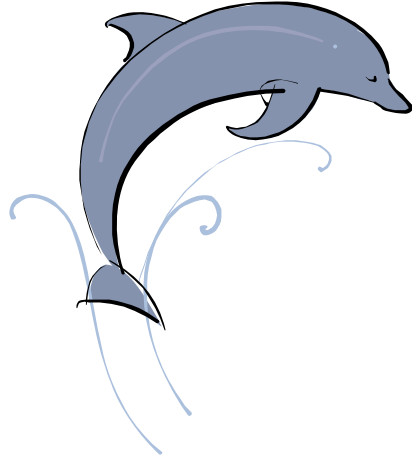


Grandview C-4 High Grove Early Childhood Center



Family Handbook 2011-2012

2500 High Grove Rd.
Grandview, Missouri 64030
Phone: 816-316-5500
Fax: 816-316-5505

Grandview C-4 Website: www.csd4.k12.mo.us

The Grandview C-4 School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities, or in employment, and provides equal access to the Boy Scouts and other designated youth groups.

July 2011

Dear Parents/Guardians:

Welcome to High Grove Early Childhood Center!

Our High Grove Early Childhood Family Handbook provides you with important information about our center and will answer many of your questions. Please read all of the information carefully. If you have additional questions, please contact our office at 816-316-5500 or your child's teacher.

We welcome your active participation and support in your child's education. Our faculty and staff are looking forward to working with you and your child. Do not hesitate to call if you have any questions.

Sincerely,

Marti Dowd
District Coordinator

High Grove Early Childhood Center Mission Statement

High Grove Early Childhood Center supports children in reaching their highest potential by utilizing developmentally appropriate practices in a safe and nurturing environment. By partnering with families, we build positive relationships which promote life-long learners.

High Grove Early Childhood Center Values

Families

Diversity of students

An environment where children love to learn

Excitement of learning

Value children as individuals

Dedication

Quality

Development of the whole child

Safe and nurturing environment for students and families

Positive social interactions

Partnerships between home, school and community

Children prepared for success as life long learners

High Grove Early Childhood Staff

Office Staff

Marti Dowd	HGECC District Coordinator	316-5500
Martha Hess	Building Secretary	316-5500
Tressie Borders	Health Room and Attendance Para	316-5510
Kim McGaugh	Custodian	316-5488
Vince Bianchi	Custodian	316-5488

Early Childhood Special Education

Maggie Cummings	ECSE Teacher	316-5480
Debbie Neugebauer	ECSE Teacher	316-5459
Susan Thomas	ECSE Teacher	316-5479
Brianna Ellis	ECSE Paraprofessional	316-5480
Ellen Gumminger	ECSE Paraprofessional	316-5459
Gayle Morris	ECSE Paraprofessional	316-5480
Ava O'Brien	ECSE Paraprofessional	316-5479
Dan Bauer	ECSE Paraprofessional	316-5480

Title I

Kimberly Kayhill	Title I Teacher	316-5466
Cindy Langensand	Title I Teacher	316-5465
Roshalle Crosby	Title I Paraprofessional	316-5465
Carolyn Giles	Title I Paraprofessional	316-5466

Head Start

Laura Elliott-Goudeau	Head Start Family Advocate	316-5485
	Head Start Family Advocate	316-5457

Head Start (3-5 yr. olds)

		316-5457
Sarah Jaramillo	Head Start Teacher	316-5470
Kerry Webb	Head Start Teacher	316-5463
Lyndsey Taylor	Head Start Paraprofessional	316-5463

Early Head Start (Infants/Toddlers)

Christine Rogge	Early Head Start Teacher	316-5462
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Special Services

Laura Verhulst	Process Coordinator	316-5500
Debbie Elrod	Occupational Therapist	316-5468
Mary Judy	Physical Therapist	316-5468

Keri Collison	School Psychologist	316-5461
Kim Sutherland	Speech Pathologist	316-5482
Cheryl Reid	Speech Pathologist	316-5481

Parents as Teachers

Jackie Caldwell	Parent Educator	316-5515
Paola Capra	Parent Educator	316-5520
Sandra Diaz	Parent Educator	316-5521
Renee Lee	Parent Educator	316-5519
Marian Light	Parent Educator	316-5518
Debbie Reed	Parent Educator	316-5516
Janet Speakman	Success by Six Resource Room	316-5489

Kitchen

Lori Scharenberg	Sodexo Food Service	316-5454
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High Grove Early Childhood Center

School Information and Building Procedures

School Hours

Early Head Start (6 weeks to 3 years)

Monday through Friday

Hours Vary

Head Start (3 to 5 yr. olds)

Monday, Tuesday, Thursday, and Friday

8:00 a.m. to 11:30 a.m. (morning session; Do not arrive before 7:55)

12:30 p.m. to 4:00 p.m. (afternoon session; Do not arrive before 12:25)

Early Childhood Special Education (3 to 5 yr. olds)

Monday, Tuesday, Thursday, and Friday

9:05 a.m. to 12:05 p.m. (morning session; Do not arrive before 8:55 a.m.)

12:55 p.m. to 3:55 p.m. (afternoon session; Do not arrive before 12:50 p.m.)

Title I (Pre-K)

Monday through Friday (5 days)

9:05 a.m. to 3:55 p.m. (Do not arrive before 8:55 a.m.)

Check In/Check Out Procedures

Students arriving by bus will be dropped off at the front door. Car riders will be dropped off at the rear of the building and enter through the cafeteria door.

Students arriving late to school will need to be checked into the school through the front office. This allows us to keep accurate attendance records and maintain safety for all of our students. Likewise, students leaving early must be checked out through the front office. Parents should not pick up students directly from the classroom.

Students may only be signed out to authorized persons (those listed on the enrollment form by parent/guardian). If someone other than the parent/guardian will be checking out the student, **they must be listed on the enrollment form.** This includes older siblings, other relatives, neighbors and friends. In emergency situations, the parent may contact the HGECC office to authorize the release of the child to someone other than those individuals listed on the enrollment form.

DISMISSAL PRECAUTIONS – RELEASE OF CHILDREN

The Grandview C-4 School District is legally responsible for the safety of its students during the school day.

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the HGECC District Coordinator.

In keeping with these precautions, the following procedures will be adhered to:

- The HGECC District Coordinator or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the call can be identified as the student's parent or guardian.
- Students will not be released to anyone whose name is not listed on the enrollment card unless a call or letter has been received from the parent or guardian. School personnel will verify identity of parent or guardian before verbal permission to release the student to someone not listed on the enrollment card can occur.
- Children will be released to either biological parent unless a court order indicates otherwise.
- Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if any exist. School administration will review court documentation specifying custodial rights and parenting agreements and additional precautions will be taken.

Changes in after school departure routines

At the start of the school year, parents will inform their classroom teacher if their child will be a regular bus rider or car rider at the end of the school day. ***If this plan changes on any given day, parents should notify the child's teacher and the office in writing.*** Changes in departure plans will only be made if the parent has notified the teacher. *The child will be sent home their usual way unless previously arranged by the parent.*



EMERGENCY NUMBERS

PLEASE notify the school office immediately, in writing when your home address or home, business, babysitter or emergency phone numbers change. District policy mandates that student records be kept current. It is extremely important for your child's welfare that the school is made aware of these changes. It is conceivable that the ability to contact parents quickly could mean the difference between life and death.

Daily Attendance Reminders

Regular and punctual attendance is necessary for students to develop self-discipline, responsibility, and habits that will affect success throughout life. Frequent tardiness disrupts the continuity of the instructional process and eliminates your child from enriching classroom experiences. Much occurs in the first few minutes of the day and sets the tone for a successful school day. Please partner with us and help your children be prompt and regular in their attendance.

Attendance records are kept for every student. To help us keep accurate records, please call the school attendance office if your child is ill or will not be attending school for any other reason.

Title I and ECSE Attendance call 316-5510

Head Start Attendance call 316-5457

If a child is tardy, an adult must come into the office and sign the student in. An admit slip will be issued to the student at that time.

Car Riders

To protect all of our children, we ask that you adhere to the following traffic procedures:

Front Circle Parking

The front circle is reserved for buses dropping off and picking up students. **Do not** park in the front circle during arrival or dismissal time. You may park in the rear of the building or on the west side of the building.

Rear Parking Lot

Car riders should be dropped off in the rear parking lot and enter through the cafeteria door.



Bus Riders (Title I and ECSE only)

Please call 316-5175 for bus information, to report a change of address, or to report when your child will not be riding the bus due to illness or other absence.

Your child needs to be ready 5-10 minutes before your scheduled pick-up time. This will insure each child is picked up in a timely manner and arrive at school on time.

The bus driver WILL NOT drop your child off at your stop if a designated caregiver (adult) is not there to meet your child.

If no one is there to get the child off the bus:

The driver will return your child to school at the end of the route.

You will have to make arrangements to pick your child up at school.

Bus service may be discontinued.

A meeting will be held with the HGECC District Coordinator, the Director of Transportation and the parent before bus service is reinstated.

Head Start Bus Riders

Each child will be issued a bus tag with their name, address, phone, and bus number written on it. The bus tag must be affixed in plain sight on their backpack or on their clothing. Your child **MUST** have their bus tag on their backpack or person everyday. Durham School Services provides our bus transportation for Head Start. They can be reached at 816-965-0977.

Someone must be home to receive the child off the bus. Please be ready 10 minutes before the expected time of arrival. Make sure your phone number is current as Durham may need to call you. If you need to make changes to your pick-up or drop-off location, please contact the Head Start Advocate, Laura Elliott-Goudeau at 316-5485. Allow 48 hours for changes to be made.

Health Care Information



Health guidelines for Early Childhood are more strict than elementary schools because of the age of the children, the closeness in which they learn and play, and the fragile health of some children.

1. If your child has any type of rash, he/she may not attend school without a signed note from a doctor stating the rash is not contagious. We will not accept a call from the doctor's office as proof, it must be in writing.
2. If your child has a cold, he/she may not attend school. Coughing, sneezing and a runny nose spread germs to all of the other children and teachers.
3. If your child has a fever (even slight), he/she may not attend school. They must have a normal temperature for 24 hours before returning to school.
4. If your child has diarrhea or vomiting he/she may not attend school. They need to be free from diarrhea or vomiting for 24 hours before returning to school.
5. Parents, you know your child better than anyone else...if they are tired, overly crabby, or just acting like they don't feel good they need to stay home.
6. Please understand that if your child comes to school ill or becomes ill after arriving, you will be asked to pick him/her up immediately.

MEDICATION

Recognizing that it is sometimes necessary for students to take medication during school hours for chronic or short-term illness, designated school personnel will administer prescription and/or non-prescription medication brought from home providing the required guidelines are followed. Parents are encouraged to schedule medication to minimize the number of doses to be given at school.



All medication must be delivered to the school by the parent/guardian in the original container that is clearly labeled with date, student's name, name of medication and dosage. Pharmacies will provide you with a duplicate container upon request.

Furthermore, all medication must be accompanied with a signed note from an authorized prescriber giving school

personnel specific instructions for administering the medication or it cannot be given. This clearly demonstrates the district's intent to protect students and coordinate with parents simultaneously. It is the student's responsibility to come to the healthroom for his/her medication. Please send only the number of doses that will be needed at school. All medications must be kept in the healthroom. Students will be allowed to carry inhalers with them only if we have a written order from their physician stating this is necessary. Unused medications must be picked up by the parent or guardian on or before the last day of school or it will be discarded.

Medications regulated by the Federal Narcotics Act (i.e. Ritalin, Adderall) will be brought to school by parents/guardians and will be counted, recorded and kept in a locked cabinet. Each dose will be recorded and any unexplained loss reported to the proper authorities.

For the welfare of all students, parents/guardians are asked to keep sick children at home. Children with a fever of 100° or higher and/or with symptoms of communicable illness should not be in school. A child's temperature should be normal for 24 hours before returning to school. A child who has been experiencing vomiting should have two solid meals down before returning to school.

Immunizations

By state law, students cannot attend school unless their immunization records are complete. In certain situations, an exemption or an "in progress" statement may be needed. The "exemption process" must be completed annually. Health records are reviewed by the health room paraprofessional. If you have any questions, please her at 316-5510.

TORNADOES AND FIRE

An evacuation plan has been developed for each building in the Grandview C-4 School District. These plans are tested and students practice procedures for evacuating the building periodically during the school year.

In case of an actual tornado alert, students will be moved to the safest areas in the building. It is extremely important that during this period of times, parents do not attempt to call the school. We must keep communication lines open for emergency procedures. It is unadvisable for parents to attempt to pick up students during a tornado alert.



Visitors to Building

We encourage parents to visit their child's classroom. For the safety of all students, we ask that parents sign in at the office upon entering the school and pick up a visitor sticker. This needs to be done regardless of the amount of time the parent is planning to spend in the building.



Birthdays

Please notify teachers in advance if you would like to bring in treats for your child's birthday. If your child is having a birthday party outside of school, do not bring invitations to be passed out at school unless an invitation will be given to ALL students in your child's class. If only a few invitations are sent, they will not be allowed to be distributed. This is also a district-wide policy.

Cafeteria

Title I children will have an individual meal account for their lunches. You may place any amount of money into the meal account by writing a check or by sending cash to the cafeteria. In order to prevent daily trips to the cafeteria, it is suggested parents/guardian send lunch funds on a weekly or monthly basis. The student lunch price is \$2.00. Free and reduced lunch is available to those families that qualify. Enrollment forms are available in the High Grove office.



Field Trips

Permission slips will always be sent home with students prior to any field trip. Parents must give written consent for their child to participate in a field trip. Students without a written permission slip will not be allowed to attend the field trip.

We always appreciate parent supervisors on field trips. Please notify your child's classroom teacher if you would be interested in attending class field trips.

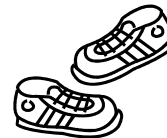
Recess



It is important that our students have a chance to exercise and to get fresh air. Please pay close attention to weather forecasts and dress your child appropriately. During winter months, please be sure your child has a warm coat, hat, and gloves. During inclement weather, we will have an indoor recess time.

Clothing

Clothing that is easily cleaned and appropriate for play is recommended. Dress your child ready to play. Children learn skills through actively exploring their environment. We use paint, glue, playdough, markers, etc., so please do not dress your child in clothes that should not get dirty or stained. You may send a smock or shirt for messy art activities. Because the playground is covered with woodchips, for your child's safety, we request you send your child to school in tennis shoes. Sandals and flip flops are not appropriate.



Toys, Electronics, and Candy

Children should not bring toys or electronics to school. Our school is full of developmentally appropriate toys and activities that help stimulate and foster readiness skills. Candy and gum should not be brought to school unless special circumstances have been made through the classroom teacher.



School Supplies

Backpacks or some type of school bag is necessary for transporting important papers to and from school. Please check your child's **bag daily** for work your child has done at school and notes from the teacher. Each teacher will provide you with a list of specific supplies for your child's classroom.

Success by Six Resource Center

The United Way Success by 6 Resource Center is located in the High Grove Early Childhood Center. Parents and caregivers may check out toys and educational items from the Center for a two (2) week period. There is also a play area, computer, and craft area available for children and parents. The Resource Center will open for the 2011-2012 school year on August 15, 2011. The Resource Center hours can vary, but are generally:

Monday 8:30 a.m. – 2:30 p.m.

Tuesday 9:00 a.m. – 3:00 p.m.

Wednesday 8:30 a.m. – 2:30 p.m.

CAMERA SURVEILLANCE

Grandview C-4 School District, in an ongoing effort to improve the safety and ensure health and welfare of its students, patrons and staff, uses audio/video surveillance to monitor certain areas at schools and on buses. These cameras may be in operation at any time as adjuncts to our security systems. Complete guidelines governing the use of the audio/video cameras, to protect the rights of the students and staff can be reviewed in Board Policy JFCCA – Use of Video Cameras

Behavior Guidance

The purpose of discipline is to teach and assist the child in developing internal controls for appropriate behavior. When positive guidance is used, we help children foster the ability to learn coping and negotiation skills, self-respect, respect for others and property, apply rules and form friendships. A child with a strong foundation in social relationships and with traits of curiosity, creativity, confidence and self-esteem is the child who is excited about learning.

When inappropriate behavior occurs, the child will be redirected through positive guidance. If the behavior persists, the child will be sent to a safe spot in the room. After an appropriate amount of reflection time, the teacher or adult who sent the child to the safe spot will process the situation with child before they return to the group.

If a child is not able to remain in the safe spot, they will be escorted by an adult to a designated area. Before the child can return to their room, they will process the events with the adult. If the behavior continues, the child will be taken to the office and parents will be contacted.

If challenging behaviors persist, the student will be referred to the early childhood student success team. The team will address the behaviors and develop strategies to

help the student be successful in the classroom. If the behavior continues, staff will consult with the parents to discuss additional strategies.

PROFESSIONAL LEARNING COMMUNITIES (PLCs)

The Grandview C-4 will continue the Professional Learning Communities (PLCs) for the 2011 – 2012 school year. This initiative will call for nine early release days. At High Grove Early Childhood Center, the Early Release days will only affect the students in the Title I Pre-K program.

On PLC early release days, students will be released at 1:05 p.m.

PLC early release days include:

September 14
October 12
November 9
December 14
January 11
February 8
March 14
April 25
May 9

Important School Calendar Dates

Open House

August 30, 2011 from 6:00 p.m. – 7:00 p.m.

Picture Day

October 4, 2011.

Picture Re-takes

November 15, 2011

Parent-Teacher Conferences

October 26 & 27, 2011

Winter Fest

December 2011 (date to-be-announced)

Field Day

May 2012 (date to-be-announced)