



JCECC FAMILY EXPECTATIONS HANDBOOK

Jefferson City Early Childhood Center
1840 East McCarty Street
Jefferson City, MO 65101
573-659-3026

Welcome to JCECC!

Dear JCECC Families,

Welcome to the Jefferson City Early Childhood Center! We are so excited to learn, play, grow, and build relationships with your child this year.

*At JCECC, we believe **early childhood matters**. Our goal is to provide a safe, caring environment where children can build relationships, explore, play, become independent, solve problems, and develop the skills they need for future success.*

Families are an important part of our team. You know your child best, and we value your partnership. Please reach out whenever you have a question, concern, or idea. Open and respectful communication between home and school helps children thrive.

We are so glad your family is part of JCECC!

Danielle G. Westmoreland, Ed.S.
Principal

School Hours

PreK - Full Day

8:00 a.m.-3:00 p.m.

ECSE - Morning Session

7:30-10:30 a.m.

ECSE - Afternoon Session

11:30 a.m.-2:30 p.m.

Attendance Matters

Regular attendance helps your child get the most from their JCECC experience. It also allows for consistency with routines and structure for the whole class. Frequent absences or tardies may affect continued enrollment.

Our attendance follow-up includes:

- **4 absences:** Phone call from the school
- **8 absences:** Letter sent home
- **12 absences:** Additional letter sent home
- **16 absences:** Principal phone call and letter
- **20 absences:** Student may be subject to dismissal

If your child will be absent, please call **573-659-3026 by 9:00 a.m.** and leave a message.

For planned absences, please notify the school in advance. Doctor's notes may be required when absences are being considered for dismissal from the program.

Arrival & Dismissal

Morning Arrival

PreK begins at **8:00 a.m.** Students arriving after 8:00 are considered tardy and must be signed in at the office. Tardies are documented and frequent tardies will result in dismissal from JCECC.

Afternoon Dismissal

Dismissal begins at **2:40 p.m.**

For everyone's safety:

- Please remain in your vehicle during dismissal.
- Follow staff directions and stay in the designated car rider lanes.
- Keep your dashboard tag visible.
- The adult picking up your child must have their **Kid Account card or driver's license**.
- If someone new will pick up your child, notify the office **before 2:00 p.m.**
- Please remain in your vehicle until your child is brought to you.
- Do not walk to the building or sidewalk to pick up your child.

We know dismissal can feel busy, but these procedures help us safely move approximately 400 young children home each day.

Early Pick-Up

Students needing to leave early must be picked up **before 2:30 p.m.**

All early pick-ups must be completed through the office. Adults must report to the office and sign the student out.

Late Pick-Up

Students must be picked up by **3:00 p.m.** Staff are no longer under contract after 3:15 p.m. Excessive late pick-ups may result in dismissal from the JCECC program.

Birthdays

We love celebrating our students!

If you send a birthday treat:

- Please choose a **store-bought item** (no home baked items permitted)
 - The ingredient list must be available.
 - Let your child's teacher know ahead of time if you are sending treats or if a visitor will attend.
 - Birthday invitations may only be distributed at school when the **entire class is invited**.
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Breakfast, Lunch & Snacks

Breakfast and lunch are served in the classroom.

- Free and reduced-price meals are available to qualifying students.
 - School snacks are provided.
 - Please tell your child's teacher if you do not want your child to eat breakfast at school.
 - If your child will not eat the school meal, please send an alternative lunch.
 - Menus are available through Jefferson City School District.
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Keep Us Updated

Please notify the school office whenever your:

- Address changes
- Phone number changes
- Work information changes
- Emergency contact information changes

Keeping information current helps us contact you when we need you.

Questions or Concerns

We want to work with you when questions or concerns arise.

If you have a concern about your child's classroom, teacher, or program:

1. Start with the person closest to the concern.

Talk with your child's teacher or the appropriate staff member.

2. If the concern remains, contact the building administrator.

3. If needed, concerns may then move through the district's chain of supervision.

Our goal is always to communicate **respectfully, directly, and professionally** so we can find the best solution for your child.

Family Support

Our Home School Coordinator, **Mallory York**, helps connect families with resources and support.

She can assist with:

- Food and grocery resources
- Community resources
- Attendance needs
- School and social service connections
- Behavior support
- Other family needs

If your family needs support, please reach out to the school.

Emergencies & Severe Weather

JCECC practices emergency procedures throughout the school year.

During an emergency, Jefferson City School District will communicate information and reunification procedures with families.

For severe weather or school cancellations, watch for district communication through the phone numbers listed in our student information system.

Lost & Found

Please label your child's belongings with their **first and last name**.

Found items are placed in the Lost & Found near the garage entrance.

Money & Toys

Please do not send your child to school with extra money.

Toys from home should remain at home. Occasionally, a teacher may allow a special item as part of a classroom activity or reward. Families will be notified when this happens.

Recess

Children have scheduled recess every day.

Outdoor recess decisions are based on weather conditions, including temperature and wind chill. When the "feels like" temperature is **20°F or higher**, students will generally go outside.

Please dress your child appropriately for outdoor play.

If your child needs to remain inside for recess, a **parent/guardian note is required each day**. A doctor's note may be required for extended indoor recess.

Reading at Home

Reading together is one of the best things families can do to support learning.

We encourage families to:

- Read aloud together.
 - Let your child practice reading.
 - Talk about books and stories.
 - Encourage **15–30 minutes of reading each day**.
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School & Family Communication

We believe strong communication makes a strong school community.

JCECC communicates with families through:

- Email
- Newsletters
- Classroom communication
- Parents As Teachers communication
- Facebook
- Phone calls and conferences

Please reach out when you have questions or concerns. We want to partner with you.

PTO

JCECC has an active PTO, and families are encouraged to participate.

PTO provides opportunities for families to become involved in our school and supports the teachers and staff who care for your children each day.

One Last Thing...

JCECC is a community. We ask that families, students, and staff work together with **kindness, patience, respect, and a shared commitment to helping young children thrive.**

Thank you for trusting us with your child.

We are so glad you are part of JCECC!

Disclaimer: To the extent this handbook conflicts with Jefferson City School District Board Policy, Board Policy prevails.