



Parent and Student Handbook 2016-2017

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.

August, 2016

Dear Parents,

Welcome to a new school year! We look forward to working with you and your student(s) as we strive to reach our vision for achievement and individual success.

This handbook is intended to share information that will be helpful to parents and students. Many pieces are required to be shared with you because of state and federal laws. Unfortunately, the sheer volume and character of some of these notifications may give the impression of an overly formal school system rather than a friendly, personal one. Therefore, our school board, district administration and school staff, in sharing this handbook, would like you to understand that we seek to cultivate an active partnership with you in the education of your children.

The information contained in this book is intended to enrich this partnership through understanding expectations for student conduct and your rights as parents (including guardians) or students. What is more important than these written provisions, however, is maintaining open communication with you on issues affecting the progress and growth of your student(s).

Administrators and staff pledge to work cooperatively with you as parents and students, to make the educational experience in the Nampa School District positive and successful.

Sincerely,
Gina White, Principal
Early Childhood Learning Center
Greenhurst Elementary

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 begin their lifetime learning experiences. Parents are provided with knowledge, skills, and resources to help their children.

Our Schedule

The AM session is from 8:30-11:00 a.m., while the PM session is from 12:15-2:45 p.m. Both sessions are from Monday to Thursday.

Please check our Website for our monthly (Friday) Developmental Screenings. Some DIAL-4 screened preschoolers are asked to participate in our intervention groups 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

Dropping your child off at school:

- Walking your child in to the classroom is acceptable ONLY if it is his or her first 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 your 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 into 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 go 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 in to the school or wait at the drop off and pick up area by themselves.** You are responsible to be with your child at all times, until a teacher or educational assistant escorts him/her to 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 pick up area which is located on the right side of the building, where the cone labeled preschool pick up and drop off is.
- A teacher or educational assistant will bring your child to you.

- You must prearrange and ID must be shown if someone other than parents are picking up your child for the first time.

As you drop your child off and/or pick him or 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.**

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

Checking Children 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 enrollment form, you may not pick up the child without 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 11:00 for the morning sessions or 2:45 for the afternoon session, with message that your child will be a pick up for that particular day and not riding the bus.

Food, Drink & Gum

Food and drink are allowed in the classroom only during breakfast, snack, 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 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 each quarter.

Suggested supplies for Preschoolers

- Backpack
- Change of clothing=shirt, pants, underwear/panties, socks
- Diapers or pull-ups (if your child wears these)
- 1 package of diaper wipes (if your child wears diapers or pull-ups)
- 12 purple glue sticks
- 2 box of Kleenex
- 3 containers of Clorox cleaning wipes
- 1 box of gallon, quart, or snack size baggies

- 1 box of small paper disposable cups (5 oz.)
- 1 rubber cement bottle
- 1 spiral notebook; 1 subject
- 1 2 pocket folder

Please write your child's name on all supplies.

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 volunteer form before starting.** A volunteer ID and sign in book are in the front office.

Meals

Our NSD Nutrition program provides the Early Childhood Learning Center students a free meal for both morning and afternoon sessions.

ECLC Bus Transportation Policy

In order to provide your child with safe busing 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, Ext 1127 (Mary, the Preschool Route Manager).

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) there to accept them. It 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 enrollment form.

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.
- Only changes of three weeks or more will be considered.
- Changes will take place in seven to ten 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 bus warnings 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 @ 498-0560 or Brown Bus Company @ 466-4181 Ext. 1127 for Mary or Dial Ext. 0 to speak with the 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!

Curriculum

We are a district early childhood special education setting. Our students have to meet state eligibility requirements to qualify to 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, pre academic, 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 Support (SWPBS)