibility to comply with the State of Delaware Food Code. Additionally, in order to receive reimbursement from the United States Department of Agriculture, they must also follow strict meal pattern regulations. Therefore, food prepared and served to students during regular school hours must adhere to the following conditions:

- All food must be prepared under the supervision of School Nutrition services staff on school premises using school nutrition services equipment and utensils.
- It is prohibited to deny students the opportunity to participate in school breakfast or lunch as a form of disciplinary action.

If you choose to hold an in-classroom celebration (party) during regular school hours, the Nutrition Services Department is happy to provide meals/snack items. Please review the Pizza Party Order Form, Classroom Celebration Item List, and Classroom Celebration Order Form for more information. All forms must be completed and submitted to the Nutrition Services Staff 10 days prior to your in-classroom event.

Choose from our Classroom Celebration Items List of Smart Snack Approved Items. Complete the Classroom Celebration Order Form, and submit to the Nutrition Services Team at least 10 days prior to your event.

In an effort to promote healthy lifestyles and increased physical activity, the District Wellness Policy provides suggestions for planning events that emphasize healthy foods and align with classroom lessons or shift the focus and plan non-food events centered on physical activity, music, art and games.

The Nutrition Services Department is an independent self-sufficient operation within Colonial School District. Our department benefits greatly when you participate in our Classroom Feeding Program. Please keep this in mind as you schedule special events throughout the year.

If you have any questions, please contact the Nutrition Services Department at 302-323-2743.

- **Snack-** All half day students receive snacks. A light snack will be served daily in the classroom. Children are permitted to bring a snack from home; however, there may be an instance that some items may be prohibited due to severe allergies.

  Meals

  Weekly menus are prepared by the district's/school's Nutritional Services Department. Menus are posted online, sent via social media and paper form with students. They are also posted in the classrooms for the staff to reference when students make a meal selection for the day.

  Milk is served at breakfast and lunch. Parents /guardians may request, in writing, a non-dairy fluid milk substitution for their child with a medical or special dietary need without providing a statement from a medical authority. The milk is equivalent to fluid milk and meets the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs. Milk or juice is served with all the meals and snacks. Water should be brought in with each child with their name displayed on the bottle.

- Breakfast, lunch and snacks are provided to all full day students. No child shall go more than 4 hours without a meal or snack being provided. Breakfast is served to full-day students upon arrival at 9:25 am, lunch is served mid-day between the hours of 11:45 am and 12:45 pm and snacks are served between 2:30 pm and 3:10 pm. For the AM half-day session, snacks are served between 11:15- 12:00.
- Meals are served in the classroom.
- The school will only provide the required serving of foods as specified by the USDA. Additional meals are not served to students.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.

Allergies

Please let us know about any allergies or food restrictions your child has by completing the Allergy Form in the enrollment packet and providing any action Plans. Your healthcare provider, who is licensed to prescribe medication, must complete the Prevention & Emergency Response Plan for Students with Allergies form or provide a written emergency plan with instructions for the school nurse and school nutrition supervisor.

Food brought from home

The Colonial Nutrition Services is prepared to accommodate meal substitutions when needed. You must complete the Prevention & Emergency Response Plan for Students with Allergies. This form provides information to the Nutrition Services department regarding meal substitutions needed and whether an individualized special menu is needed. It is expected that the parent/guardian will pack your child's breakfast, lunch , and snack until the Prevention & Emergency Response Plan for Students with Allergies form is received and processed by the school nurse and nutrition services department.

The school provides nutritious and well-balanced meals and strongly encourages families to have their child participate in the school meal programs offered by the Colonial Nutrition Department. If a parent chooses to send in meals from home, the school will not be responsible for preventing spoilage of food nor warming or refrigeration of food. The school maintains the right to dispose of any food that appears to look, smell and/or taste unsafe for the child. The classroom staff will notify the parent. The school also maintains the right to

ban any food, at any time, being brought into the classroom that may cause an allergic response or reaction to any other student or staff member in the building.

Photos

Students photos may be used in the following ways,

- within the classrooms and throughout the school common areas
- for classroom projects and bulletin displays
- on the district's, school's, and/or classroom's social media page
- on the district's and/or school's web site.

If at any time you want your child's photograph to be removed from any use, excluding instructional uses, it is the parents or guardians responsibility to inform the building principal of this decision.

Purchase of Care

Purchase of Care (POC) is a Child Care subsidy, and Typical Peer families may apply for POC through the Division of Health and Social Services. For more information please contact Kimberly Tomlinson at kimberly.tomlinson@colonial.k12.de.us.

Parents Right To Know Notice

Under the Delaware Code parents are entitled to inspect the active record and compliant files of any licensed child care facility. To review a child care facility record contact:

Office of Child Care Licensing
3411 Silverside Rd
Hagley Building-Concord Plaza
Wilmington, DE 19810

Safety/Emergency Drills

Students and staff are required to participate in monthly fire drills and at least two lockdown drills during the school year. Teachers and school staff are trained in how to recognize and respond to an emergency situation whether it be a lockdown, shelter-in-place or evacuation scenario.

Screen Time Permission

Children over the age of two may have educational videos, movies, or games incorporated into their curriculum. These may be viewed on a SMARTboard, computer, or tablet. These need to be age –appropriate and limited to one hour per day unless a special occasion or activity occurs.

Schedule (Classroom)

A detailed schedule will be provided by your child's classroom teacher. A typical schedule includes time for child-guided play (interest centers), large group instruction, small group instruction (art, math, literacy activities, etc.) gross-motor play, read-alouds, snack, rest time (full-day), etc.

School Readiness

Please make sure to send your child to school each day with:

- Back pack (labeled with your child's name)
- Folder
- Weather appropriate clothing and outerwear, if needed
- Closed toed shoes with backs (we will go outside every day, weather permitted)
- Bathrooming necessities such as diapers and wipes, change of clothing, including socks or shoes, etc. We do not have extra diapers; therefore, if your child does not have a diaper for changin, you will be called to bring in a diaper.

School Safety

The safety and welfare of students is of utmost importance. The CEEP/Colwyck School staff is committed to ensuring that the highest level of safety is maintained within our building on a daily basis. Therefore:

- All school doors will remain locked at all times. When visiting, family members must ring the school buzzer and tell the office staff the reason for their visit.
- Once admitted, visitors must report directly to the main office where they MUST present identification, sign in and receive a "Visitor Badge." Visitor Badges must be clearly displayed at all times.
- After receiving a Visitor's Badge, all visitors will be escorted to and from their destinations: classroom, therapy room, cafeteria, etc.
- Parents who wish to visit their child's classroom are to write and submit a note or send an email to the school administrators no less than 24 hours prior to the requested visit. The date and start time will be provided by the administrator upon approval. All approved visits will be no more than 20 minutes and accompanied by an administrator. This will provide uninterrupted instruction to all students and at the same time allow parents the opportunity to view programming.

Screenings (Hearing, Vision and Dental)

Hearing, vision and dental screenings will occur in the Fall and Spring. The hearing and vision are conducted by the school nurse. The dental screening and oral health education activities are sponsored and conducted by the DE Smile Check Organization.

Following the dental screening, each child will receive a "dental bag" with items such as a toothbrush, dental activity book, other health resources for both parents and children and general information about their screening.

Social Media

The Colonial Early Education Program staff will use social media to communicate program information, events, recognitions, etc. We follow the Colonial School District Acceptable User and Social Media policy. Like us on Facebook @thelittlecolonials

Toothbrushing

Each of our full-day classrooms will participate in daily tooth brushing activities at least once a day. The children will be brushing their own teeth under the supervision of the classroom staff. The school will provide each child with fluoride toothpaste and their own toothbrush (will be replaced when needed). All toothbrushes will be stored in a covered rack to keep clean. Children will only be encouraged to participate in the activity. It is perfectly fine if they choose not to engage in the tooth brushing activities at school. This will not replace tooth brushing at home so it is important that you still encourage this practice at home.

CEEP Transitions

It is important to us at CEEP to provide a variety of transition opportunities for our students and their families, and we ask that families take advantage of all of the opportunities that we offer. We understand the need to support children and their families as children enter into our program, transition from one classroom into another classroom, and transition out of the program and into kindergarten.

- **CEEP Handbook**-Our families receive a copy of this handbook at the beginning of the school year or upon registration following the first day of school, allowing families to learn about the program and to think of questions that they may need answered before their children start school.
- **CEEP Tours**-All new children and families are encouraged to participate in a tour before starting at CEEP. This tour includes classroom observations with children present, the opportunity to visit important rooms around the school (main office, nurse's office, etc.), and the opportunity to ask questions about daily preschool activities and routines.
- **Back-to-School Night**-In August, before school starts, Back to School Night is held. On this night, children and their families are invited to visit their assigned classrooms. Preschool staff is in attendance to speak with children and families, and children have the opportunity to play and meet their classmates.
- **Transitions within the Program**- Children and families are encouraged to visit the new classroom before children start in the new classroom. Most often, children transition within the program when they move from an Early Childhood (EC) classroom (age three) to a Before Kindergarten(BK) (age four) classroom; this transition usually happens during the summer.
    - Most 2nd year EC students are placed in an afternoon classroom during the summer rollover.
    - Transportation routes may play a factor in the morning/afternoon placements.
- **Midyear Transitions to Other Programs/Schools-**If a family is moving to another district or has selected a different preschool program, CEEP staff will work closely with the family to transition the child from CEEP to the new program. This may include holding a meeting at the new school, arranging a tour at the new school, and sending pertinent documents/information from CEEP to the new school.
- **Transitions into Kindergarten**- All students enrolled at CEEP will automatically be enrolled in their district feeder school. Therefore, you do not need to bring required documents for registration. Families who are interested in touring Colonial elementary schools may request personalized tours by calling the elementary schools or by visiting the elementary schools' website and completing online tour requests.

<u>Transportation—Arrival and Dismissal Procedures:</u>

<u>One</u> dismissal procedure should be specified as a child's regular routine. All children will be dismissed their regular way (by bus or as a pickup) UNLESS there is a written note from the parent/legal guardian requesting us to hold the child at dismissal. If a student tells us that someone is picking them up, but has no note, the child will be dismissed according to his or her usual procedure. Switching dismissal methods between pickup and riding a bus is to be limited to emergencies only.

- **Handicapped Parking**-Parents who wish to drive their child to school will be able to utilize the handicapped parking spots in the Colwyck parking lot. Parents may cautiously enter the Colwyck parking lot along with the buses during our arrival and dismissal times.
- **Bus Transportation**-The Colonial School District provides transportation for children eligible for special education.
    - Children must ride their assigned bus.
    - All preschoolers riding the bus will use the "Safe Guard Star Safety Seats."
    - The transportation staff will review the school bus rules with all children, and families are asked to talk to their children about the importance of staying seated on the bus.

- The Colonial School District requires that each child be met by a parent, guardian, or designee at the assigned bus stop. **If there is no one to receive a child at the bus stop (home), the child will be returned to the school. Parents or guardians must then pick up the child at school within a reasonable amount of time.** The school office closes at 4:00 pm

- **Car Rider Transportation-Children without identified disabilities must be transported by their family**.
  - All families need to complete the "Authorization for Pickup" form, and return it to your child's teacher during the first week of school.
  - The Authorization Pick Form will be used when a non-custodial parent is picking up the child. Please list all the names of your emergency pick or names that you give permission to pick up your child.
  - If you are going to have another person pick up your child who is not a regular pick up, we require that you send in a note or email to the office secretary indicating the change. **Expect that person to follow the school transportation procedures (See Transportation-Arrival and Dismissal).** Please be sure that the person brings a valid form of identification (driver's license/state ID). The name on this person's ID must be the same name that you provided in the note.
  - We respectfully request that cell phones are not in use when delivering or picking up your child.
  - The staff member escorting your child may not be familiar with you, so please have your ID readily available.

Carline Arrival/Dismissal

- Children should arrive at school between 9:25 and 9:45 a.m. (by 9:45 if they wish to participate in the breakfast program). Students will be considered late if they arrive after 9:45 a.m. or 1:10 p.m. (for ½ day PM Classes) If they are late, it is necessary for a parent to park in a space in the parking lot to sign them in at the main office before the student reports to class.
- On the first day of school, families may walk children to their classrooms. On the second day of school, and thereafter please use the dropoff/pickup procedures listed below.

- If you need to come into the building during arrival/dismissal times to speak with someone, please park in the Colwyck parking lot and go to the main office in the Colwyck building for assistance.
- When entering the Colwyck parking lot, parents should follow the directions of staff. Please reference the map on the last page, follow the solid arrow for the pickup/dropoff route. Drive your car along the car line as far up as you are able. **Stay in your car and wait for your child(ren) to exit the building and enter the car.** Parents are to remain with their cars at all times.
- Staff will walk your child to your car; at that time you will exit your car and receive your child.
- Parents must secure their children in car seats and safety belts, staff are not permitted to strap students into their car seats.
- Students are received and dropped off between the **gated area only**. This is done to ensure the safety of all students. Please do not release your child until a staff member is able to receive them and walk them to the building. Your child will always be accompanied by an adult.
- All car riders will be walked to their vehicles by a staff member.

- Students will exit through the Colwyck main lobby doors, and will be escorted by staff to their parents' cars.
- **Please wait patiently until the car in front of you departs. Do not drive around any cars in the carline. This puts students and families at risk.** Please pull away slowly, watching for others inside and outside of the gate, and proceed cautiously to the exit.
- If you are going to have another person pick up your child, we require that you send in a note or email to the office secretary indicating the change. **Expect that person to follow these procedures.** Please be sure that the person brings a valid form of identification (driver's license/state ID). The name on this person's ID must be the same name that you provided in the note.
- Adults who arrive after car line dismissal has ended will be asked to park in the Colwyck parking lot, and sign their child out from the main office. You may be assigned a late fee that must be paid in the main office. Please make every effort to be at school before this time. If you are going to be late, please contact the Colwyck Office by calling (302) 429-4085.

Right to Refuse Child's Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child.

Authorized and Unauthorized Pick-Up

Children will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form and/or Authorization Pick Form. If you want a person who is not identified as an emergency and authorized release contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written (note, email, text message) authorization. Photo identification is required from anyone that is not recognized. We ask that you notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Authorized Pick Up Contacts. The school office closes at 4:00 pm. Provisions will be made for someone to stay with your child as long as possible, but if after an extended amount of time and after attempts have been made to get in contact with you or an emergency contact , the school office will call the local child protective services agency.

Colonial School District Student Absence Form

Colonial SCHOOL DISTRICT **CEEP Appointment/Illness Note**

My child _____ Date: _____ Room: _____

Please check the appropriate box below.

☐ Was/will be late on _____ because _____.

☐ Was/will be absent on _____ because _____.

☐ Has a doctor's/dentist's appointment; I will pick up at _____ AM / PM.

☐ Will be going home with _____.
THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.

☐ I would like for _____ to call me so I can share additional information.

Parent Name: _____

Phone: _____ E-mail: _____

Colonial SCHOOL DISTRICT **CEEP Appointment/Illness Note**

My child _____ Date: _____ Room: _____

Please check the appropriate box below.

☐ Was/will be late on _____ because _____.

☐ Was/will be absent on _____ because _____.

☐ Has a doctor's/dentist's appointment; I will pick up at _____ AM / PM.

☐ Will be going home with _____.
THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.

☐ I would like for _____ to call me so I can share additional information.

Parent Name: _____
Phone: _____ E-mail: _____

Colonial SCHOOL DISTRICT **CEEP Appointment/Illness Note**

My child _____ Date: _____ Room: _____

Please check the appropriate box below.

☐ Was/will be late on _____ because _____.

☐ Was/will be absent on _____ because _____.

☐ Has a doctor's/dentist's appointment; I will pick up at _____ AM / PM.

☐ Will be going home with _____.
THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.

☐ I would like for _____ to call me so I can share additional information.

Parent Name: _____

Phone: _____ E-mail: _____

Colonial SCHOOL DISTRICT **CEEP Appointment/Illness Note**

My child _____ Date: _____ Room: _____

Please check the appropriate box below.

☐ Was/will be late on _____ because _____.

☐ Was/will be absent on _____ because _____.

☐ Has a doctor's/dentist's appointment; I will pick up at _____ AM / PM.

☐ Will be going home with _____.
THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.

☐ I would like for _____ to call me so I can share additional information.
Parent Name: _____
Phone: _____ E-mail: _____

Colonial SCHOOL DISTRICT **CEEP Appointment/Illness Note**

My child _____ Date: _____ Room: _____

Please check the appropriate box below.

☐ Was/will be late on _____ because _____.

☐ Was/will be absent on _____ because _____.

☐ Has a doctor's/dentist's appointment; I will pick up at _____ AM / PM.

☐ Will be going home with _____.
THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.

☐ I would like for _____ to call me so I can share additional information.

Parent Name: _____

Phone: _____ E-mail: _____

Colonial SCHOOL DISTRICT **CEEP Appointment/Illness Note**

My child _____ Date: _____ Room: _____

Please check the appropriate box below.

☐ Was/will be late on _____ because _____.

☐ Was/will be absent on _____ because _____.

☐ Has a doctor's/dentist's appointment; I will pick up at _____ AM / PM.

☐ Will be going home with _____.
THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.

☐ I would like for _____ to call me so I can share additional information.

Parent Name: _____
Phone: _____ E-mail: _____

All Car Line Arrival & Dismissal Map

Revised 8/28/2017