

Our Mission

Students of the Kirkwood School District will think critically and creatively, driven by a sense of wonder, connection, and joy.

Our Vision

Working together, we will ensure all students are prepared for success – now and in the future.

Kirkwood R-7 Early Childhood Center



2019-20 Family Handbook

100 N. Sappington Road – Phone: 314.213.6136

Kirkwood MO 63122 – Fax: 314.213.6138

[KECC Website](#)

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KECC Vision

All children will learn, grow, and develop to realize their full potential. KECC takes great pride in our focus on each individual child and their success. This growth comes in many forms and in many ways. We believe in attending to the whole child and their development across all areas. We want our students to have the ability to have healthy relationships with other children and adults that lay the foundation for future confidence as a learner.

KECC – Who We Are

Opened in 1991, KECC serves families from the greater St. Louis area with children between the ages of 2 and 5 years. As part of the Kirkwood R-7 School District, the center falls under the jurisdiction of the school board. It is a self-funded, non-profit agency receiving funding from tuition and fund-raisers. KECC offers full-day and half-day preschool programs as well as early childhood special education services. We also house the Kirkwood R-7 School District Parents as Teachers Program and the Early Childhood Special Education Diagnostic Support Team. For more information about these programs, please contact the office staff at 314.213.6136.

KECC – Staffing

Our greatest asset is our staff. We are very proud that over 60% of our teachers have degrees in Early Childhood Education. Our educators and aides have certificates of education in child-care or are very experienced in early childhood education. Combined, this special training enables our entire staff to provide a nurturing, yet challenging environment for the children.

KECC Staff are also required to complete 18 hours of continuing education each year including training courses through the center. KECC offers specific training in First Aid, CPR, and Developmentally Appropriate Practices, as well as effective instructional practices for preschool children with disabilities.

KECC – Staff Disclaimer

Kirkwood employees are not considered district employees during non-working hours. The District has taken steps to ensure the safety and protection of your children while they are in our care. We cannot make any representations or assume any responsibility regarding the care of your child by any district employee while he or she is not under our supervision. The District urges parents to make any investigation they deem necessary for the safety of their children while away from KECC.

Professionals Not Employed by KECC

Many families purchase therapies and services from professionals in our community. The Kirkwood R-7 District has a board policy that prohibits these professionals from providing services to students in district buildings within their school attendance day. We are happy to consult and communicate with these professionals to assure consistency of intervention whenever possible.

The Kirkwood School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions to or treatment of employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX, Section 504 for student issues should contact Dr. Matthew Bailey, Assistant Superintendent Data, Intervention & Supports, at 314.213.6106. For employee issues, contact Cindi Nelson, Chief Human Resources Officer, by calling 314.213.6103.



Kirkwood Early Childhood Center

Mandy Rose, Principal

Mary Pat Blaskwicz, Assistant Principal

KECC Welcome!

Dear Families:

Welcome to the Kirkwood R-7 School District's Early Childhood Center. We are pleased that you have enrolled your child at KECC and are looking forward to getting to know you and your family.

KECC provides a warm, secure, and nurturing environment where each child's uniqueness is valued and fostered throughout the day. Your child's program will be challenging, fun-filled, and full of rich learning experiences. We are licensed by the Missouri Department of Health and Senior Services Section for Child Care Regulation and are accredited by the Missouri Board for Voluntary Accreditation of Early Childhood Education Programs. Our early childhood special education program (ECSE) follows all Federal and State guidelines.

It is our goal to provide the very best nurturing and educational experience possible for each child. We believe that children are naturally curious and motivated to explore and discover the world of learning. We believe that children who possess a positive self-concept will achieve to the best of their ability and enjoy life to its fullest. We provide a learning environment that encourages imagination and self-discovery.

We also encourage all parents to participate in a variety of KECC programs and events. Our Parent Teacher Organization (PTO) and volunteers actively support the school through family activities, fund-raisers, and parent education programs.

This parent handbook is a guide for our school and our parents. Many of our expectations, policies, and procedures are found here. We ask that you please read it carefully to fully understand our philosophy and goals. Child abuse and neglect forms, accreditation documentation, and curriculum and licensing standards are available in the office for your review.

Our staff, PTO, and volunteers want to thank you for selecting KECC for your child. We will work closely with you to ensure continuity between home and school. Together we can make a difference in quality care and education.

Again, thank you and welcome to Kirkwood Early Childhood Center!

Sincerely,
Mandy Rose
KECC Principal

Mary Pat Blaskwicz
KECC Assistant Principal

Celebrating 150 Years of Excellence in Education

100 North Sappington Rd. - Kirkwood MO 63122 - Phone: 314.213.6136 - Fax: 314.213.6138 - www.kirkwoodschoools.org



Kirkwood Early Childhood Center

Mandy Rose, Principal

Mary Pat Blaskwicz, Assistant Principal

Parent Teacher Organization Welcome!

Dear KECC Families:

On behalf of the KECC Parent Teacher Organization (PTO), we welcome you and your family to Kirkwood Early Childhood Center and an exciting school year!

The PTO is an organization that supports, sponsors, and funds various school activities; however, our primary goal is to foster a family environment through parent and child involvement. We encourage you to become a part of your child's routine and an involved member of the Parent Teacher Organization.

Among the many events and projects sponsored by the PTO, are the Fall Festival and Family Dinner, Magic House Holiday Party, Staff Appreciation Days, and Family Movie Nights. We financially support these family events with fundraisers such as gift wrap sales, a Silent Auction, and Mouse Races.

Over the years, KECC PTO has had tremendous support from parents in organizing and supporting these events. We encourage you to join our group and attend a meeting, held monthly in the conference room at the school at 7:00 p.m.

For more information on KECC PTO and our most current events, please stop by our bulletin board located in the front lobby or speak to any staff or PTO member.

We look forward to meeting you and if you have any questions or suggestions, please feel free to contact a PTO officer. Thanks again for your support and we look forward to your involvement and contribution of time and talent.

The PTO Board

Celebrating 150 Years of Excellence in Education

100 North Sappington Rd. - Kirkwood MO 63122 - Phone: 314.213.6136 - Fax: 314.213.6138 - www.kirkwoodschoools.org

KECC Primary Contacts

Principal: Mandy Rose Mandy.Rose@kirkwoodschoools.org	314.213.6100 extension 3601
Assistant Principal: Mary Pat Blaskiewicz MaryPat.Blaskiewicz@kirkwoodschoools.org	314.213.6100 extension 3602
School Secretary II: Kelly Graham Kelly.Graham@kirkwoodschoools.org	314.213.6100 extension 3622
School Secretary II: Marsha Harper Marsha.Harper@kirkwoodschoools.org	314.213.6100 extension 3636
School Secretary II: Michelle Faust Michelle.Faust@kirkwoodschoools.org	314.213.6100 extension 3635
Clinic: Mike Wilhite Mike.Wilhite@kirkwoodschoools.org	314.213.6100 extension 3604
Food Service Manager: Katrina Harris Katrina.Harris@kirkwoodschoools.org	314.213.6100 extension 3618
Adventure Club Manager: Debbie Fechter Debbie.Fechter@kirkwoodschoools.org	314.213.6100 extension 3651
Abuse Hotline:	1.800.392.3738
Department of Health:	314.877.2873

KECC Directory 2019-2020

Internal calls dial the extension. External calls dial 213.6100 and then the extension

Staff	Extension
Diagnostic Coordinator - Duncan, Laurie	3632
Parents As Teachers	3640
Physical - Occupational Therapists	3611
Speech Pathologists	3615
Bear Room	3608
Bunny Room	3610
Butterfly Room	3681
Duck Room	3613
Elephant Room	3619
Frog Room	3614
Honeybee Room	3605
Lion Room	3609
Panda Room	3616
Penguin Room	3607
Puppy Dog Room	3620
Super Kitty Cats – Phono Friends	3631
Tiger Room	3617
Turtle Room	3606

KECC Full-Day Preschool Schedule 2019-20

Monday Through Friday
6:30 a.m. to 6:00 p.m.

KECC Half-Day Preschool And ECSE Schedule 2019-20

Our schedule follows the child's individual schedules for times and days of attendance, as well as the Kirkwood R-7 district calendar for days of student attendance for grades kindergarten through 12.

KECC Closure Schedule 2019-20

Thursday	August 8, 2019	District Opening Day
Monday	September 2, 2019	Labor Day Holiday – District Closed
Wednesday	November 27, 2019	Thanksgiving Recess -- 4:00 Closure
Thursday	November 28, 2019	Thanksgiving Recess – District Closed
Friday	November 29, 2019	Thanksgiving Recess – District Closed
Monday	December 23, 2019	Winter Recess – District Closed
Tuesday	December 24, 2019	Winter Recess – District Closed
Wednesday	December 25, 2019	Winter Recess – District Closed
Thursday	December 26, 2019	Winter Recess – District Closed
Friday	December 27, 2019	Winter Recess – District Closed
Monday	December 30, 2019	Winter Recess – District Closed
Tuesday	December 31, 2020	Winter Recess – District Closed
Wednesday	January 1, 2020	Winter Recess -- District Closed
Thursday	January 2, 2020	Winter Recess -- District Closed
Friday	January 3, 2020	Records Day – No Students
Monday	January 20, 2020	Martin Luther King Day – District Closed
Friday	February 14, 2020	Staff Development Day
Monday	February 17, 2020	Presidents' Day – District Closed
Monday	March 16, 2020	Spring Recess – District Closed
Tuesday	March 17, 2020	Spring Recess – District Closed
Wednesday	March 18, 2020	Spring Recess – District Closed
Thursday	March 19, 2020	Spring Recess – District Closed
Friday	March 20, 2020	Spring Recess – District Closed
Monday	May 25, 2020	Memorial Day – District Closed
Friday	July 3, 2020	Independence Day – District Closed

2019-2020 School District Calendar

August 1 – 2 & August 5 - 7	New Teacher Workshop
August 8	District Opening Day Workshop
August 9, 12, 13	Teacher Work Days
August 15	First Day of School For Students
September 2	Labor Day Holiday – District Closed
September 20	Staff Development Day – No School for Students
October 11	End of First Quarter
October 14	Records Day – No School for Students
October 15	Parent - Teacher Conferences – No School For Students
November 8	Staff Development Day – Early Dismissal
November 27	No School for Students
November 28 - 29	Thanksgiving Recess – District Closed
December 20	End of First Semester
December 23 Thru January 2	Winter Recess – District Closed
January 3	Records Day – No School For Students
January 6	School Resumes
January 17	Staff Development Day – Early Dismissal
January 20	Martin Luther King Day – District Closed
February 14	Staff Development Day – No School for Students
February 17	Presidents Day – District Closed
March 6	End of Third Quarter
March 16 - 20	Spring Recess – District Closed
March 23	No School For Students
March 24	School Resumes
April 7	School Board Election
April 16	Staff Development Day – Early Dismissal
April 17	Parent - Teacher Conferences – No School For Students
May 1	Staff Development Day – Early Dismissal
May 21	Last Day of School for Students – Early Dismissal
May 22	Teacher Work Day
May 25	Memorial Day – District Closed

Calendar dates are subject to change. Please check [Kirkwood Early Childhood Center Website](#). Schools may conduct conferences on additional days and or during evening hours.

If the District uses more than two snow days, the make-up sequence will be May 23 and April 19.

The ABC's of K.E.C.C.

SECTION A

ARRIVAL AND DEPARTURE POLICIES

Arrival and departure can be a stressful time for you and your child. This section provides some helpful ideas on making these transitions easier and describes the procedures to follow when you arrive and leave school.

Arrival Procedures:

When you arrive at school:

1. Escort your child to their classroom and make the classroom teacher aware of your arrival. If the teacher does not feel that your child is well enough to stay at school, or may endanger others, you will be requested to take your child to the health room. If someone other than the parent is dropping the child off, please make him or her aware of this procedure.
2. Explain and write down any special instructions that the teacher should be aware of.
3. Sign your child in.
4. Always tell the teacher you are leaving, thereby placing the child in his or her care.

Departure Procedures:

When departing for the day:

1. Make sure you have spoken with the teacher before taking your child.
2. Check your child's cubby or mail slot to make sure you collect any items that need to go home.
3. Sign your child out.

KECC will release your child only to the legal guardian or authorized adults listed in the office. We cannot deny a parent access to his or her child unless we have a copy of a current court order. If you are having someone else pick up your child, we must be notified prior to their arrival. Any new pickup person will be required to show identification before a child is released to them.

We will not release a child to a parent if we believe the parent is under the influence of drugs or alcohol, and we reserve the right to notify the police of the situation.

Late Pick-Up:

KECC understands that delays can occur at any time. If you are delayed, please contact the office and let them know the estimated time you will be picking up your child. Please note, however, that this arrangement is for emergency situations only.

On the first occasion of late pick up, you will be given a written reminder of the school policy. On any subsequent occasion, you will be assessed \$20.00 for each 15 minutes (or any portion thereof) past your classroom ending time (half day or full day). This late fee will be added to your next statement. The time on the classroom telephone clock will be used as the official time for this purpose.

If we have not been able to reach a parent or someone on the pickup list within one hour of your classroom ending time (half day or full day), the police will be called.

Any family violating this policy four times within six months will be placed on probation. For the next six

months, the family will be required to pick the child up one half-hour prior to closing. Failure to follow the guidelines will result in the family making other child care arrangements.

Transitioning:

An easy transition often begins at home; try to establish a routine in the morning that allows sufficient time to make the morning transition. It is also helpful to get your child's clothing out the night before. If your child will not be attending school, as a courtesy, please contact your child's teacher at KECC.

Arrival is a little smoother when you have your child (full-day students) at school by 8:00 a.m. Though not always possible, it is helpful to give your child some transition time before the day's activities begin. As shown on the typical day schedule, activities start between 8:30 and 9:00 a.m. Earlier arrival cuts down on disruptions and helps your child feel a part of all activities.

Additionally, sharing important information with your child's teacher about the morning or previous evening will enable the teacher to help your child be successful (for example, your child was up late the night before or spent the weekend with relatives).

Departure can be a little easier if you allow time to follow up on the day's events. Being enthusiastic and excited about projects, activities, and artwork may help the transition go more smoothly because some of your excitement will rub off on your child.

SECTION B

BEHAVIORAL STANDARDS – POSITIVE BEHAVIOR SUPPORT

In addition to offering an innovative curriculum, we provide a positive approach to social skill development and discipline that is infused in all aspects of our program. This practice is called Positive Behavior Supports (PBS).

At KECC we practice PBS every day with the Kangaroo Code. Our Kangaroo Code teaches us to: Take Care of Ourselves, Take Care of Each Other, and to Take Care of Our School. We implement a school-wide curriculum for teaching social behaviors called Promoting Alternative Thinking Strategies (PATHS).

1. We accept each child's need to assert themselves. We realize that each child is in the process of becoming independent and may, as part of this process, test limits.
2. We set reasonable and appropriate limits, clearly defined and consistently enforced in a nurturing environment, and with a sense of fairness and firmness.
3. We intervene and, at the same time, help the children acknowledge their feelings. We encourage the children to talk about their problems and encourage our teachers to discuss unacceptable behavior with the children. We intercede when guidance or redirection are needed, but encourage children, whenever possible, to settle disputes by themselves.
4. When disciplining children, we attempt to keep words to a minimum. Too many words may be confusing, so limits are stated clearly in precise, specific, and concrete ways.
5. We analyze the reasons for continued, repeated misbehavior. By carefully planning the environment and daily schedule, using small groups, and limiting the amount of time children must wait; we attempt to minimize discipline problems.
6. We believe children are affected by the behavior of adults and imitate that behavior. We believe that when caregivers are sincere and open, children will feel more secure and develop trust.

Our Kangaroo Code Song

Oh, we are the kids from KECC
We take care of our friends
We're as happy as can be

We take care of each other while we're at school
Don't you know, KECC rules!

We are the kids (clap, clap, clap, clap)
With the Kangaroo Code (clap, clap, clap, clap)
We take care of our friends and
We love our school
Don't you know, KECC rules!

We're here to learn and laugh and play
We're doing all we can to have a super day
We take care of each other while we're at school
Don't you know, KECC rules!

BIRTH CERTIFICATES – OBTAINING MISSOURI COPIES

Information taken from <https://www.stlouisco.com/Health-and-Wellness/Birth-and-Death-Certificates>.

The Saint Louis County Office of Vital Records can issue certified copies of birth certificates for the entire state of Missouri. The years available for birth certificates are 1920 to the present.

Saint Louis County Vital Records
6121 North Hanley Road
Berkeley, MO 63134
Phone: 314.615.1720

Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

Five ways to obtain a certified copy of a birth certificate:

1. You can order online at:
[St. Louis County Vital Records](#).
(Additional fees may apply. Please allow three to five business days for delivery.)
2. You can order by phone by calling 866.225.2072
3. You can visit their office at 6121 North Hanley Road, Berkeley, MO 63134
4. You can download and print an application at: [St. Louis County Vital Records](#).
(Please enclose a self-addressed stamped envelope and allow two weeks for processing.)
5. You can send a written request to the Office of Vital Records, 6121 North Hanley Road, Berkeley, MO 63134. (Please allow two weeks for processing.)

You must include the following in your request:

1. Full name
2. Daytime phone number
3. Date of birth
4. State of birth
5. Your relationship to the individual named on the record
6. The purpose for the copies
7. Also include father's name and mother's maiden name
8. Self-addressed stamped envelope

Please note that all requests for birth certificates sent by mail MUST be notarized by a notary public in order to be processed.

Certified copies of birth records cost \$15.00 each. Make checks payable to Vital Records.

SECTION C

CLASSROOM PARTIES - BIRTHDAYS AND SNACKS

For health and safety reasons, please do not bring food treats, individual treat bags, or party favors to school. Instead, we want to encourage you to consider having your child present a special gift to the classroom. Please consult your child's teacher to make arrangements for celebrations and for suggestions about room gifts. Home party invitations should not be brought to school unless ALL classmates are to receive them. Please use the Buzz Book information to send invitations via mail.

CLOTHING

Please dress your child in play clothes that are comfortable, washable, and suitable for all activities, both inside and out. In addition, make sure your child has a full change of clothing in his or her cubby. You will get more details about cubbies in your enrollment packet.

It is also important that all clothing is clearly marked with your child's name. If something is lost, we can help find the owner. KECC keeps a lost and found box located in the lobby area for unclaimed clothing.

Licensing standards CSR 30-62.092 states, "toys, parts of toys and other materials small enough to be swallowed by a child shall not be allowed in the room." Please be aware of this when you bring your child to school wearing jewelry (particularly earrings) or bearing small toys. The teachers will remove earrings or small toys and place them in the child's cubby.

COMMUNICATION BETWEEN SCHOOL AND HOME

The Kirkwood School District strives to provide the best technology and communication paths between our students, teachers, families and the District. The following is a list of platforms we are using in the 2019-20 school year to improve communication and student learning.

The KSD App organizes all communication resources in one convenient location. The App provides calendars of school and district events, staff contact information, links to communication tools listed here, and media streaming from Facebook and Twitter. **Download the KSD App from the Apple Store or the Google Play Store.**

All options may not apply to you while at KECC, but as your child progresses through Kirkwood schools, these will be valuable resources.



Infinite Campus – Student Information System

Our middle schools and high school use Infinite Campus for online grade reports.



My School Bucks – Online Payment System

New for 2019-20! Set up and pay for student meal programs, iPad or laptop insurance, activity fees and various other related purchases with My School Bucks.



First View – Bus Transportation Monitoring System

New for 2019-20! Know the location of your student's bus, estimated arrival times at your student's stop and the bus's arrival or departure from school with First View.



KSD Mass Notification System

The District and schools may utilize auto calls, emails, text messages, e-newsletters, and mailed postcards to communicate with families and the community.



KSD Website – School and District Information (www.kirkwoodschools.org)

Visit the KSD website for calendars of school and district events, general school and district information, cancellation information, emergency information, student handbooks, family resources, staff contact information, Board policies and protocols, school district boundaries and maps, etc.



PeachJar – Flyer Distribution

PeachJar is an electronic tool for sending flyers regarding school-related programs to families. This e-flyer system reduces the amount of printed material sent home in student back packs. The district, schools, and parent organizations distribute useful information via PeachJar e-mail or the PeachJar App.



Social Media – Twitter and Facebook

Social media is used for sharing information about school and district events, community activities, and schedule and time changes. Social media may also be used as a communication tool in a crisis situation, because posts appear immediately.

For more information, please contact KSD Community Relations and Development at news@kirkwoodschools.org.

SECTION D

DISABILITY SCREENING AND RESPONSIBILITIES - PUBLIC NOTICE - (July 2014)

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Kirkwood School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 5 under its jurisdiction. The Special School District of St. Louis County (SSD) assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 5 and 21 under its jurisdiction. Disabilities include autism, deafness and blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment and blindness, and young children with a developmental delay.

The Special School District of St. Louis County (SSD) and the Kirkwood School District assure that they will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Special School District of St. Louis County (SSD) and the Kirkwood School District assure that

personally-identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and reviewed by their parents or guardians. Parents or guardians may request amendment to the educational record if the parent or guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Special School District of St. Louis County (SSD) and the Kirkwood School District have developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). These plans may be reviewed at the Special School District of St. Louis County (SSD) or the Kirkwood Central Office during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.

DISCIPLINE POLICIES

KECC follows the Student Discipline Policies found on the KSD Website under About Us and subsequently District Policies, FILE: JG-R3. The Missouri School Boards Association specific to the Elementary School environment wrote this policy. For this reason, the KECC Administration will adapt this policy to fit the developmental nature of the early childhood years as appropriate. Discipline consequences will be based on patterns of behavior versus isolated incidents.

Biting:

Teachers will use re-direction and offer age appropriate oral tools to younger children. If biting continues, we will gather information to determine the purpose of this behavior so the teacher and administrative staff can meet with you to develop a behavior plan for school and home.

Discharge Policies:

Sometimes it is in the best interest of a child or the other children to cancel an individual child's enrollment. Reasons for discharge may include one or more of the following:

1. The required forms are incomplete or are not kept current
2. Parent Handbook policies are not followed
3. The child's behavior creates a threat to himself or herself or others
4. Parent conduct disturbs the peace and order of KECC
5. Parent conduct threatens the safety and welfare of the children, staff, parents, or volunteers
6. Tuition payments are past due, as previously described

Reporting Abuse:

Please note that the law mandates the entire KECC staff to report any suspected case of child or sexual abuse or neglect.

Separation From the Group:

In the case of serious problems with a child's behavior, a teacher will help that child find a quiet spot in the room. In this space, the child will be able to view the classroom activities while separated from the rest of the group. This strategy creates an opportunity for the child to think about his or her behavior and what to do in the future. The child will stay at this location until they feel ready to rejoin the group. Before rejoining the group, however, the child and teacher will have a short conversation about the

behavior. In all cases, the teacher will emphasize that it was the behavior, not the child, which was unacceptable.

If the child continues to have a difficult time adjusting, the teacher and administrative staff will meet with you to develop a behavior plan to be implemented at school and home.

Spanking and Corporal Punishment:

Spanking or any form of physical punishment, other than restraint for the child's safety, is not tolerated under any circumstance by staff. We require that parents never spank their child at KECC and encourage you to investigate alternatives to physical punishment. Alternatives are effective and preferable. We believe that spending time with your child and paying attention to his or her needs will decrease the need for physical punishment. We also trust that no parent will allow a terrible day to make them so irritable that a child's behavior will result in physical abuse.

SECTION E

EEO - AAP

The U.S. Department of Agriculture (USDA) prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's TARGET Center at 202.720.2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202.720.5964 (voice and TDD). USDA is an equal opportunity provider and employer. Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health, Bureau of Nutrition and Child Care Programs, P.O. Box 570, Jefferson City, MO 65102, 800.733.6251. TDD users can access the preceding number by calling 800.735.2966.

EEO - AAP services provided on a nondiscriminatory basis.

ENROLLMENT

Enrollment in the KECC Program is open to all children in the St. Louis area between the ages of two and five years, without discrimination in regard to race, gender, or ethnic origin. Priority enrollment will be given in the following order:

1. Movement of students currently enrolled at KECC
2. Siblings of currently enrolled children
3. Children of Kirkwood School District employees
4. Children of Kirkwood residents, in the order their wait list cards were received
5. Children from other municipalities, in the order their wait list cards were received

Students who meet Sliding Fee Scale eligibility will be enrolled as budget-designated spots become available. Sliding Fee Scale spots are available for Kirkwood R-7 School District residents only. Current students transition between classroom age levels in June and August. Enrollment for these transition times happens in early spring and continues until all openings are filled. Additionally, students are enrolled from a waiting list throughout the year as openings occur. Enrollment in the ECSE program is limited to eligible children who reside in the Kirkwood R-7 School District. Please contact the principal for guidance if you are a non-resident.

Annual Intent to Return:

Current KECC families are asked to make a commitment in writing of their intentions for the following

year during the month of January. Having this information early allows us to anticipate transition and vacancies in early spring. Our largest enrollment occurs during the spring months for start dates in June and August. Vacancies are filled from the wait list as they occur during the school year.

Orientation and Enrollment Visit:

Before your child starts a program, you and your child will be able to visit the room, join in activities, learn about the daily schedule, meet the teachers, and talk to the administrative staff. This enrollment visit usually begins at about 9:00 a.m. and lasts until about 10:30 a.m. Please bring any questions or concerns you may have. This is an important day for both parents and children and we want you to feel comfortable with every aspect of KECC.

Registration:

If you would like your child to attend KECC, the first step is to access our [Wait List Application](#) feature on the KECC page of the district website. There is no fee for this service. When a space becomes available, you will be contacted by phone. At that time, or earlier upon request, an appointment for a tour will be made so that you may decide whether the environment is right for your family. When a spot is available, you will be asked to secure the space by submitting a registration packet, two-week tuition deposit, and a non-refundable registration fee of \$75.00.

Withdrawing a Child:

If you decide to withdraw your child from KECC, you are required to give the office a two-week notice. Your two-week tuition deposit will then be applied to the tuition for the last two weeks, regardless of your child's attendance. In the case of serious illness, accident or something out of your control, the two-week notification may be waived at the discretion of the administrative staff.

SECTION F

FIELD TRIPS

Field trips and special outings will be planned throughout the year to further enhance your child's learning experiences. Notices will be posted in your child's room and cubby. Each time a field trip is planned, you will be requested to sign a release form for your child's participation. KECC contracts with First Student Transit Inc. for all field trips. Parents and teachers are not allowed to transport KECC children in their personal vehicles.

The only exceptions to these procedures are short walks around the school (for example, walking trips within a ½ -mile radius: the Glendale Fire Department, Glendale Police Department, Hanneke's, Mitchell Park, etc.).

SECTION H

HEALTH SERVICES

The Department of Health has established certain requirements and guidelines regarding children's health in a child care center. These licensing requirements are meant to protect all of the children in the center. Therefore, we ask for your cooperation in complying with these rules.

Accidents or Injuries:

KECC makes every effort to ensure the safety of all children. If an accident occurs, we will notify you immediately. The school nurse will assess the incident and inform the parents.

For minor incidents, such as scratches, scrapes, bruises, and bug bites or stings, the appropriate first aid will be applied.

This aid includes cleaning injuries that break the skin and applying ice and cold compresses to bumps and bruises. Generally, you will be notified through a minor Injury report form at the end of the day.

Don't be surprised, however, to receive a call from a teacher or the school nurse.

Adult Health Practices:

All adults who work with the children must submit a physical examination and tuberculin test result prior to service. Those employees serving or working with food must have received a Hepatitis A vaccine.

All adults are required to follow universal health and sanitation precautions. Teachers and administrators also receive biannual CPR and first aid training.

Allergies:

If your child has allergies, please provide a list of all allergies (and any special instructions on how to handle an allergic reaction) to your child's teacher and school nurse. In the case of food allergies, the information will be shared with the kitchen staff, but you will be expected to provide food for your child if it is not contained in our menus. Please see our policy under Section N, Nutrition.

Communicable Diseases:

If your child is exposed to or contracts a communicable disease, please report this information to the school nurse. We are required to notify all families when a child contracts a communicable disease such as chicken pox, measles, etc. (Your child's name will be kept confidential.)

In some cases, you will need to provide written verification from your child's pediatrician stating that the condition is no longer contagious and that it is safe for your child to attend school.

Hearing Tests:

The hearing of students in grades K, 1, 3, and 5 plus all new students, is screened annually by the Special School District. If teachers or parents make referrals during the year, the school nurse will screen them. Parents are informed if further attention is needed as a result of the screening.

Illnesses:

If your child exhibits any of the symptoms listed below, they should stay at home. If symptoms of an illness develop, the nurse will determine whether your child should remain at school. You will be notified immediately. When pick up is necessary, we expect you to arrive within one hour of receiving the phone call. If this policy is violated more than three times, services will be terminated.

It is always wise to provide the office with updated contact numbers as well as have a backup plan in place in case it is difficult for you to come in the middle of the day. Leaving your cell phone on when you are not available by a landline phone is also helpful.

Exclusion of an ill child and notification of parents will occur when one of the following conditions exists:

1. The illness results in greater care than the staff can provide without compromising the Missouri State Licensing Standards for teacher-to-child ratios and the health and the safety of the other children. An exception will be made for students who fall under the protection of Section 504 and the American Disabilities Act.
2. The child has any of the following conditions:
 - a. Fever equal to or greater than ninety-nine degrees Fahrenheit (99F) under the arm or one hundred degrees Fahrenheit (100F) by the mouth or ear
 - b. Signs of possible severe illness, including unusual lethargy, irritability, persistent crying, or difficulty breathing until medical evaluation allows inclusion
 - c. Diarrhea: defined as three abnormally loose stools within a 24-hour period

- d. Vomiting two times within a 24-hour period: unless medical evaluation shows a noncommunicable cause and no danger of dehydration
- e. Mouth sores with inability to control drooling: unless medical evaluation shows a noncommunicable cause
- f. Rash with fever or behavior change: unless medical evaluation shows a noncommunicable cause
- g. Pinkeye: tears, redness of eye lining followed by swelling or discharge or pus.
- h. Scabies, head lice, or other infestation: until treatment has been applied. A nurse will check your child before re-admittance
- i. Tuberculosis: until medical evaluation clears the child for readmission
- j. Impetigo: (honey-colored, crusting skin rash), until 24 hours after treatment
- k. Strep throat: until 24 to 48 hours after antibiotic treatment and fever is resolved
- l. Chicken Pox: until five days after the onset of rash or until all lesions have dried and crusted
- m. Pertussis: (Whooping Cough) until five days after antibiotic treatment
- n. Mumps: until nine days after the onset of parotid gland swelling
- o. Hepatitis A infection: until one week after the onset of illness
- p. Pinworm infection: until 24 hours after first treatment
- q. Ringworm infection: until 24 hours after treatment with written permission from physician to return to school

Your child may return to school as indicated above or when they have been free of symptoms and been fever free (without Tylenol or Motrin) for 24 hours. In addition, re-admittance may require a written note from your pediatrician stating that the child is well enough to attend school and is not contagious. Note that there will be no exceptions to the 24-hour treatment window indicated above. If your child has had surgery, been hospitalized, or received an injury requiring medical treatment, a doctor's written authorization to return to school is required at the time of re-admittance. If your child cannot participate in the daily classroom routine, including time outside, a doctor's note will also be required.

Immunizations:

Each child must also be properly immunized. We are required to keep a current copy of each child's immunization record for state licensing. The law requires complete immunizations for attendance and provides for exclusion from school for failure to comply.

A copy of your child's permanent immunization record from your pediatrician must be presented and approved before your child's first day of attendance. It is also extremely important that you provide verification from your pediatrician when immunizations are updated.

You may request notice at initial enrollment or any time thereafter whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed.

Completed immunization requirements are as follows:

Age 16 to 59 months: DPT number 4; Polio number 3; Hepatitis B number 3; Hib number 3; M.M.R. number 1; Chickenpox number 1; P.C.V. Pneumococcal number 4.

Age 6 to 10 years: DPT number 4; Polio number 3; Hepatitis B number 3; M.M.R. number 1; Chickenpox number 2.

Lead Testing:

The Missouri Department of Health may require lead testing at the time of enrollment each year. A form in the enrollment packet will notify you if lead testing is required.

Medical Emergencies:

For serious incidents, KECC will call 911 and notify you immediately. If you have not arrived at KECC, a familiar staff member will accompany your child to the hospital. We will make every effort to ensure your child's comfort and safety until you arrive at the hospital.

As stated previously, it is always wise to provide the office with updated contact numbers as well as have a backup plan in place in case it is difficult for you to come in the middle of the day. Leaving your cell phone on when you are not available by a landline phone is also helpful.

Medication:

All medication brought to KECC must be signed in with the receptionist or school nurse. Forms are available in the health room or at the reception desk. It will be stored and locked in the health room. Medication may not be stored in a child's cubby or tote bag.

For safety, the school nurse or administrator give medications as directed by written directions of parent and physician.

When your child needs prescription medicine:

1. Make sure the medicine is labeled with the original pharmacy label. This should include your child's name, physician's name, prescription number and date, medication name, dosage and frequency of administration. (In other words, with the original pharmacy label.)
2. Upon arrival, notify the teacher or school nurse that your child needs the medication.
3. Complete a medication release form in the health room or at the reception desk and discuss the administration with the teacher or school nurse. Make sure the dosage request matches the directions on the label. We are not permitted to give the first dose of any medication.

When your child needs non-prescription medication:

1. Give a note from your pediatrician to the teacher or school nurse stating that the medicine has been prescribed, and the dosage, dates, and times it is to be given.
2. Upon arrival, notify the teacher or school nurse that your child needs the medication.
3. Complete a medication release form and discuss the administration with the teacher or school nurse. Make sure the dosage request matches the doctor's note.

Physical Examination:

A physician must examine each child within twelve months preceding the enrollment. KECC provides a form for your pediatrician that must be returned prior to your child's enrollment.

SECTION L

LICENSING REGULATIONS

A copy of the most recent State Licensing Compliance and Inspection Report as well as the Licensing Rules for Group Homes and Centers is available at this facility for review upon request.

LOST AND FOUND

Please mark coats, clothes, etc., with your child's name. If the clothing is marked, we can help find the owner. KECC keeps a lost and found box located in the lobby area for unclaimed clothing.

SECTION M

MEDIA COVERAGE

Because of its excellent reputation and innovative programs, the Kirkwood School District is often the focus of media attention. Throughout the school year reporters for television, radio, newspapers, and

other media outlets may visit any of our schools. They will cover stories as part of the local news or as features that highlight school activities and special events. In addition, the district's Community Relations Department produces several publications featuring photographs and interviews with students and staff. If you do not want your child to be included in media publications, please make sure to notify the office.

SECTION N

NUTRITION

We do not allow any peanut butter or peanut by-products in our classrooms due to child and staff allergies. Thank you for your cooperation.

Each day KECC serves a nutritious breakfast, lunch, and a morning and afternoon snack. All meals are prepared on-site and are planned and prepared to meet the nutritional requirements established by the Missouri Department of Health's Child Care Food Program. Menus are posted on the [KECC website calendar](#). Typical servings and types of food are as follows

1. Breakfast: Ages 2 to 3

Milk: ½ cup; juice, fruit or vegetable: ¼ cup; bread: ½ slice, or cereal: ¼ cup

2. Breakfast: Ages 3 to 6

Milk: ¾ cup; juice, fruit or vegetable: ½ cup; bread: ½ slice, or cereal: one-third cup

1. Snacks: Ages 2 to 3

Milk, juice or vegetable: ½ cup; bread: ½ slice, or cereal: ¼ cup

2. Snacks: Ages 3 to 6

Milk, juice or vegetable: ½ cup; bread: ½ slice, or cereal: one-third cup

1. Lunch: Ages 2 to 3

Bread: ½ slice; milk: ½ cup; meat, poultry or fish: 1 ounce; cheese 1 ounce, or eggs: 1, or dried beans and peas: ¼ cup; fruits (two or more) or ½ cup; fruits and vegetables: ½ cup

2. Lunch: Ages 3 to 6

Bread: ½ slice; milk: ¾ cup; meat, poultry or fish: one half-ounce; cheese one half-ounce, or eggs: 1, or dried beans and peas: three-eighths cup; fruits (two or more) or 1 cup; vegetables (two or more) or 1 cup; fruits and vegetables: 1 cup

Breakfast is served from 7:30 a.m. to 8:15 a.m. If you wish your child to eat breakfast at KECC, they should arrive at their room during or before that time.

Children enrolled in our half-day preschool will be served a morning and afternoon snack.

Nutrition education is a major focus of KECC. Classroom experiences emphasize nutrition activities, as well as cooking and tasting a variety of foods. Breakfast, lunch, and snack times provide excellent opportunities to develop positive attitudes toward a variety of foods, socialize, and learn appropriate manners. Under no circumstances will a child be forced to eat a food or have food withheld. Children will be encouraged, however, to take one bite in order to try a new food.

Bringing Food From Home:

Licensing regulations prohibit us from serving food to students that has not been prepared in a commercial facility.

This rule is intended to protect your child from coming into contact with any foods that have been improperly prepared or stored. To prevent the spread of Hepatitis A, any food brought in to the center

for students without a medical exemption on file must be purchased in a store and labeled with all ingredients. The label must indicate that the facility does not use nuts in the production of any product or have any risk of contamination by a nut product.

Also, please do not allow your child to bring breakfast food to school. If your child is eating something on the way, please stay outside until your child has eaten the item and then walk your child to his or her room.

Food Allergies:

If your child has food allergies, you are responsible for supplementing menus. If your child cannot have particular food or foods, state licensing regulations require a doctor's statement indicating the child should not eat the food or foods. Food allergies and other dietary restrictions are posted in the kitchen as well as the classroom.

We are a nut-free campus. No nut products or by-products will be served or prepared.

Severe Food Allergy Policy:

For the protection of children with severe food allergies, the following guidelines have been developed to assist staff at KECC working with these children and their families.

The school nurse will interview the child's parents or guardians before the child is allowed to attend school. The parents or guardians have usually become experts in what their child can and cannot eat and can offer valuable direction for their child's care. It is important that the interview be conducted before they attend KECC so that the nurse, teachers, and other staff will be ready for the child's first day of attendance.

An Emergency Action Plan will be prepared by the nurse and posted in the Health Room and a private location in the classroom. The Emergency Action Plan contains information for the child's specific needs and protocol for an emergency situation. It will be reviewed with the classroom teachers. The nurse will inform the kitchen staff of the name of the student, their classroom, and the food allergy, all to be posted on the kitchen bulletin board by the food preparation area. Parents or guardians are to provide a photo of the child to be attached to the Emergency Action Plan. Staff will contact the nurse for approval of any food that is in question.

All medication needed to treat an allergic reaction must be at the school by the first day the child attends KECC. All medication will be kept in a locked cabinet or container and kept out of reach of children at all times. Written medication authorization from parent and physician must accompany the child on his or her first day of school. If an emergency action plan from the physician is available, it must accompany medications.

If an EpiPen is prescribed for an emergency, the school nurse will train classroom teachers by the child's first day of attendance.

SECTION P

PARENT COMMUNICATION

We want to encourage you to ask questions and share concerns with your child's teachers. A positive relationship and open communication are imperative for your child's security and happiness. Each classroom also has a communication board to keep you informed of upcoming events and activities. Please check it daily for important information.

We would also like to encourage you to let your child's teacher know when your child is thrilled to be in school. Positive reinforcement for our teachers helps morale, and lets us know we are succeeding at meeting your child's needs.

Two formal conferences with your child's teacher are scheduled for the year. These conferences, one in the fall and one in the spring, are your opportunity to find out how your child is doing and to discuss any questions you may have. Informal communication is continuous throughout the year.

The KECC Principal sends periodic email updates to parents. This email gives information about activities happening in the building, parenting tips, and general announcements.

PARENT CUSTODIAL ISSUES

Divorce or separation is a difficult time in a family's life. Our position is to be supportive of your child and to meet his or her needs. Both parents are important in a child's life. So, if needed, teachers can schedule two separate conferences or send separate newsletters to continue parent contact and encourage involvement of both parents.

Please note, however, that KECC cannot deny a non-custodial parent access to his or her child unless we have a copy of a current court order. Also note that responsibility for tuition payment must be determined between the parents. Please do not ask KECC to intercede and request payment from an ex-spouse.

PARENT INVOLVEMENT

KECC encourages all parents to become actively involved with all aspects of their child's education. We believe that a strong home-school relationship is basic to a young child's education. You are always welcome to visit and observe your child anytime. We welcome you to share special talents, skills, or interests that the children would enjoy learning and experiencing. Please let your child's teacher or a building administrator know if you have special skills or resources the school could use. Donations of time, supplies, books, and toys are always welcome.

PARENT-TEACHER CONFERENCES

We want to encourage you to ask questions and share concerns with your child's teachers. A positive relationship and open communication are imperative for your child's security and happiness. Each classroom also has a communication board to keep you informed of upcoming events and activities. Please check it daily for important information.

We would also like to encourage you to let your child's teacher know when your child is thrilled to be in school. Positive reinforcement for our teachers helps morale, and lets us know we are succeeding at meeting your child's needs.

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The KECC Principal sends periodic email updates to parents. This email gives information about activities happening in the building, parenting tips, and general announcements.

PARENT TEACHER ORGANIZATION (PTO)

KECC has a Parent Teacher Organization (PTO). The PTO sponsors a variety of activities to help families get to know one another and raise money for the center.

Our PTO is comprised of parent representatives and any other parent who wants to commit time and resources to KECC. The PTO promotes family education and involvement through family-focused events and fund-raisers. Funds are used to purchase supplies, materials, and equipment for the children. All parents are encouraged to attend meetings and functions. Meetings are held on a monthly basis. There is a PTO communication via the lobby monitor listing important dates and announcements that may be of interest to parents.

PARENTS AS TEACHERS (PAT)

PAT is a voluntary parent education program for parents with children ages birth to five. Kirkwood's PAT program is located in the early childhood building and works closely with KECC to provide quality programs for all families. Services include personalized home visits with a trained parent educator, developmental and sensory screenings, and a network of community resources and services designed for families of young children. For more information or to enroll in PAT, call 314.213.6137.

PARKING

Parking is located on two lots adjacent to the building. The front lot has reserved spaces for drop-off and pick-up in the building. Please be considerate when using these spaces.

We also have several spots on the side lot that are accessible to people with disabilities. Please reserve these spots for those who really need them.

Do not park in the "no parking zone" and please do not leave your car running or leave children unattended in the vehicle.

PERFORMANCE STANDARDS

The goal of our curriculum is to aid in the social, emotional, cognitive, creative, and physical development of each child. KECC provides a flexible program that gives all children the capacity to engage cooperatively and productively within a learning community environment. Our teachers use developmentally appropriate guidelines to plan each day and chart each child's interests and progress. Lesson plans are posted inside each room on a weekly basis.

We believe in the Constructivist theory of learning which emphasizes a child's need to learn by "doing." To give children the widest variety of experiences, teachers plan so the children can engage in both teacher- and child-directed activities. These activities give each child an opportunity to explore, create, imitate, communicate, and discover the wonders of the world they live in. So, while children engage in self-chosen activities and use play as their work, they are learning.

The content of our curriculum is based on the Preschool Performance Standards developed by the Department of Elementary and Secondary Education. These educational standards are broad descriptions of what most children should know and be able to do by the time they enter kindergarten. The standards are not intended to be used to determine whether a child "is ready" to enter kindergarten but they are, however, goals for teachers to use to support children's development.

Early Science

1. Explores and investigates physical properties of objects and materials
2. Solves problems involving physical properties of objects and materials
3. Represents observations of the physical world in a variety of ways
4. Explores and investigates characteristics of living things
5. Solves problems related to living things
6. Represents observations about living things in a variety of ways
7. Explores and investigates properties of earth and space
8. Solves problems involving earth and space
9. Represents observations about earth and space in a variety of ways

Literacy

1. Represents feelings and ideas in a variety of ways
2. Uses language to communicate ideas, feelings, questions, or to solve problems
3. Uses listening skills for different purposes
4. Uses writing as a means of expression and communication
5. Applies early reading skills
6. Attends to sounds in language

7. Associates the names of letters with their shapes
8. Identifies letters in the classroom environment

Math

1. Uses number to show quantity
2. Uses language to represent number of objects
3. Solves problems using number
4. Uses numerical representation
5. Investigates positions and locations
6. Explores shapes in the environment
7. Recognizes relationships in the environment
8. Uses patterns in the environment
9. Makes comparisons
10. Uses measurement
11. Collects, organizes, and uses information

Physical Development, Health and Safety

1. Controls body movements
2. Uses large muscle movements to manipulate objects
3. Performs fine motor tasks
4. Exhibits sensory awareness
5. Exhibits body awareness
6. Shows independence in personal hygiene
7. Exhibits body strength and endurance

Social Emotional Development

1. Establishes peer relationships and demonstrates conflict resolution skills
2. Demonstrates ability to concentrate and attend to task or tasks
3. Exhibits social and emotional competence

To achieve these standards, KECC provides in-depth training to our staff on supportive approaches to teaching literacy, math, and science concepts.

A Rubric Progress Report has been developed at each age level to document the progression toward mastery of each of these standards. This document is completed and given to parents in December and May

Student Records

A student file is kept on every student at KECC housing records that include: enrollment, attendance, screening, student progress reports, etc. These records can be obtained by providing a written request to the KECC office.

PERSONAL POSSESSIONS - Toys, Books, and Movies

We request all toys be left at home, except for those toys needed for comfort and at naptime. Occasionally, your child will have the opportunity to bring a toy for show and share. We do want to encourage children to bring books to share that pertain to the weekly themes in their classrooms. Please be sure the books are clearly marked, so they don't get lost in the room's library.

Movie time is reserved for minimal use when inclement weather prevents outdoor play or when it supports a planned lesson. Copyright laws will be followed when determining the movies that will be shown at KECC.

Licensing standards CSR 30-62.092 states, "toys, parts of toys or other materials small enough to be swallowed by a child shall not be allowed in the room." Please be aware of this when you bring your

child to school wearing jewelry (particularly earrings) or bearing small toys. The teachers will remove earrings or small toys and place them in the child's cubby.

PETS

As per the Kirkwood School District Coordinator of Safety and Security, family pets should not be on the school grounds during arrival and dismissal times. Also, some students may be afraid of or allergic to pets. **Please do not bring your pets on campus during arrival and dismissal times.**

PRESCHOOL PROGRAMS

The preschool programs are designed for children two to five years of age. These programs provide a warm, flexible environment that encourages children to learn at their own pace. The staff plans open-ended activities to provide stimulation for all the participating age groups, giving each child the opportunity to approach an activity based on their interests, curiosity, and initiative.

Our early childhood special education program is an integral part of the preschool experience. KECC believes that an inclusion program approach to preschool nurtures the acceptance of diversity among all of our children. It also promotes the awareness of others as unique beings with individual knowledge bases and experiences, and with their own timetables for growth. An inclusion program brings together children with developmental delays or disabilities and their typically developing peers in a classroom taught by qualified professionals. The program supports the collaborative efforts of the administration as well as support from the early childhood staff to ensure a comprehensive and cohesive approach to service delivery benefiting Kirkwood families and our community.

Attendance schedules for children with disabilities are individually designed based on the special education needs of the child.

The preschool classrooms are designed to:

1. Respect the strengths of each child
2. Provide opportunities for practice on emerging skills
3. Foster individual learning and creative styles
4. Promote the acquisition of problem-solving skills through discovery

The program provides young children a learning environment that:

1. Stimulates a love of learning
2. Encourages physical and mental activity
3. Facilitates involvement in experiences that demand extended critical thinking, exploration, and experimentation

PROJECT CONSTRUCT

Developed by the Missouri Department of Elementary and Secondary Education in 1986, Project Construct is a learner-centered curriculum and an approach to teaching for preschool, primary and elementary grades. It was developed from research demonstrating that learners construct knowledge through interactions with their physical and social environments.

What Does A Classroom Look Like: In a preschool, a four-year old begins a letter to Mommy, connecting letters and sounds in an attempt to write words: "Dar Mom hau ar u...." In a second-grade class, small groups of students work together, solving a math problem and creating posters to explain their solutions to their classmates. In a fifth-grade class, two ten-year-olds sit together in a quiet corner, deep in conversation about the characters in the book they are reading.

What do these scenes have in common? They are all examples of children constructing knowledge, confident they can succeed in learning. They are also scenes that take place daily in Project Construct classrooms.

In a Project Construct classroom, each child is valued and respected, both as a learner and as a person. Educators using Project Construct support children's development as individuals, as learners, and as members of a classroom community. Along with a thorough understanding of curriculum (what children need to know and be able to do at each grade level), teachers in Project Construct classrooms:

1. Use students' interests to motivate and engage them in learning
2. Encourage children to collaborate and work together
3. Allow children to take initiative, express opinions, and make choices
4. View children's errors as learning opportunities
5. Assess children's thinking, as well as their work, in order to teach more effectively

Project Construct teachers also believe that the classroom environment is an important tool for helping children learn. Room arrangements and daily schedules, while carefully designed, are flexible.

Student work is on display everywhere, signaling to students that the room belongs to them. There are tables for children to work together in groups and individual spaces for independent work. Ultimately, however, each Project Construct classroom is unique and designed to meet the changing needs of its students and teachers.

While Project Construct teachers each have their own ways of involving students in the subject matter, you can be sure of one thing; they all believe that high expectations and rich learning environments challenge students to reach their maximum potential.

Benefits to the Child: The Project Construct approach provides clear advantages to students. Preschool-age children arrive at kindergarten ready and eager to learn, while school-age children are better prepared for the assessments demanded by new academic standards, confident in themselves as successful learners.

In Project Construct classrooms, students solve realistic problems, explain their thinking, and examine their reasoning. They also learn to function as members of a community. As a result, they attain deep understandings in the core content areas, become critical thinkers and creative problem solvers, develop cooperative and collaborative skills, and develop a love of learning.

In addition, the Project Construct curriculum is closely linked to both state and national standards. Like the Show-Me Standards— Missouri's rigorous academic standards—the Project Construct curriculum is shaped by the belief that student success depends on both a solid foundation of content knowledge and the ability to apply it to real problems and new situations. Also like the Show-Me Standards, the Project Construct curriculum is built on the understanding that "active, hands-on learning" benefits students of all ages. As stated in the Standards document, this kind of learning "stays in the mind long after the tests are over and acts as a springboard to success beyond the classroom."

The Family's Role: Learning is a lifelong journey that adults and children go on together. As parents and families, you are not just important companions on this journey, you are necessary partners. You are your children's first and primary teachers and thus have a very important role in the Project Construct classroom. Your child's teacher will be happy to provide you with information on ways you can support your child's learning, both at home and at school. Family involvement significantly increases the chances of a student's success, and together, we can prepare our children to meet the challenges of a new era and ensure a brighter tomorrow.

For more information about Project Construct and the Project Construct National Center, please visit their web site or call us.

Project Construct National Center, phone 573.886.4970 or 800.335.7262. Website www.projectconstruct.org.

SECTION R

REPORTING ABUSE

Please note that the law mandates the entire KECC staff to report any suspected case of child or sexual abuse or neglect.

REST PERIOD

The Missouri Department of Health requires that all children attending a full-day childcare program rest a minimum of 30 minutes each day. After 30 minutes, children who are still awake will be offered quiet activities. Napping children will be undisturbed for approximately two hours. Activities and snacks will be offered to all children between 3:00 p.m. and 3:15 p.m.

SECTION S

SCHEDULES AND DAILY ROUTINES

Typical Full-Day Schedule:

The schedule that appears below represents how a preschooler spends a typical full day at KECC. Note that throughout the year, the teachers and children will establish a variety of themes based on the children's interests. These themes will be integrated into the daily activities in a variety of ways. Therefore, each classroom will have a different schedule, but each will include the following activities.

The full day program starts at age 2:

- 6:30 a.m.** **Early Arrival.** Two areas are open in the room as children begin to arrive: a rest area with cots and a quiet play area with manipulatives.
- 7:30 a.m.** **Arrival Continues.** Free Choice
- 7:30 a.m. to 8:15 a.m.** **Breakfast.** Served family style, the children help get food from the kitchen and help set the table. During breakfast, teachers sit with the children to promote language, table manners, and sharing.
- 8:30 a.m. to 9:00 a.m.** **Large Group Time.** Teachers use this time to introduce the day's activities and discuss new project work. Language and literacy are emphasized during this group discussion. Teachers also will elaborate on new materials and activities that will be available to the children.
- 9:15 a.m.** **Work Time.** Children are encouraged to make independent choices and to initiate plans for their projects. They actively use classroom materials in the learning areas. Teachers use this time to ask questions that will extend children's thinking, observe, relate to individual and small groups, and engage the children in thinking activities.
- 10:00 a.m.** **Small Group Time.** Small group activities are planned by the teacher to offer or extend experiences the children need. The children are encouraged to use the materials in different ways and to explore actively. Small group is also used to introduce and examine ideas, key goals and experiences, not complete final projects.
- 10:30 a.m.** **Indoor - Outdoor Play.** The children head to the gym or go outside to exercise large muscles. All playground equipment has been selected to provide opportunities for overall physical development.
- 11:15 a.m.** **Circle Time.** The purpose of circle time is to provide a large group experience in which everyone is involved in the same activity at the same time. Children are encouraged to participate in the group. Teachers may choose a regular schedule of activities such as exercising, music/instruments, puppetry, games, flannel boards, or drama.
- 11:30 a.m.** **Lunch.** After washing hands, the children help get food from the kitchen and help set the table. Again, the meal is served family style, so the teachers can sit

with the children to promote language, table manners, and social skills. When the children finish eating, they clear and clean their space.

12:00 p.m.

Quiet Time. The children use the bathroom, wash hands, and read books.

12:30 p.m.

Rest Time. The children rest on cots. If a child does not sleep, they will be offered a quiet activity while the other children nap. Children are allowed to sleep for up to 2 hours.

3:00 p.m.

Snack Time. In a less formal process, the children are served a nutritious snack. Children may even prepare the snack themselves, which promotes math, science, and social skills through cooking.

3:30 p.m.

Story Time. The group listens to and participates in a second story. The teacher may again use puppets, flannel boards, or drama to engage the children.

3:30 p.m.

Choice Time - Outside Time. The children explore their own interests in the classroom or may go outside or to the gym to exercise.

5:00 p.m.

Choice Time Continues. The children return to the classroom to wind down with quiet activities or they stay outside as they wait to be picked up.

Typical Half-Day Schedule:

The schedule that appears below represents how a preschooler spends a typical half day at KECC. Note that the times given are for both the morning and afternoon sessions. The half day program is available for children 3 to 5 years of age.

8:30 a.m. or 12:30 p.m. Arrival - Morning Circle. The children are welcomed to the classroom by their teachers and meet together to discuss the day at hand.

9:10 a.m. or 1:10 p.m. Circle Time. The purpose of circle time is to provide a large group experience in which everyone is involved in the same activity at the same time. Children are encouraged to participate in the group. Teachers may choose a regular schedule of activities such as exercising, music and instruments, puppetry, games, flannel boards, or drama.

9:25 a.m. or 1:25 p.m. Small Group Time. Small group activities are planned by the teacher to offer or extend experiences the children need. The children are encouraged to use the materials in different ways and to explore actively. Small group is also used to introduce and examine ideas, key goals and experiences, not complete final projects.

9:40 a.m. or 1:40 p.m. Indoor - Outdoor Play. The children head to the gym or go outside to exercise large muscles. All playground equipment has been selected to provide opportunities for overall physical development.

10:10 a.m. or 2:10 p.m. Large Group Time. Teachers use this time to introduce the day's activities and discuss new project work. Language and literacy are emphasized during this group discussion. Teachers also will elaborate on new materials and activities that will be available to the children.

10:20 a.m. or 2:20 p.m. Work Time and Snack. Children are encouraged to make independent choices and to initiate plans for their projects. They actively use classroom materials in the learning areas. Teachers use this time to ask questions that will extend children's thinking, observe, relate to individual and small groups, and engage the children in thinking activities.

11:00 a.m. or 3:00 p.m. Clean Up - Recall. The children help straighten the room.

11:10 a.m. or 3:10 p.m. Closing Circle.

11:30 a.m. or 3:30 p.m. Departure.

SCHOOL CLOSINGS, DELAYED OPENINGS, EARLY DISMISSALS

All KECC programs will follow the advisement of the R-7 district administration in determining if the building will be open during severe weather. When the R-7 district is closed, KECC and all affiliated programs will also be closed. Official announcements of program and school closings will be broadcast

on:

AM Radio: KMOX 1120

Television: KTVI Channel 2, KMOV Channel 4, KSDK Channel 5

You may also access school closing information via the [Kirkwood R-7 website](#) or by calling the KTRS-AM 550 Radio Automated Snow Closing Service (call 314.550.5877 or 314.453.5555, then listen for a voice prompt and enter I.D. number 1048).

In the event of a snow schedule announcement that results in a one hour late start for the Kirkwood R-7 Schools, KECC will open at 8:30 a.m. and half-day preschool will begin at 10:30 a.m.

An automated phone blast will also go out to all families who have a current phone number on record with the district. Please make sure to alert the office if contact information changes. If you do not receive a phone blast alert, please contact our office. If there are no announcements regarding the Kirkwood School District, school will operate using the regular schedule.

SCHOOL SAFETY

Accessible Parking:

KECC reserves several parking spaces for our visitors needing wheelchair access to the curb-cutout-ramps on our sidewalk. Please DO NOT park in these spaces without proper identification in your vehicle. Violators will be towed.

Building Security:

Every attempt has been made to make KECC a safe and secure environment for your child. To ensure this, an electronic entry system is located at the front of the school. To further ensure security, please make sure exterior doors latch behind you after you enter the building. Absolutely no one is to enter or exit through any other building door. All visitors are to check in at the office.

Each family is issued one parent badge (electronic key for building entry) with a \$5.00 deposit charged to your account. Additional parent badges are available for a \$10.00 deposit per key card. All parent badges must be returned to KECC on the last day of enrollment. The deposit will be credited to your account when the key card is returned in good working order. Please notify the office if a parent badge is lost so that it may be deactivated for security. Parents are expected to wear their parent badge while in the building or must stop in the office for a visitor badge.

KECC will release your child only to the legal guardian or authorized adults listed in the office. We cannot deny a parent access to his or her child unless we have a copy of a current court order. If you are having someone else pick up your child, **we must be notified prior to their arrival**. Any new pickup person will be required to show identification before a child is released to them.

Emergency Contacts:

If your child is ill or hurt during school hours and the nurse or principal thinks the student should go home, a family member or emergency contact person will be notified before the student is released.

Please make sure the school has up-to-date contacts and emergency pickup information for your child or children at all times. It is essential that you notify the school of any changes regarding phone numbers of parents or guardians and emergency contacts. Adults picking up children should bring a photo ID with them to the KECC main office.

Emergency Situations and Drills:

Students will participate in regular fire, tornado, earthquake, and [ALICE/Intruder](#) drills throughout the year. All teachers and students will be given information about safety procedures appropriate for such situations. In the event of an actual emergency situation, you may understandably want to pick up your child from school. Be sure to check the local news and radio stations, or our district website

www.kirkwoodschoools.org for emergency information. NOTE: Emergency information will NOT be shared via Facebook or Twitter because not all families use those social media tools.

It is the Kirkwood School District's goal to notify parents of an incident or crisis as quickly as possible. We strive to provide the most accurate and timely information. We ask that you remember that all of the KSD staff members care about your children. We know you are worried and anxious. We want to provide you with information without creating undue alarm or anxiety.

When an incident occurs at any of our schools, district personnel work to assist the school and the police as well as communicate with families. The District will use auto call, email, the web and social media sites to convey information. Social media sites are instantaneous, whereas an auto call or an email has a longer notification process.

We must communicate what we know – when we know it – without jeopardizing the safety of the people within the school. Please remember communication in a crisis is difficult. We will do our very best to be fast and accurate, knowing the possibility of human error exists.

PLEASE READ THE FOLLOWING FROM OUR DIRECTOR OF SAFETY AND SECURITY:

Dear Parents:

KSD is constantly working to make sure that your children are safe when they are at school. To that end, there are many plans and systems in place to protect your children in any case of emergency. One of these mentioned plans is our parent or student reunification plan.

*Our parent or student reunification plan is used if it becomes necessary to relocate the entire school population to either of our two alternative sites. Such a move will take place when it is determined by school and or district administration that keeping students in the school would be hazardous to them and staff. When you are notified of the activation of our parent or student reunification plan, you will be told where the students have been transported. **SPECIAL NOTE:** Out of concern for the safety of operations, and the security of your student(s), the alternate locations will remain confidential until such a time disclosure is needed*

If it becomes necessary to activate our parent or student reunification plan, parents will receive a text message, email, and phone call with information and directions. It is critically important that your respective school's office staff have all current phone numbers and email addresses so that we are able to contact you at any time during the school day in the event of an emergency.

*When you arrive at the alternative site to pick up your child, there will be five stations: A thru C, D thru G, H thru L, M thru R, and S thru Z. Please report to the station that has the first letter of your student's last name. Give the station worker your child's name and present a **picture I.D.** that is a match to a name on the emergency contact list.*

Once you have been identified, your child will be brought to you at the reunification station.

*All individuals picking up students **must provide valid identification** and be **positively identified by our staff**. Unless a person's name is on our emergency contact list as having your permission to pick up your child, we will not release your child to them. Student safety is the primary concern for the Kirkwood School District. We appreciate your support and assistance in this important matter.*

Sincerely,
Levaughn Smart, CPP
Director of Safety & Security
Kirkwood School District R-VII

Fire Lanes:

The Kirkwood City Council has passed an ordinance establishing fire lanes at all school buildings. The fire lanes are to be kept open and accessible at all times – please do not park your vehicles or leave them unattended in these marked areas (red painted curbs).

Handicap Parking:

Several parking spaces have been reserved for our visitors needing wheelchair access to the curb-cutout-ramps on our sidewalk. Please DO NOT park in a handicap space without proper identification in your vehicle. Violators will be towed.

SMOKING POLICY

KECC is a smoke-free campus. For the well-being of all the children, please abide by this policy.

STUDENT RECORDS

A student file is kept on every student at KECC housing records that include: enrollment, attendance, screening, student progress reports, etc. These records can be obtained by providing a written request to the KECC office.

STUDENT SUPPORT AND INTERVENTION MODEL – ASSIST

As soon as teachers are aware that an individual student is experiencing difficulty meeting classroom expectations, effective supports and interventions must be available to assist the student. In order to respond quickly, our school has established a problem-solving process to assist classroom teachers in designing, implementing, and evaluating the effectiveness of intervention strategies when typical classroom strategies have not been successful. This team is called Achieving Success through Supports and Interventions for Students and Teacher (ASSIST) team.

ASSIST teams work at both the classroom level for general intervention planning and at the building level for more focused and intense intervention planning. When the identified concerns are significant or the response to general intervention is inadequate, the building level ASSIST team will convene. The building level ASSIST team is facilitated by the team coach and is comprised of classroom and support staff members who have been trained in problem solving and intervention strategies specific to academic and social-emotional-behavioral needs. Parents may also be invited to participate in the building ASSIST team process for their child.

The building ASSIST team's role is to conduct individualized problem solving, focused intervention planning, implementation support, data collection, and monitoring of the student's response to interventions. Building ASSIST teams will use data collected on the student's response to interventions to determine when more intense interventions or evaluations are required in order to better understand and support the learning needs of the student. Parents should contact their child's teacher for more information about the ASSIST team referral and intervention planning process.

SURVEYING OF STUDENTS, PARENTS, and GUARDIANS

Parents may be periodically asked to complete surveys about various school topics. Most surveys have been written and used by the Kirkwood School District to evaluate matters significant to our programs. We are occasionally asked to administer surveys for other groups or individuals. We will limit all requests to only those surveys we deem worthy of the time required for completion. You will be notified before any surveys are administered asking for personal information.

SECTION T

TUITION POLICY

Annual Registration Fee:

An annual registration fee for all children attending KECC is assessed each year. The fee is \$75.00 per family. If you are a new family enrolling at KECC after March 1, your registration fee will be \$25.00 and reassessed to \$75.00 on June 1. If you have a child enrolled at KECC who will be entering kindergarten in August and you wish for your child to remain at KECC for the duration of the summer (and no other siblings attend KECC), a registration fee of \$25.00 will be assessed for the period from June 1 until kindergarten entry.

Tuition and Payment:

When you register, you will be required to pay a deposit of two weeks tuition. The two-week deposit will be applied to your child's final two weeks of tuition if the required two-week notice is given. If two-week notice is not given, you will forfeit the deposit. Automatic withdrawal payments are deducted on Fridays for that week of tuition. If you would like to arrange other payment options, please see the billing secretary.

When tuition becomes one-week delinquent, a **\$10.00 late fee** will be charged. If payments are two weeks late, services may be terminated at the discretion of the administrative staff. If services are suspended, a re-application fee will be applied. Delinquent accounts will be turned over to a collection agency. Please note that there is a *\$20.00 fee for all returned deductions or checks*.

A *25% discount* will be given to the third child enrolled and a *50% discount* to the fourth child enrolled in the same immediate family.

Fees are charged with no reimbursement for absences, unforeseen closings, snow days, holidays, district opening day, and district staff development day.

Children enrolled in the ECSE program are provided special education services and related services as indicated in their IEP at no cost to the family.

If your family experiences a crisis or family transition, please make an appointment with the building administrative staff to work out payment options so your services will not be terminated.

Tuition Schedule Full Day:

The tuition calendar has been defined to facilitate complete weeks of tuition charges for consistent bank drafts. There are three full weeks of NO tuition charges each year.

KECC Full Day Preschool - No Tuition Charged
December 23-27, 2019
December 30 to January 3, 2020
March 16 to 20, 2020

Tuition Schedule Half Day:

The tuition calendar has been defined to facilitate tuition charges in complete weeks for consistent bank drafts. Tuition will be collected for 37 complete weeks (\$69.00 Per Week - In District; \$77.00 Per Week - Out Of District).

Tuition will be charged weekly August 19, 2019 thru May 21, 2020 with the exception of:

August 12 to 15, 2019
December 23 to 26, 2019
December 30 to January 2, 2020
March 16 to 19, 2020

Vacation:

KECC does not provide an option for free vacation to families. No tuition is charged during Winter Recess or Spring Recess to compensate for vacation time.

Withdrawing a Child:

If you decide to withdraw your child from KECC, you are required to give the office a two-week notice. Your two-week tuition deposit will then be applied to the tuition for the last two weeks, regardless of your child's attendance. In the case of serious illness, accident or something out of your control, the two-week notification may be waived at the discretion of the administrative staff.

TRANSITION BETWEEN AGE LEVELS

Full-day classrooms coordinate transition between age level classrooms two times a year. The first transition occurs in June for many of our students aged four to five in anticipation of kindergarten. Existing students three to four years of age in order of chronological age fill those vacancies. The same process is followed to move up students aged two to three. Any new vacancies in the two- to three-year old rooms are filled from the wait list.

In August, the remaining 4-5 students will leave to go to kindergarten. The 3-4 students who did not move in June will then be moved up to the 4-5 classrooms. The remaining 2-3 students who did not move in June will fill those 3-4 vacancies. Any new vacancies will be filled from the wait list. The last day of attendance in August for a 4-5 student age eligible for kindergarten is the Friday before the Kirkwood R-7 School District begins school.

Current KECC families are asked to make a commitment in writing of their intentions for the following year during the month of January. Having this information early allows us to anticipate transition and vacancies in early spring. Our largest enrollment occurs during the spring months for start dates in June and August. Vacancies are filled from the wait list as they occur during the school year.

SECTION V

VALUABLES – TOYS, BOOKS AND MOVIES

We request all toys be left at home, except for those toys needed for comfort and at naptime. Occasionally, your child will have the opportunity to bring a toy for show and share. We do want to encourage children to bring books to share that pertain to the weekly themes in their classrooms. Please be sure the books are clearly marked, so they don't get lost in the room's library.

Movie time is reserved for minimal use when inclement weather prevents outdoor play or when it supports a planned lesson. Copyright laws will be followed when determining the movies that will be shown at KECC.

VISITORS

The Kirkwood School District is pleased to announce that we will begin using the Raptor Visitor Management System in all our schools to strengthen our program of campus security for students and faculty. Part of keeping students and faculty safe is knowing who is always in our buildings, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a more secure environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor

system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his or her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety and security of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

Family Handbook 2019-20 Acknowledgement of Receipt

I acknowledge that I have been informed that I can access the Kirkwood R-7 School District Early Childhood Center Family Handbook on the district website. I have addressed all concerns with administration prior to signing.

I have read the Handbook and agree to adhere to the policies presented within. I am returning this Acknowledgement of Receipt to KECC Administration to signify my agreement and commitment to ensure a safe and productive learning environment.

Parent or Guardian Signature:

Date: