



Parent and Student Handbook 2018-2019

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

Our District Mission: The mission of the Nampa School District is to ensure high levels of achievement for every student by providing each student a world-class education.

Early Childhood Learning Center Policies

(Please also review our district policies in the Nampa School District web site)

Our Vision

The Early Childhood Learning Center provides students and parents with essential skills to successfully participate in the community.

Our Mission

Children are provided a supportive environment to successfully being their lifetime learning experiences. Parents are provided with knowledge, skills, and resources to help their children.

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.

Please check our website for our Developmental Screening Days. Some DIAL-4 screened preschoolers are asked to participate in our intervention groups and/or classroom observations before we initiate a formal special education process and those sessions are determined after each screener.

Birthdays

Birthday celebrations are celebrated differently from classroom to classroom. Please check with your child's teacher to see how she/he schedules celebrations.

Notice: Due to hurt feelings, party invitations of any kind will NOT be distributed at school. Flowers or balloons will not be delivered to the classroom until the end of the school day and 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 are unable to answer questions/converse at this time. They are responsible for supervising other children before and after school in the bus loading area. 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 daycare providers who may be responsible to pick up or drop off your child.

Dropping your child off at school:

- Walking your child in to the classroom is only acceptable ONLY if it is his or her fist day of school. Make sure and check in at the front office first.
- Please park your car on the front parking area of the school building. Do not park in the bus unloading area. If you do, you will be asked to move your car.
- Upon arrival, walk our child to the right side of the building where you will see a cone labeled preschool students pick up and drop off. We are using the east door for students to enter and exit from the building. Please note that this is NOT an entry way for parents; only students and staff.
- Please DO NOT go beyond the marked area for drop off and pick up area to keep the entrance door unblocked. The teacher or educational assistant will come get your child.
- 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. However, if you choose to wait in the office waiting area, when it is time, you still must walk your child outside the front building doors and got to the cone labeled for student pick up and drop off, so the teacher or educational assistant can meet her or him to take to the classroom.

- 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.

Picking your child up from school:

- Do NOT come and pick your child up at the classroom door.
- Wait for your child outside at the drop off and pickup area which is located to the right side of the building, where the cone labeled preschool pickup and drop off is.
- A teacher or education assistant will bring your child to you.
- **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 student safe!

Checking Students out of Class or off the Bus or Bus Line

If you need to pick up your child during the school day, please follow the procedures below. For safety purposes, students will not be released to any person other than parent/guardian without written 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 identification (driver's license) establishing your relationship with the child.
- If your name does not appear on the online enrollment, you may not pick up the child without verification of verbal or written authorization from the parent/guardian.
- 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 parents' faces, 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 at all possible, please call the office at least 15 minutes before 11 for the morning session or 2:45 for the afternoon session; with message that your child will be picked up for that particular day and not riding the bus.

ECLC Bus Transportation Policy

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

Getting to school on the bus:

- 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.
- If possible, have your child at the curb, dressed and waiting with you. The bus **WILL NOT** wait for you to dress your child once they have arrived at your house.
- Parents/guardian must accompany the child to the bus.
- The adults on the bus cannot get off the bus to help your child board.
- If your child is not out to the bus within the two minutes, the bus will continue on their route.
- If your child is ill and will not be riding the bus, please call Brown Bus Company and notify them as soon as possible.
- If, at any time, your child will not be riding the bus, please be sure and notify Brown Bus Company @ 466-4181 and dial Extension 0 as soon as the automated system starts speaking so that you speak to a person.

Missing the Bus:

- Parents are responsible for bringing their children to school if they miss the bus.

Going home on the bus:

- When bringing your child home, the bus will wait two minutes for a parent/guardian to appear and assist the child off the bus. Bus drivers are not allowed to take the child to the door of the house.
- The bus driver will NOT let the child off the bus unless there is a parent or guardian (adult) is there to accept them. There has to be an adult or someone previously approved by the school administrator.
- If the parent or guardian does not show up 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.

Bus route changes:

- Any changes in pick up or drop off locations must be turned in to the child's teacher or the secretary at the Early Childhood Learning Center and NOT to the bus driver or Bus Company.
- Only changes of three weeks or more will be considered.
- Changes will take place in three to five business days.
- 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.

Bus Warnings:

- The driver may issue for inappropriate or dangerous behavior. The bus driver, bus aide, classroom teacher, parent, and administrator may convene a meeting to discuss how best to address inappropriate behaviors on the bus. If there are any behavior goals for the student, the classroom teacher will share and or train the Brown Bus Company staff on how to implement these behavior goals in the student's Individual Education Plan (IEP)

Please remember that pick up and drop off time 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 @ 208-498-0560 or Brown Bus Company @ 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.

Library Books

Library books are checked out to students and may be taken home.

Parents are responsible to pay for lost and/or damaged books

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

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 starting.** A volunteer ID and sign in book are at the front office. **Volunteers DO NOT volunteer in their child's classroom.**

Meals

Our NSD Nutrition program provides the Early Childhood Learning Center AM Session students a free meal for breakfast, but our PM Session students parents' will need to either apply for free and/or reduced meals, pay for meals, or have the option to send their child to school with a cold lunch. Parents can apply at nsd131.org under the Meals tab.

Curriculum and Behavior

We are 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.

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 are available for our staff, such as:

- Creative Curriculum
- Unique Learning Systems
- Building Blocks for Literacy
- Building Blocks for Math
- Strategies for Teaching Based on Autism Research (STAR)
- Treatment and Education of Autistic and Communication Related Handicapped Children (TEACCH)
- Sensory Integration
- Language Facilitation Techniques

And behavior approaches such as:

- Love and Logic
- School Wide Positive Behavior Supports (SWPBS)