

# **NORTHWEST R-1**

## **EARLY CHILDHOOD CENTER**

### **PARENT AND STUDENT HANDBOOK**



**\*The Early Childhood Parent and Student Handbook serves as a companion to the [NWR1 Elementary School Student Handbook](#) as there are some areas that are unique to the Early Childhood Environment. The Elementary School Student Handbook is referenced as appropriate throughout the document.**

**\*\*All families must return the Signature Page of the Elementary School Student Handbook. It is also included at the end of this handbook. A copy will be sent home to be signed and returned to school.**

**\*\*\*The contents of this handbook are for a 'typical' school year. In the event we have a pandemic or event that requires changes to our practices, please refer to District Documents specific to the situation.**

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# **Northwest Early Childhood Center**

**6180 Highway MM  
House Springs, MO 63051**

**Phone: 636-671-3382**

**Fax: 636-671-1625**

**Office Hours: 7:30 – 4:00**

**(Closed 11:25 - 11:55 for lunch)**

**Director: Susan Wingenbach**

**Administrative Assistant: Christina Carden**

## **PRESCHOOL SCHEDULE**

<b>AM Session</b>	<b>8:05 – 11:15 am</b>
<b>PM Session</b>	<b>12:05 – 3:15 pm</b>
<b>Full Day Sessions at ECC</b>	<b>8:05 – 3:15 pm</b>
<b>Full Day Session at ME</b>	<b>8:35 - 3:33 PM</b>

# **Northwest Early Childhood Staff**

## **OFFICE:**

Susan Wingenbach, Director of Early Childhood  
Christina Carden, Administrative Assistant  
Amy Crawford, Diagnostician  
Brittany Healy, Process Coordinator  
Karlee Schmitt, Social Worker

## **TEACHERS:**

Carrie Baker  
Kayla Brown  
Lisa Brady  
Kari Deckard  
Kim Jaegers  
Shara Jones  
Clare Klinkhardt  
Alyssa Manning  
Donya McAteer  
Melissa Myers  
Jessica Peters  
Kristen Price  
Melanie Sell  
Valerie Soer  
Kaylyn Wall

## **PARAPROFESSIONALS:**

Michelle Aniuk  
Heather Belt  
Kylie Bourbon  
Teresa Couch  
Jessie Davis  
Ashley Goldbaugh  
Faith Meyer  
Cia Miller  
Susan Murphy  
Violet Pryk  
Taylor Reynolds  
Brittany Sanderbeck  
Krissy Vandaveer  
Kim Waddell  
Ashley Womack  
Darla Wood

## **NURSE/HEALTH ROOM ASSISTANT:**

Amber Farmar, HRA  
Tammy Stegeman, RN

## **SPEECH THERAPIST:**

Jenny Fletcher, SLP/Diagnostician  
Maxwell Atzemis, SLP  
Courtney Jackson, SLP

## **PHYSICAL AND OCCUPATIONAL THERAPISTS/ASSISTANTS:**

Sheila Foster, OT  
Courtney Harness, OTA  
Devon Eskew, OTA  
Holly Spraul, OTA  
Jordan Noland, PT  
Kristina Swallow, PTA

## **PARENT EDUCATORS:**

Nina King  
Debbie Lakin  
Sarah Sherman

## **CUSTODIANS:**

Bill Carron - AM  
Dillin Mathis - PM

## **EARLY CHILDHOOD PHILOSOPHY**

We recognize the uniqueness and individuality of each child. Our environment minimizes failure and competition while promoting cooperation, creative thinking, problem solving and kindness. We encourage children to take personal responsibility, talk about their feelings, and listen to each other to solve problems in peer relationships. We offer individual attention and praise to encourage children to try new things and believe in their own ability to be successful.

Because we know children learn best through play, we provide children the opportunities and materials to explore their world in the areas of mathematics, sciences, language, art and music. We encourage children to manipulate materials rather than to watch, to experience facts rather than to hear them and to be actively involved in their own learning.

We encourage a partnership with parents and guardians to accomplish the following:

- to build relationships of mutual trust with adults
- to generate friendships with peers
- to consider the perspective of others
- to negotiate and apply rules
- to encourage creativity
- to foster curiosity
- to support initiative
- to build confidence
- achieving developmental milestones

## **GOALS**

1. Teach and provide for the physical, social/emotional, academic, language, cognitive, and self-help needs of children.
2. Meet the needs of children and their families through collaboration and active participation in early learning communities.
3. Provide children with a safe and healthy environment that extends beyond the classroom.
4. Prepare children for kindergarten.

## **REQUIRED ENROLLMENT FORMS**

**Enrollment** – Complete the Student Enrollment Form, Household Census Form, and Health Information Form.

**Birth Certificate** – A district birth certification form needs to be completed prior to enrollment. Birth certificates can be purchased from the Jefferson County Health Department or online at <http://www.dhss.mo.gov/BirthAndDeathRecords/>.

**Photo ID of the Parent/Guardian** - A valid, government issued photo identification must be provided.

**Immunizations** – Immunizations must be up-to-date **prior** to admission to preschool and a copy provided to the school. These can be faxed to 636-671-1625.

**Legal or custody paperwork (if applicable)** - If there are court documents outlining a custody arrangement/parenting plan for the child(ren), establishing who the legal guardian(s) of the child(ren) is/are, or orders of protection for the child(ren), a copy of the document(s) must be provided.

**Pick up Information/Emergency Contacts** – Pick up information must be updated **with the office** stating who is allowed to pick up a child for safety reasons. You can document this information on the Household Census Form under the Non Household Emergency Contact area.

### **Proof of Residency – Must Provide (2) of The Following:**

- **Mortgage Statement for Residence** dated within 30 days of submission
- **Rental Agreement/Lease** unexpired & signed by landlord and tenant including the address, apartment number and date of rental.
- **Deed for Residence**
- **Closing Statement for Residence** dated within 30 days of submission
- **Utility bill** - gas, electric, water, sewer, cable or internet with name, current address and dated within 30 days of submission. Final or disconnect notices will not be accepted. **Only 1 (one) utility bill will be accepted.**
- **Real Estate Property Tax Statement** with name and current address dated within 1 year of submission.
- **Federal court or state court documents** with name and current address dated within 30 days of submission.
- **Proof of Homeowners Insurance** dated with 1 year of submission.

Please Note:

- PO Boxes cannot be used as an address when enrolling. A Physical Address is needed.
- **A student may NOT come to school until proof of residency has been received**
- If s family is living with someone who resides in the district, the homeowner must fill out an affidavit of residency and the parents must fill out the parent form. The homeowner's proof of residency (see above) will be needed.

## **TUITION**

***Tuition Rate*** - The current tuition rate is \$150 per week which includes school lunch for your child. Please note, the tuition rate is subject to change. Families will be notified should there be a rate change. Rates will not change during a school year.

***Payment Methods*** - We accept checks, money orders, cash, and credit cards (with a 2.75% service fee). Checks and money orders are to be made payable to Northwest ECC and have your child's name written on the check. Payment is sent with your child or you can drop it off at the office's window with our Administrative Assistant. We do not have an online payment option. **Please note there is a \$20 returned check fee. If 3 (three) checks are returned, we will no longer be able to accept checks for payment.**

- **Tuition payments are due by 9am on the last day of each school week.**
- Receipts will be provided for cash payments.
- Families are allowed to pay ahead on their child's tuition.
- If by the end of the school year your child(ren)'s tuition has been over paid, a refund will be issued in the form of a check mailed to your residence in July.

***Late Payment*** - If tuition payments are one week past due, you will receive a reminder from the office. If tuition payments are two weeks past due and you have not arranged a payment plan, your child will not be allowed to attend preschool until all fees are paid in full. If a payment plan is needed, contact the ECC Office.

***Absences*** - If a child is absent, regardless of reason, families are responsible to pay for the days which are missed.

## **STUDENT INFORMATION AND SERVICES**

### ***Process of Orienting Child/Family to Preschool***

All families will be directed to where a copy of the ECC Student Handbook can be accessed. Should a hard copy be needed, one will be provided by the school. Open House will be held prior to the first day of school where policies/procedures will be reviewed. When the family visits the classroom, the child will be shown their cubby and become acquainted with the classroom and school facilities. At this time the parents and teacher are able to share information about the child.

### ***Transportation***

**Transportation information can be found on pages 17-18 of the District Elementary School Student Handbook.**

ECC Private Transportation

Drop Off

Doors will open 5 minutes prior to the start of the school day or session.

- Parents will need to park and walk their child(ren) to Door 2.
- If your child arrives more than 5 minutes after the session has started, you will need to bring him/her to the office to be signed in. They will be counted tardy in their attendance per District Policy.
  - If a student is 5-19 minutes late, they will be marked tardy.
  - If a student is 20 minutes or more late, it will be considered an absence of at least one hour, depending on when they arrive at school.

## ECC Pick Up

Doors will open at dismissal time.

- Students will be released from their designated exterior door at dismissal time. Parents(s) or authorized adult(s) will wait outside the assigned doors for their child(ren). Teachers will communicate which door they will use during Open House. **Students should be picked up promptly.**
- Changes to who will be picking up your child need to be communicated to our office at least 20 minutes prior to dismissal.
- Do not leave children in the car unattended.
- Park in the parking lot and avoid blocking crosswalks.
- If you will be picking up your child prior to regular dismissal time, you must sign your child out at the office.
- 

## Late Pick Up

The office will take the following steps when a child is left at the site past closing time:

- Call the parent;
- Call the student's emergency contact;
- Take students to the Lion Care After School Program, where fees will be assessed for Late Pickup.
- **Only people listed on the emergency card will be allowed to pick up your child.** For safety, we will be checking a photo ID, usually a driver's license. If someone is picking up your child and is not on the emergency card, please send a signed note or call the office so we can release your child.

## ECC Bus Transportation - only available for students in our ECSE classrooms

- Students eligible for bus transportation will be assigned a bus route with pick up and drop off times from the district transportation department.
- Changes to routes take three (3) days to be implemented. This is both for students that are new to transportation and current students that have a change to their pick up/drop off locations.
- Bus times will be communicated to parents by our Transportation Department.
- If your child will be absent or not riding the bus to school. Please contact the Transportation Department at 636-552-9235
- Students will use our back entrance to enter and exit the building.
- Staff members will meet the students at the bus during arrival and escort them into the building to meet their classes. When dismissing, staff will walk the students to their buses.

**Contact Information Changes** - Please call the office with any phone number or address changes immediately. 636-671-3382 ext 16701

**Emergency Drills** - All students and staff participate in emergency drills throughout the school year, including fire, earthquake, tornado and intruder drills.

**Custodial Parents** - To ensure the safety of all our students please be sure that we have copies of any legal papers regarding custody matters. This will ensure that we are aware of legally binding procedures/plans.

**Treats From Home** - It is district policy that all treats provided from home for parties and snacks **MUST** be store bought (no homemade goods, no exceptions).

**Senior Center** – The Senior Center side of ECC is designated for Senior Citizens in our Community to use. Students will not be permitted to play in the area. Be sure to keep your child(ren) with you while entering/exiting the building.

### **Chromebooks-**

**eLearning information can be found on pages 13-16 of the District Elementary School Student Handbook.**

All of our classrooms have a set of student chromebooks that can be used throughout the day as appropriate for learning purposes. They are not sent home with students.

### **Parents as Teachers/Health and Developmental Screening**

- Your child's classroom teacher and your family's Parent Educator work hand in hand to make the experiences for your family educational and enjoyable. Children will be screened by a Parent Educator while in attendance. Results will be sent home for your records. This screening includes vision, hearing and a developmental screening called DIAL-4.
- Parents As Teachers is a family education and support program that provides practical, effective help for all families with children prenatal to age five. It recognizes you as your child's first and most important teacher. All services through Parents As Teachers are free of charge.

### **Lion Care-**

This before and after school program is offered by the school district and is available on site at the Early Childhood Center. Registration and enrollment forms can be found on the district website.

<https://www.northwestschools.net/domain/51> **Please note there is no Lion Care when school is dismissed early due to inclement weather.**

### **Character Education-**

Northwest Early Childhood Center is a Leader In Me School as are all schools in the Northwest R-1 School District. Leader In Me is a process designed to help students develop leadership skills, discover their unique strengths and give all students an opportunity to shine and become leaders. You will hear this referred to as Leader In Me as well as The 7 Habits. 21st Century Skills are the results of these practices: creativity and innovation, critical thinking and problem solving, communication and collaboration, flexibility and adaptability, initiative and self direction, social skills, productivity and accountability, leadership and responsibility.

## **IMPORTANT INFORMATION**

**School Calendar** - Northwest Early Childhood follows the same calendar as the Northwest R-1 School District with two exceptions. ECC does **not** participate in Late Start or Early Release Days. A copy of the calendar for the school year can be found on the district website. Click on Calendar, click on the school year you would like to view. <https://www.northwestschools.net/>

**Attendance** - Regular attendance is very important to your child's education.

**[Attendance information can be found on pages 9-10 of the District Elementary School Student Handbook.](#)**

In addition to the Elementary School Student Handbook attendance protocols, it is important to note the additional information below as it relates to Early Childhood Student attendance. Given the nature of our General Education Classrooms being voluntary and filled based on need:

- Students missing 10 undocumented days may be removed from the program.

We understand children get sick or have doctors appointments during the day from time to time. If your child is absent or will be picked up early from school, please notify the office as soon as possible. Please provide the office with any doctor's notes so absences can be marked accordingly.

**Potty Training** - Children attending Title I and Full Day Preschool are **REQUIRED** to be potty trained. Please send in a change of clothes for the occasional accident. Children in our Title One and Full Day Classes are not allowed to wear diapers or pull-ups to school. In addition to two scheduled restroom breaks per half day, students should be able to independently request to use the restroom. A potty trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom beforehand.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet.
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 6 weeks of school. After the first 6 weeks of school, the following policies will be in place for children who have accidents

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected. The director will also be made aware of the situation and available to meet with parents as needed.
2. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely potty-trained. The director will be made aware of the situation and will be available to meet with parents as needed. If the child is required to stay at home, parents should contact the director to facilitate the child's return to school.

**Personal Belongings** - Please put your child's first and last name on all personal belongings such as coats, hats, gloves, etc. NOTE: **Please do not bring any toys or expensive items from home as the school/district is not responsible to pay for lost/damaged items.**

**Snow/AMI Days -**

**[Inclement Weather information can be found on page 8 of the District Elementary School Student Handbook.](#)**

Please make sure to keep your contact information up to date with our Administrative Assistant in order to ensure you receive communication from the district on such days.

It is also important to note on AMI days, any work assigned by the teacher needs to be completed and returned to school when we resume in order for your child to be counted as in attendance for the day(s). Some activities will need to be returned to school, others may only require you to submit a photograph of the activity.

## ***Student Discipline –***

**[Information can be found on pages 21-32 of the District Elementary School Student Handbook.](#)**

As part of the Early Childhood curriculum children are guided to make positive behavior changes. When a disruptive or harmful behavior occurs we take into consideration: the child's developmental age and level, circumstances occurring in the child's life, past behaviors and the seriousness of the difficulty, problem or harm. Positive behavior supports will be utilized to provide a safe, learning environment for all students. Behavior Plans will be utilized for ongoing behaviors that are not improving with typical classroom interventions.

***Outdoor Play*** - We go outside every day, weather permitting, so please dress your child accordingly. Outdoor play offers fresh air, exercise, and large spaces to move around in providing many health benefits for children. We use the guidelines from St. Louis Children's Hospital for weather restrictions on taking the children outside.

### ***Winter***

Temperature includes wind chill.

32 degrees to 90 degrees - children can stay out for an unlimited amount of time.

20 degrees to 32 degrees - children can stay out 10 - 15 minutes.

10 degrees to 20 degrees - children can stay out 5 minutes.

10 degrees or below - children should not go outside.

### ***Summer***

Temperatures include heat index.

Up to 90 degrees - children can stay outside indefinitely.

90 to 100 degrees - children can stay out with sunscreen and plenty of water.

100 degrees or above - children should not go out.

***Student Dress Code*** – Please dress children appropriate for the weather and for outdoor play. It is strongly recommended that athletic shoes be worn to school for safe play on the playground and during gross motor activities in the classroom. Your child's play may be limited if they do not wear appropriate shoes for play indoors and outdoors. **(Please no crocs, flip-flops, or boots).**

## ***Food Services-***

**[Food Services information can be found on pages 18 of the District Elementary School Student Handbook.](#)**

We service lunch daily to our Full Day Students. The cost of lunch is included with the cost of tuition for tuition class students. ADA classes will need to deposit money into your child's account unless they qualify for free lunches. Students are allowed to bring their own lunch from home if it is preferred.

- If your child attends the ECC location, you will need to contact our office by 8:30AM if your child will be late to school but will still need lunch. Our lunch counts have to be submitted to Valley Middle School each morning shortly after 8:30AM to ensure they are able to prepare and deliver our lunches on time.

## ***Prohibition Against Harassment, Discrimination and Retaliation***

**[Information can be found on page 19 of the District Elementary School Student Handbook.](#)**

## ***Protection of Student Rights***

**[Information can be found on page 20 of the District Elementary School Student Handbook.](#)**

## **Release of Student Information**

[Information can be found on pages 20-21 of the District Elementary School Student Handbook.](#)

## **HEALTH INFORMATION**

[Health Services information can be found on pages 11-13 of the District Elementary School Student Handbook.](#)

**Communication** - Please include any health issues that your child has on the Student Health Form in order for the health services staff to be aware of possible health needs your student may have while at school. If there are any changes in your child's health status throughout the school year, please notify the school nurse and/or health room assistant.

**Allergy Management** – The district has an allergy management policy. Students that are identified with life threatening allergies will be accommodated in the school setting for safety purposes. In accordance with the policy, our staff is trained annually on causes, symptoms, and responses to allergic reactions. Training includes the instruction of the use of the epi® pen. (Policy 2875 and Regulation 2875R)

## **POLICIES AND PROCEDURES TO NOTE**

### ***Family Educational Rights and Privacy Act (FERPA)***

[FERPA information can be found on page 34 of the District Elementary School Student Handbook.](#)

### ***Tobacco, Alcohol, Drug Free District***

[Information can be found on pages 18-19 of the District Elementary School Student Handbook.](#)

**Child Abuse Prevention** - All staff are mandated reporters and will make a call to the Department of Family Services, if necessary, for the protection and well being of the child. We will also do our best to provide resources and services to families experiencing any level of crisis.

A complete list of all district policies and regulations can be found on the [district website](#) as can the [Elementary School Student Handbook](#) in its entirety.

# 2023-2024 Parent and Student Handbook

## Acknowledgment Signature Page

Student Name: \_\_\_\_\_

☐ I have read the ECC and Elementary Handbooks.

☐ I have read the FERPA information

☐ **Only check this box if you want your student excluded from the listed directory information.** Please note, this means no photo in the school yearbook or any school related publication, no mention of any awards or honors in any school related publication, and no mention of any other similar items produced by the school or district

☐ I have read and discussed the school-compact with my child (Not applicable for ECC)

☐ I understand that my student is subject to disciplinary action for misuse of technology

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date