

Crystal City #47 School District

Early Childhood Program

Dear Parents,

We are looking forward to a great year with your child! The following information will be beneficial to you now and throughout the school year. Please read through the handbook and keep it as a reference.

Our staff is committed to the importance of parent involvement in a student's education. We believe that your child receives the best possible education when we work as a team.

We will keep in close contact with you all year long through notes, phone calls, meetings, calendars and newsletters. If there is ever a time you have anything you would like to discuss, please do not hesitate to contact us.

Thank you for your cooperation and support. We are excited to start the school year!

General Information

The Crystal City Early Childhood program consists of one 3 & 4 year old classroom, one 4 & 5 year old classroom and one early childhood special education classroom. Students will be placed in classrooms based upon age and required services.

The preschool program for the 3 & 4 year old classroom and 4 & 5 year old classroom is a full day. The hours are **7:40a.m.- 3:20p.m.**

The early childhood special education program is a half day program. With a morning session from **8:30a.m.-11:30a.m.** and an afternoon session from **12:00p.m.-3:00p.m.**

Arrival and Dismissal

Our full day and half day classes will drop off in each child's individual classroom. Parents will park on the playground lot and walk their child in to be signed in. At the end of the day, parents will park on the playground lot to come into the classrooms to sign their child out for the day. Parents are expected to sign their child in upon arrival and out upon dismissal. This will be done on a daily basis. **Students will not be released to anyone not on the pickup list.** We as a district understand divorce and separation can be a difficult time for families. Please note, however, the Crystal City School District cannot deny a non-custodial parent access to his/her child unless we have a copy of a current court order that denies such access or information.

Late/Tardy/Absences

If your child is late to school, the instructional process is interrupted. We understand emergencies arise. We ask you to call the elementary office (636) 937-2005 ext 2000 to notify us if your child is going to be late or absent to school. When a child is ill, please notify us. The child must be fever free for 24 hours without medication and free from diarrhea and vomiting for 24 hours.

If you need to enter the building, please come to the main entrance. For the safety of our students and staff, the doors remain locked at all times. Please ring the doorbell anytime you need to enter the building. You will be asked to

sign in as a visitor and wear a nametag. Security is extremely important to us for the safety of our students.

General Information/Forms

In accordance with the Missouri Department of Health, all forms (health, enrollment, medication permission forms, etc.) must be completed. These forms will be kept on file for review when needed. Health forms and immunizations must be current, or a waiver must be provided. If these items are not current or completed, the child will not be permitted to attend school.

It is essential we have current addresses and phone numbers for all of our students. It is the responsibility of the parent to notify the school of any changes in the information provided on the enrollment form. Please put new information in writing and give it to the teacher or elementary office as soon as the changes occur.

Parent/Teacher Conferences and Progress Reports

There will be two parent teacher conferences throughout the school year. A portfolio of your child's work and progress will be available to review. Children who attend the program with an Individual Education Program (IEP) will receive quarterly progress notes as part of the IEP.

Holiday/Snow Days

The Crystal City Early Childhood program follows the Crystal City School District calendar and schedule for holiday and snow closings. Crystal City Schools announce school closings through school dialer, email, social media, television and radio stations.

Holiday/Birthday Parties

We will have holiday parties throughout the school year. Parents will be notified of these in advance. If you wish to send in treats for your child's birthday at school, please make sure the treats are store bought. If your family does not celebrate any holidays or birthdays, please speak with your child's teachers so other arrangements can be made for your child during these times.

Visitors

College and high school students visit our classrooms to observe or to participate in cadet teaching hours. This is a great opportunity to assist in instructing future teachers. Visitors do not have access to any files or personal information pertaining to our students.

Resources

Crystal City School District Student Services Department:

(636) 937-4017

Parents as Teachers:

(636) 933-0792

Missouri First Steps:

<https://www.mofirststeps.com/UI/Referral/ReferralSource.aspx>

Office:

Shane Gordon- Principal
Stephanie Waites- Counselor
Jennifer Crump- Director of Student Services
Mary Schaumburg- Administrative Assistant
Renee Killian- Nurse
Chris Pinacate- Transportation Director

Teachers:

Amy McGraw
Kristy Gebert
Christine Mesnier

Paraprofessionals:

Chrystie Sebek
Patty Duncan
Kaylin Thurman

Related Service Providers

Dana Roth- SLP
Emmy Papin- SLP
Jodi Brown- OT
Tracie Smith-MPT

Early Childhood Special Education (ECSE)

If your child has qualified for Early Childhood Special Education services, she/he may receive these services at Crystal City Early Childhood program. A full continuum of services is available.

Adaptations and modifications that might be used to assist your child could be instructional, curricular, environmental, behavioral strategies, supplementary aids/supports or equipment your child needs to be successful in preschool. Related services, such as speech therapy, language therapy, occupational therapy, physical therapy, assistive technology, or transportation are also available to meet the needs of individual children.

If your child has not been referred to receive special education services, and you would like him or her to be evaluated for special education services, please talk with your child's teacher. Included in this booklet is an early childhood special education referral form. Our process for referral includes observations, input from families, screening, evaluations, CARE Team meetings, Individualized Family Service Plans, Individualized Education Plans, Parent Educators and family conferences. This process is different for each family; we will help each family through this process individually.

Class size is smaller than general education classes, with a teacher and one paraprofessional. Classes are half days, 8:30-11:30 a.m. or 12:00-3:00 p.m Tuesday through Friday.

For more information on ECSE services, please contact Jennifer Crump, Director of Student Services, at crumpj@crystal.k12.mo.us or (636) 937-4017

Preschool Guidelines

To enroll in the preschool program a child must reach the age of three on or before July 31 of the current year. To enroll in the pre-k program a child must reach the age of four on or before July 31 of the current year.

As we have openings, you will be notified that your child has been placed into one of our classrooms.

Parents/guardians must provide transportation to and from school.

Parents/guardians will be expected to sign their child in upon arrival and out upon dismissal in the classroom. This will be done on a daily basis. **Students will not be released to anyone not on the pick-up list.**

The preschool and pre-k programs will follow the Crystal City School District calendar.

The preschool and pre-k programs are four days a week, and the hours are 7:40-3:20. Students accepted into the preschool program are expected to attend on a full-time basis. Students may be dropped off no earlier than 7:00 am in their classroom with their teacher(s), but must arrive by 7:40 to avoid late attendance. Students must be picked up at 3:20.

A daily snack will be the responsibility of the student and their parents.

The students will be offered the school lunch daily (tray, PB&J, deli sandwich, salad) OR they may bring lunch from home. There is no refrigeration or microwave available for lunches brought from home. Breakfast may also be brought from home for your child to eat in the classroom until 8:00.

When a child is ill, it is understood and agreed that he/she should be kept at home. A student must be fever free for 24 hours without medication and must also be free from diarrhea and vomiting for 24 hours. Students showing these symptoms at school will be sent home. Students with temperatures of 100° or higher will be considered as having a fever and sent home.

If your child will be absent, please contact the school office (626.937.4017 x2000) by 8:00 am to notify us of their absence. We understand children miss school due to illness and unforeseen events. However, if absences become excessive, a meeting with the parents/guardians will be held to discuss attendance concerns and to develop a plan to improve the child's attendance.

A child must be fully potty-trained.

A child should not bring toys to school unless permission has been given by the teacher. The school is not responsible for any article brought from home.

Students will be required to provide a backpack, rest time bedding, and other school supplies. A supply list with the items and specifics will be available.

Students must have two complete changes of clothing (season appropriate) which is left at school to be used for emergencies.

Should the building principal determine, anytime during the school year, that a child cannot adjust to the preschool or pre-k program, he/she will be withdrawn after a week's notice and this agreement will be terminated.

Student's Name

Date

Parent/Guardian Signature