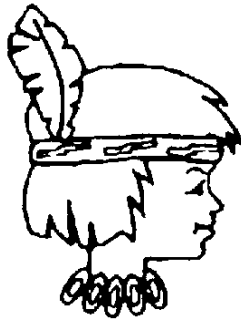


Strafford R-VI School District



Early Childhood PACE Handbook

2010-2011

(Please sign and Return This Form to Your Child's Teacher)

This handbook is a very important document for all PACE students in Strafford Public Schools and their parents. It contains valuable information that they will need to know during the school year. Even more importantly, it contains some of the rules and regulations, policies, and laws under which students must abide during their time in school. We ask that you review the Early Childhood Handbook with your child at the beginning of the school year and refer to it throughout the year as needed to help answer questions and guide decisions.

Please sign this form and have your child return it to his/her teacher during their first week of school.

My child, _____, and I have reviewed and understand the importance of the information provided in the Early Childhood Handbook.

Parent/Guardian Signature

Date

Strafford R-VI School District
Lucille Cogdill Early Childhood Center
www.straffordschools.net

2010-2011
PACE Handbook

Early Childhood Center Office
736-7000 Extension 1100

The Early Childhood Center is located across the street from the elementary school. Our center has the unique opportunity to begin in the Early Childhood Building as early as 6 weeks old and stay in the same facility through their kindergarten year. This allows each child to build a strong educational foundation in familiar surroundings with familiar people. Our children build positive relationships with each other and the adults; this promotes a sense of well-being and belonging which in turn provides each student the positive and ongoing support that encourages his/her complete development.

Program:

PACE (Preparing All Children Educationally) is an innovative and outstanding Early Childhood program. PACE is a transitional full day program that is designed for kindergarten eligible students who may not be quite ready to make the leap from preschool to kindergarten and for those students who barely missed the age requirement cutoff and must wait another year to attend kindergarten. The determination for a child's qualifications for PACE is based on results of the Kindergarten Screening Assessment as well as other factors. In order to maintain the excellence and success of our PACE agenda, the student-teacher ratio remains low; this ensures being able to individually address student needs in preparation for the kindergarten experience. It offers a special opportunity for those students who need an extra boost in development before entering the kindergarten arena. The PACE classroom will include teacher and self directed activities. In addition, PACE incorporates a hands-on, student-centered learning style. Developmentally appropriate activities will be used to ensure an appropriate readiness program to enhance educational success.

Philosophy/Goals/Curricular Objectives:

We believe the foundation for learning includes the total development of the child. Our goal is to provide developmentally appropriate activities, which meet the social, emotional, physical and intellectual needs of the individual child. Believing that children learn through play, we plan our curriculum within a caring and creative environment. The curriculum is designed to enlarge the child's repertoire of knowledge and skill, to increase self-confidence and to promote social skills. Weekly objectives cover the following areas: social and emotional development, self-help skills, fine and gross motor skills, language development pre-reading and pre-math skills, as well as other kindergarten readiness objectives. Children are encouraged to express themselves through creative art, dramatic play, storytelling, singing, and other hands-on activities.

Enrollment:

Eligibility is based on the results of the Kindergarten Screening Assessment, age and birthdate of the student, as well as other factors.

STAFF

Michelle Gardner
EC Director/Elem. Assistant Principal
michelleg@straffordschools.net
736-7000 x1102

Donna Redfearn
School Counselor
donnar@straffordschools.net
736-7000 x 1237

Jo Snider
EC Secretary
jos@straffordschools.net
736-7000 x 1100

Mallory Ford
Daycare Director & PowWow Director (after school childcare)
malloryf@straffordschools.net
736-7000 x 1106

Lesia Collins
PACE Teacher
lesac@straffordschools.net
736-7000 x 1109

Transportation:

School bus services are available for PACE students. If dropping off or picking up a student, please use the front entrance of the Early Childhood Center. All other doors are locked throughout the day. Teachers will be available at curbside for "Drop & Roll" to receive students from 7:45-8:10 AM, and will load students into cars at curbside for "PU & Go" from 2:45-3:00 PM if you choose to participate. Families will be given a PU & Go tag when enrolling and will need to place it in the front passenger side window when entering the PU & Go car line. Vehicles should enter the line from the north entrance and exit by the east drive.

NOTE: For the first two days of school, parents should park cars and bring students to the classroom to ensure familiarity with the teacher and classroom. Curbside drop off and pick up will start the first full week of school.

Daily Sign-in:

Parents are asked to bring their child to the PACE classroom if supervised drop off personnel are not outside AND you arrive after 8 AM. If arriving between 7:45 and 8:00 AM, students should report to the EC multipurpose room. **NOTE: Students are not allowed to be dropped off prior to 7:45 AM.**

When visiting or picking up your child early, families must sign in, present a photo ID, and receive a visitor's sticker from the office before going to the classroom.

Attendance:

Regular attendance benefits both the children and our program. Families are asked to call the Early Childhood Office (736-7000 x 1100) by 9 AM if their child will be absent. As a safety measure, if we do not receive a call, the office will call home to verify the absence.

NOTE: Due to others, which may be on a waiting list to enroll in the program, students that have repeated unexcused absences will be dropped from the program.

Hours:

The Strafford R-VI PACE Program is a five-day a week program. This is a full day program. School begins at 8 AM and dismisses at 2:45 PM. Children must be picked up promptly at dismissal.

The Strafford Early Childhood Center follows the same calendar as the district, including inclement weather policies. A school calendar is attached.

Orientation:

Making a smooth transition into the PACE program is an important task for the student and his/her family. Prior to the school year beginning, parents/guardians are invited to an Open House/Orientation to see the classroom and to discuss the schedule, curriculum and procedures. The students are invited to come to meet the teacher with their parents prior to the first day of school. The students are given an opportunity to become familiar with the surroundings and to place his/her supplies in their personal spaces, etc. During the first week of school, families are asked to bring their student into the building until they are acclimated to the routine, and then car drop-off will be started.

Supplies:

The PACE supply list is below. All PACE students should have **one full size backpack (with name)** for transporting teacher/parent communication and student work to and from school. Please remember to check your child's backpack for messages and artwork each day.

SUPPLIES: crayons, 2 bottles of white glue, 2 large glue sticks, 2 thin pencils, fiskar scissors, box of Kleenex, box of wipes, school box., washable markers, 1 inch 3 ring binder (with slip cover), and paint shirt (can be old shirt).

In addition, donation items that are always welcome are: paper plates, plastic forks, plastic spoons, small cups, glue sticks, Crayola broad tip markers, crayons, white board markers, play dough, etc.

Student Security:

If someone other than a custodial parent is picking up a PACE child, parents must inform the teacher beforehand. Any person other than the parents picking up a PACE child should be reminded that the teacher or office personnel will ask for identification to insure the child's safety. If there are any restrictions on the rights of a child's non-custodial parent which pertain to his/her normal parent activities in the school, we must have court ordered documentation on file. If a student's after school schedule should change, please notify the teacher by sending a note in the communication folder or calling the EC office. If the school does not receive a note or a call, we will follow the regular schedule.

Parent-Teacher Conference:

The administration and faculty are available to meet with parents for a conference whenever the parent or school staff member feels it would be beneficial. The PACE teacher will schedule conferences twice during the calendar year (October & April) and additionally on an as needed basis.

Special Class:

Each day student will have a 50 minute special class time. During this time, students will participate in the following activities: computers, library, art, music and physical movement. On library day students will check out a library book to be taken home. Each week the library book needs to be returned before another book can be checked out.

NOTE: Lost or damaged books will need to be paid for before check out privileges will be allowed.

Discipline:

When children are engaged in developmentally appropriate activities few discipline problems occur. However, when children do behave inappropriately the staff will intervene with constructive solutions. Primary methods of discipline are intervention and redirection. Praise and positive reinforcement of good behavior are consistently used with all children as methods to build the child's self-esteem and encourage self-control. Conflict resolution will be used with all of the children when necessary. Parents will be notified on a regular basis concerning their child's behavior and social development.

Please note:

Licensing rules of the state of Missouri state "Children shall not be permitted to intimidate or harm others, harm themselves or destroy property". This is ground for dismissal from the program.

The Early Childhood Director/teacher and, or the school has the right to remove any child for repeated behavior problems.

Health and Emergencies:

A copy of the child's immunization record must be on file by the beginning of the first day of arrival for the PACE program.

A nurse will be available to assist with your child's health needs. If a child becomes ill or injured after arriving at the PACE, the parent will be notified. If a child needs immediate medical attention, the parent and the child's physician will be called. The teacher will notify the parents of all known minor injuries or possible symptoms of illness.

Children will be observed for signs of contagious disease or illness, not only upon arrival, but all throughout each day. Children who are suspected of being ill will not be accepted for PACE that day.

1. If children exhibit any of the following symptoms, they must be sent home:
 - Diarrhea-more than one abnormally loose stool.
 - Severe coughing- if child gets red or blue in the face or makes high-pitched croup or whopping sounds after coughing.
 - Headache and stiff neck.
 - Difficulty breathing or rapid breathing.
 - Yellow skin or eyes.
 - Pinkeye- tears, redness of eyelid lining, irritation followed by swelling or discharge of pus.
 - Unusual spots or rashes.
 - Sore throat or difficulty swallowing.
 - An infected skin patch- crusty, bright yellow, dry, or gummy areas of the skin.
 - Fever over ninety-nine degrees Fahrenheit (taken in ear). Fever reducing medications will not be administered so a child can remain at the center while ill.
 - Vomiting
 - Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of head lice or scabies. If a child is sent home due to the presence of head lice, the child must be nit free to be readmitted.
 - See Student Handbook for additional information about school policies regarding health and illnesses.
2. In order to return to the PACE program after illness, a **child must be symptom free for 24 hours without the aid of Tylenol or Ibuprofen.** If questionable symptoms are present, a note must be obtained from a licensed physician stating that the child is free for contagion and able to participate in center activities.
3. Any medication to be given should be given to the Early Childhood office in the original container. A medication form must be completed by the parent and given to the office or school nurse.
4. Parents must notify the center if their child has any allergies, especially food allergies.
5. If the child is well enough to come to preschool, we will assume that the child is well enough to participate in all regular activities, both inside and outside.
6. Parents must notify the center when their child has been exposed to any communicable disease so that other parents may be informed to observe their child for symptoms.

Safety:

Periodic drills are conducted at school to teach children what to do in the event of a fire, tornado, or crisis situation. Teachers and students practice proper procedures regularly to ensure preparation in the case of an emergency.

School Closing:

In case of inclement weather or other school emergency situations, announcement of school closing will be made on local media stations.

Grievance Procedures:

School Board Policy JFH states: Alleged acts of unfairness or decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances.

- The principals shall schedule a conference with a student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless, required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Adopted: March 18, 1999

Food:

Parent participation will be requested in bringing snacks on a rotation basis. The teacher will provide a monthly snack calendar that will be placed in the student's communication folder. On your child's snack day, you will need to provide enough snacks and drinks for all children in your child's class for that day. The school encourages healthy snacks. All snacks must be store bought and in the original packaging.

Clothing:

On the first day of attendance, parents should bring a complete change of clothing (including socks) in a Ziploc bag to be kept at school. Spills and accidents do happen and a change of clothes can come in handy. Dirty clothes will be sent home in a plastic bag to be washed with a new set of clothes to be sent back the following day.

Children should be dressed in play clothes. They will be playing and working on the floor, outside, and with some art materials that might stain. Children will be much more comfortable in clothing that allows freedom of movement and that they do not have to worry about getting dirty. Children should be dressed for the weather, as there will be outdoor play when ever possible. Children should also have shoes that they can run, climb, and play in without worrying about slipping and falling.

Parent Involvement:

Our primary goal is to provide your child with the best available PACE experience. In order to achieve that goal, your involvement as a parent will be actively encouraged. We recognize and appreciate the trust and confidence you have placed in us and offer you the opportunity to share in the joys of learning to play and work in the school setting. Laughter, hugs, sharing, and discovery are what "being a child" is all about. Your participation as a partner in your child's learning will be a positive experience for us all. A strong partnership between the Strafford Early Childhood Center and parents is of primary importance to the healthy development of the children. A key factor in this partnership is communication. Teachers will provide communication to parents through notes, newsletters, phone calls, and parent/teacher conferences. We encourage parents to allow time to visit with teachers on a regular basis. Parent involvement will serve to strengthen our program. We invite every parent to find meaningful opportunities to participate. If parents have a question or concern about their child or the program, we encourage them to go to the teacher/principal to express their concerns so they can be addressed.

PUBLIC LAW 107-110 PARENT LETTER

Dear Parent/Guardian,

The Strafford Public Schools are required by the No Child Left Behind Act of 2001 (Public Law 107-110), to inform parents of the status of our highly qualified teachers.

Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether the teacher has met State qualification and licensing criteria for the grade level and subject area in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessional and, if so their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the Strafford Public Schools must provide to each individual parent:

- Information on the achievement level of your child in each of the State academic assessments as required.
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

NOTE: If your child participated in the spring state required academic assessment, results are provided to you each fall as soon as they are returned to the district.

Sincerely,

Strafford Public Schools

PARENT INVOLVEMENT & RESOURCE INFORMATION

Dear Parent/Guardian,

The Strafford Public Schools are required to assist parents with parental organizations by informing them of the Parental Information and Resource Center (PIRC) and their purpose.

The PIRC program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents understand the data for such things as opportunities for supplement services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, others through conferences, workshops, and disseminate of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs- one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Sincerely,

Strafford Public Schools

STANDARD COMPLAINT RESOLUTION FOR NO CHILD LEFT BEHIND ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: JFH that was adopted by the Strafford Board of Education on March 18, 1999.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about the procedure or how complaints are resolved may contact local district or department personnel.

Strafford R-VI School District
PACE Early Childhood
Parent/School Compact

Through a strong cooperative effort, between school and parents, children can succeed. The purpose of this compact is to develop a partnership between parent, student, and school which will help the student achieve the high standards and high expectations of the Strafford School District.

Parent/Caring Adult:

I want my child to have the best education possible, and I realize that strong, effective school systems are essential. I will make an effort to try to:

1. Provide a home environment and space that will support and inspire my child to learn.
2. Provide my child the opportunities to get adequate sleep and a healthy diet.
3. Make an effort that my child is at school on time and attends regularly.
4. Spend at least 15 minutes each day reading or working with my child.
5. Discuss and watch my child's independent activities such as TV and video games.
6. Stay in touch with teachers and school staff to support and challenge my child academically and socially to be the best he/she can be.

.....

Student:

I understand preschool is important to me and it will help me become a better person. I will do my best to:

1. Be at school unless I am sick or out of town.
2. Treat others fair and nice.
3. Help keep my school safe and clean.
4. Listen and work with other students and adults.
5. Spend time each day looking at books at home and sharing about activities at school.

.....

Teacher:

I understand the importance of a positive school experience for every student and my role as a teacher. I will make a sincere effort to:

1. Teach age appropriate skills in areas of social, cognitive, and physical development.
2. Be aware of the educational/individual needs of your child.
3. Regularly communicate with you about your child's performance and progress.
4. Provide a safe, positive and healthy learning environment for your child.
5. Respect the differences of all children and their families.
6. Conduct regular scheduled parent meetings.

Parent: _____ **Child:** _____

Teacher: _____ **Date:** _____

<<<<<Attach School Calendar here>>>