

NAMPA SCHOOL DISTRICT



Early Childhood Learning Center

## **Parent and Student Handbook 2019-2020**

**Our District Vision:** Every student is fully engaged in extraordinary learning experiences, preparing for successful transition to the next stage of life.

**Our District Mission:** The mission of the Nampa School District is to ensure high levels of achievement for every student.

## Early Childhood Learning Center Procedures

(District procedures and policies are on the Nampa School District web site)

*We use a collaborative model and intentional instruction to meet preschoolers' individual needs, foster independence, and encourage a love for learning.*

### **Our Schedule:**

The AM session is from 8:30-11 a.m., while the PM session is from 12:15-2:45 p.m. Both sessions are from Monday through Thursday.

The schedule for Developmental Screening Days will be updated on our website annually.

### **Birthdays:**

Birthday celebrations are celebrated differently from classroom to classroom. Please check with your child's teacher to see how she/he schedules celebrations. Food items need to be store bought with an ingredient label and sealed for distribution to the class.

**Notice:** Due to hurt feelings, party invitations of any kind will be distributed to **all** students in a classroom if they are brought to school. Flowers or balloons will not be delivered to the classroom until the end of the school day. For student safety flowers and balloons are NOT allowed on the bus.

### **Student Drop Off and Pick Up Policy:**

As you drop your child off and/or pick him/her up at the end of the day, the teachers and educational assistants help monitor exit procedures. Your questions are important to us, so if you have a question at the beginning or end of the school session, please email or call your child's teacher at a later time. They will contact you as soon as possible. Please share this information with family members and/or others who may be responsible to pick up or drop off your child.

### **Drop Off/Pick Up:**

- Walking your child in to the classroom is acceptable only on your child's first day of school. Make sure and check in at the front office first.
- Parking in the bus loading requires families to walk through traffic. Please park your car on the front parking area of the school building.
- Upon arrival, walk your child across the crosswalk to the doors on the north side of the building. This is a student entrance. Dismissal process is the reverse of arrival. Families will need to check in the office to enter the school.
- If you are early, you can wait with your child in your car or you are welcome to wait with your child in the office waiting area. If you choose to wait in the office waiting area, you will still need to follow drop off procedures.
- If you are late dropping off your child, please report to our front office to check your child in. One of our staff will bring your child to his or her classroom.
- **Don't ever drop your child off and have them walk into the school or wait at the drop off and pickup area by themselves.** You are always responsible to be with your child, until a teacher or educational assistant escorts him/her into the building.
- You must prearrange, and an ID must be shown if someone other than parents and/or guardians are picking up your child.

*Thank you for your cooperation in helping us keep our students safe!*

### **Checking Students out of Class or off the Bus or Bus Line:**

For safety purposes, students will only be released to any person other than parent/guardian with authorization from the parent/guardian.

- Sign student out on the checkout sheet at front office. Please **DO NOT** go directly to the student's classroom. Your child's teacher or educational assistant will bring them up to the office for you.
- Provide state issued identification establishing your relationship with the child.
- Additional measures may be necessary to establish permission to pick up a student. We appreciate your patience with our safety measures. As we become familiar with families and authorized designees, identification may not be necessary each time for checkout.
- If you wish to check your child out when he/she is in a bus line or on the bus, please check out the student with the office and obtain a pass to identify yourself to the person on duty.
- If families are not able to contact sooner, calling the office at least 15 minutes before dismissal with transportation changes allows time for staff to communicate those changes before exiting.

### **NECLC Bus Transportation Information/Procedures:**

In order to provide your child with safe bussing to and from the Early Childhood Learning Center, the following procedures have been developed. It is important that you become familiar with these procedures to assist in the transportation of your child.

- The bus will pick up students in front of designated locations when possible.
- When picking up your child from home, the bus will wait two minutes for you and your child to appear and have the child board the bus. The bus will not honk.
- The bus will only be allowed to wait 2 minutes past scheduled times for students.
- The adults on the bus cannot get off the bus to help your child board.
- If your child will not be riding the bus, please call Brown Bus Company at 208-466-4181 at least 30 minutes before scheduled bus times.
- If your child's scheduled route times change, a note or phone call from Brown Bus Company will communicate those changes.
- Families are responsible for transporting children when a bus route is missed.
- Brown Bus will only drop off to families or family approved adult(s).
- If the family or designee is not present to take the child off the bus, the child will be returned to the Early Childhood Learning Center and the teacher or secretary will notify parents or begin calling emergency numbers listed on the online enrollment.
- If a student has not ridden the bus for five days straight and no one has contacted Brown Bus Company to indicate illness, vacation, address change, etc., Brown Bus Company will then stop going by the home.

Please remember that bus route times **WILL FLUCTUATE** due to weather conditions, heavy traffic or adding or dropping a student to the route, so times given to parents are not exact. Please be patient. If you have any questions, please feel free to call the Early Childhood Learning Center at 208-498-0560 or Brown Bus Company at 208-466-4181 and dial ext. 0 to speak with an operator as soon as the automated system starts speaking. We appreciate your willingness to make your child's transportation to and from school go smoothly and safely. Thank you for your support!

### **Food, Drink & Gum**

Food and drink are allowed in the classroom only during breakfast, snack, lunch or unless approved by a teacher or administrator. Students are discouraged from bringing soda pop to school.

### **Lost and Found**

Please mark your child's property (extra clothes, backpacks, coats, hats, and gloves) with their name. Check with your child's teacher, and/or the lost and found periodically for missing items. Items that are left in the Lost and Found are donated to local charities at the end of the school year.

## **Volunteers and Observations**

We welcome and encourage you to volunteer. Volunteers can help in a variety of ways including listening to a child read, updating bulletin boards, supervising field trips or helping with the many other tasks. Please contact your child's teacher if you can help. It is district policy to request all our volunteers to complete a volunteer form before volunteering in a school. A volunteer ID and sign in book are at the front office. **For support student learning, volunteers support classrooms their child(ren) are not attending.**

Observations in your child(ren)'s classrooms can be arranged in advance with the teacher AND administration.

## **Meals**

The NSD Nutrition Services can provide the Early Childhood Learning Center students with breakfast and lunch meals. Families can apply for free and reduced lunch if they choose to use the school district's nutrition services. Families can apply at [www.nsd131.org](http://www.nsd131.org) under the meals tab. Families are also welcome to provide food instead of school meals.

## **Curriculum and Behavior**

There are currently two options for our preschool. There is a general preschool for 3 and 4-year-olds. These students are selected for the program during a spring lottery. Information about the spring lottery will be available on the preschool's website annually.

We are also a district early childhood special education setting. Our students have to meet state eligibility requirements to qualify for district preschool special education services. We use a variety of standardized testing instruments to assess a child's developmental strengths and needs. Our students have individual education programs (IEP) as part of federal and state guidelines to meet individual developmental, preacademic, and behavior needs.

For both programs, we use state early learning guidelines in setting goals and choosing appropriate instruction for our students. A variety of research-based learning curriculum and assessment include, but are not limited to:

- Creative Curriculum
- Teaching Strategies Gold
- Unique Learning Systems
- Language Facilitation Techniques
- Love and Logic
- Positive Behavior Supports
- Second Step

Check us out at [preschool.nsd131.org](http://preschool.nsd131.org) or give us a call at 208-498-0560.