

Rosa Parks Early Childhood Education Center

Parent Handbook



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Table of Contents

Welcome and About Us	3
Our Philosophy and Promoting Community	4
Program Information	5
Drop Off, Pick Up, and Building Access	5
Health and Medical Information	6
Medication and Emergency Procedures	6
Daily Care and Family Support	7
Required Policies and Safety Procedures	8

A guide to our program, daily routines, health procedures, family partnerships, and required policies.

Welcome and About Us

Our Mission

To enhance the development of very young children and promote healthy family functioning.

About Rosa Parks ECEC

Rosa Parks Early Childhood Education Center is a unique partnership between Community Action Project of Tulsa County (CAPTC) and Union Public Schools. Together, we provide educational services for 240 two and three-year-old children who meet program qualifications. CAP provides state, federal, and philanthropic funding to support programs operated with the expertise of Union early childhood educators.

Our school is unique not only in its early childhood education funding sources, but also in its components of practice, including the Reggio Emilia approach. These braided components of funding and programming bring many eyes to our school as others seek models of practice. This continues to strengthen our need for a clear understanding of both the roots and the nature of our work.

Our program values and respects the unique cultures, languages, family structures, traditions, abilities, and identities of all children and families.

Our Philosophy and Promoting Community

Our Philosophy

We believe all children are eager to learn at every age, and our classrooms should support their readiness, curiosity, and independence. A warm and inviting environment filled with thoughtfully presented materials is essential in challenging and supporting children.

Our environments communicate to children that we believe in their ability to become independent learners and critical thinkers. In our classrooms, materials are presented on low, open shelves so children can choose the things that interest them. Children show engagement and success as they independently and collaboratively explore the environment, materials, and ideas around them.

Promoting Community and Collaboration

Research and experience show that children who feel a sense of identity, community, and friendship within a group are more successful in school. Families play an integral role in supporting each child's identity and development, and we strive to support strong school and family connections.

At the beginning of the year, your child's teacher will ask for a family photo and a photo of your child so both can be represented in the classroom environment.

Children complete a "Me book" complete with photographs and drawings about their family which is shared with the classroom on their birthday.

Families are encouraged to share goals, interests, and developmental information through conferences and home visits. These can also be shared through TalkingPoints or daily interactions with staff. Staff will also share information to support your child's growth.

This information will be kept confidential and shared only with staff members directly supporting the child or when required by law.

Staff complete ASQ and DIAL screeners and take daily observations using Teaching Strategies GOLD to reflect on student learning and classroom practices.

If you have a question or concern, please reach out to the classroom teacher first. If the concern is not resolved, please call the office for further support. You can reach the teacher or office through TalkingPoints, a phone call or stopping by the front office. If the teacher and/or Administrator is not able to resolve the conflict, you can reach out to the District or to DHS Licensing as the next step.

To further support families, we have Family Support Specialists and a Behavioral Therapist available to offer assistance or resources as needed.

Program Information

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

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

Hours

Arrival at the Early Childhood Education Center is from 7:45 AM to 8:45 AM. Pick up is from 2:00 PM to 3:00 PM. This gives families time to pick up children from other Union schools.

If you are running late for drop off or pick up, please call the office at 918-357-7380 or message your child's teacher through TalkingPoints with the time they can expect you.

Students with 10 or more unexcused absences in any semester may lose their spot. Due to grant funding, we must maintain an attendance percentage of 90% or better. Attendance goals will be set at the beginning of the year. More than 3 tardies will result in a parent meeting with the teacher, principal, and family support. If a child reaches 5 tardies and/or late pickups, there is a possibility of losing a spot in the summer program.

Pick Up and Drop Off

Pick up and drop off happen in the classroom. During arrival, you will walk your child to the classroom and sign in. At pick up, an adult on the approved pick up list must come to the classroom and sign out.

There will be no entry to classrooms after 8:45 AM. Tardy students must be signed in at the front desk, a reason must be provided, and the child must wait with their caregiver until someone can take them to class.

Children will not be released to anyone other than a designated adult without proper identification. Persons other than the parent or guardian who will pick up the child must be listed on the enrollment form. Please plan ahead for unforeseen circumstances and request a change of information form if someone needs to be added to the pick up list. Children will not be released to anyone who appears to be under the influence of drugs or alcohol. If there is a custody agreement, it must be on file with the front office.

During pick up and drop off, please do not leave vehicles idling in the parking lot, unless there is extreme heat or cold and the engine or inside temperature needs to be maintained.

Health and Medical Information

Health Monitoring

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

Health Policy

In accordance with Tulsa Health Department guidelines, ill children may not attend school. Children with diarrhea, vomiting, fever of 100 degrees or more, eye infections, head lice, unexplained rash, or any sign of illness will be sent home immediately.

A child must be fever free and medication free for 24 hours before returning to school. If a child becomes ill during school hours, the child will be isolated and a parent will be called for pick up. If a parent has been called to pick up, they will need to arrive within 30 minutes or we will call the next person on the emergency contact list.

Medication and Health Conditions

A medication authorization form must be completed and signed by the parent or guardian before medication can be dispensed. Medication is kept locked in the office at all times. All medicine given during school hours must be in the original prescription container with the child's name and pharmacy label. Non-prescription medication must be in the original over-the-counter packaging.

Students with signs of illness should not be sent to school. Students who become ill or sustain an injury will be made as comfortable as possible until a parent is able to pick up the child. Faculty and staff will use good judgment when administering first aid.

Medical Emergency Procedures

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

Emergency Plans

Staff and children practice monthly drills for fire and tornado. We also practice a lock down and evacuation drill every 3 months.

Daily Care and Family Support

Sunscreen and Insect Repellent

Students will play outside daily, weather permitting. Parents who wish for their child to wear sunscreen should apply it at home before the child starts the day.

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

Notifying a Parent When a Child Does Not Arrive at School

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

Managing Children's Personal Belongings

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

Providing Meals and Snacks

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

Compliance File

Rosa Parks ECEC is required by DHS to keep a compliance file available for parents to view. The compliance file is located on the table in the lobby and includes our most recent DHS monitoring summary and STAR review certification summary.

Assessments

Teaching Strategies GOLD checkpoints are done quarterly, based on teacher observations. This data is collected to reflect on students' strengths and weaknesses, to understand children's development and learning as well as to drive instructional methods for the next year. Teachers reflect on the data and share collaboratively regarding strategies to benefit students that are meeting the objectives and those not meeting. Checkpoints are shared with families at each parent conference.

Required Policies and Safety Procedures

Behavior Management

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

Expulsion

A student would only be dismissed from the program for the following reasons: attendance reaches 10 unexcused absences in a semester; inappropriate behavior by a student or parent/guardian that threatens the safety or well-being of themselves, other students, or staff of the program; or excessive tardies leading to a loss of a spot in the summer program.

Human Trafficking

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

Mandatory Reporting of Child Abuse

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

Verbal Authorization for Picking Up a Child

If a parent or guardian is unable to pick up their child, verbal authorization may be given over the phone through FaceTime for individuals not listed on the enrollment form. Staff must recognize the parent or guardian, or office staff may call the parent at a number listed on the enrollment form and receive verbal confirmation before releasing the child.

Visitor and Volunteer Procedures

All visitors, volunteers, therapists, student teachers, and observers must check in through the office before entering classrooms. Visitors must follow all school safety and confidentiality procedures while on campus and remain supervised while interacting with children.

Confidentiality

The ECEC respects the privacy of all children, families, and staff. Personal information, records, and family matters are kept confidential and shared only with authorized individuals when necessary for a child's care, safety, or as required by law.

Families are asked to respect the privacy of others by not sharing personal information, photos, or concerns about other children, families, or staff without permission.