

# Affton Early Childhood Center

## COUGAR CUBS FAMILY HANDBOOK 2017 - 2018



9832 Reavis Road

St. Louis, MO 63123

Phone: (314) 633-5988

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AECC is a 'PEANUT FREE' building!

*OUR MISSION:* To teach and nurture children's learning and social skills through play in a safe environment, as well as to support the needs of the families.

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## **OUR STAFF**

All of our preschool teachers are Early Childhood/Early Childhood Special Education certified through the State of Missouri, many of them having multiple or advanced degrees. Most of our staff are trained and certified in CPR and First Aid. Staff members participate in numerous professional development opportunities throughout the year to enhance research-based knowledge and educational practices. Affton's Early Childhood staff was selected because of their commitment to early childhood education, children, families, and continuous improvement.

## **KEEPING CONNECTED**

There are several ways to stay connected to the news, information, and upcoming events for Affton Early Childhood Center. To keep up with the fun you can "like" us on Facebook (Affton Early Childhood). You can also find up-to-date information including our handbook and lunch menu on the Affton website: <http://www.afftonschoools.net>. Make sure to check your child's folders daily to stay connected on happenings in the classroom. In an effort to save paper and reduce copying costs, the district is now sending flyers home via e-mail through Peach Jar. The Director sends e-mails to parents several times a month. Please inform the office of any changes to your e-mail addresses.

## **ATTENDANCE**

If your child will not be attending school, please call the preschool office at (314) 633-5988 or leave a message for your child's teacher. If your child is enrolled in the full-day program, please also call if your child is going to be late (past 9:00a.m.) so that we are able to include them in our meal count for lunch. In order for your child to get the most out of their preschool experience, we encourage them to be at school daily and to be on time. Late arrival to school and early pick up are disruptive to the staff and students. Please refrain from picking your child up early unless you have an emergency or have doctor appointments scheduled for your child.

When taking time off from school, full monthly tuition is still required to be paid in full. Tuition payment ensures continued enrollment. If over a long absence you make the decision to withdraw your child and wish to return at a later date, you will have to re-register. Enrollment would be depend on availability.

## **BEFORE AND AFTER CARE**

Please contact the secretary if you are in need of Before and/or After Care. Before Care starts at 6:30a.m. Breakfast is included for children that arrive by 8:00a.m. After Care is available from 3:15p.m. – 6:00p.m. and includes a snack.

Care is available for families for some of the school closures. (See the Care calendar.) You must sign up in advance with the Care Coordinator (one week prior). Care is also available during our summer programs. Note: There is no Care available between our summer program and the start of school.

## **BEHAVIOR EXPECTATIONS**

We believe children respond best to positive reinforcement and redirection. It is important for children to learn what behaviors are acceptable and which ones are not. We are also teaching our preschoolers ways to appropriately interact with peers, be independent, and help one another. Preschool is a wonderful place to form friendships, learn to share and cooperate with others. It is also a wonderful environment to learn self-control, build self-esteem, and learn empathy for others. If problem behaviors occur, teachers will redirect and discuss alternate actions and words with the child. If behaviors continue to be an issue in the classroom, the teacher may request a conference with the parent so that as a team they can set up a behavior plan.

## **BILLING AND TUITION**

In order to continue to provide quality programming for all of our families, we need all accounts to be kept up to date. All billing questions are to be addressed with the preschool office staff. Teachers do not have access to this information.

Tuition is determined by the program that you select for your child. The initial tuition payment will be due on or before July 10<sup>th</sup> (or upon enrollment if your child is registered after this date) followed by nine additional payments for the succeeding months thereafter. Each month's tuition payment shall be due and payable on or before the 10<sup>th</sup> of the preceding month. Students for whom payment is delinquent will be removed from the program.

We accept cash, check, money orders, **DEBIT AND CREDIT CARDS**. Please make your checks payable to: *AECC*. You may also pay via automated bill payments through your bank's internet bill pay system. If you wish to use this method, please include the following information:

Payable to: AECC  
Attn: Tuition  
Note Section: (Please include your child's name)  
Address: 9832 Reavis Rd., St. Louis MO 63123



The Affton School District will charge \$6.00 per check that is returned.

Invoices will be e-mailed monthly. Please make sure that the office has your current e-mail address. The statement will include a link that will allow you to pay via credit card using the 'Click to Pay Online' option. If you do not have access to a computer, a hard copy will be sent home in your child's backpack.

Please give all tuition money to the preschool director or secretary. Teachers will not accept payments. If your family experiences a crisis or family transition, please contact the office staff to work out payment options.

Child Care Assist is accepted from Affton residents only. A co-pay in the amount of \$15.00 monthly is charged in addition to the amount approved by the Missouri Department of Social Services. Parents are responsible for turning in all required paperwork to the Family Division and the standard tuition rate will be charged until the approval is received at AECC.

## **CALENDAR**

All Early Childhood classrooms will follow the district calendar included in your child's packet. Please make sure that you are familiar with the calendar and make arrangements for your child on days that we are not in session.

## **CELEBRATIONS**

Birthday and holidays are exciting times for our students. All celebration treats need to be ***STORE BOUGHT*** and ***PEANUT FREE***. This is for the safety and enjoyment of all! If you have questions about a particular treat, please feel free to ask the nurse or director. We ask that you notify your child's teacher *in advance* if you are planning to bring snacks for a special day. For health and safety reasons, please do not bring individual treat bags and party favors. Instead, we want to encourage you to consider having your child present a special gift to the classroom. Home party invitations should not be brought to school unless all classmates are to receive one.

## **CLOTHING**

While at school, your preschooler will be involved in a variety of activities, some of which may be messy. Please dress your child in comfortable, washable clothing. Because safety is important, we recommend your child wear non-slippery shoes that are good for running and climbing. Please no flip-flops or crocs.

Also make sure that your child has a season appropriate change of clothing. This needs to include underwear, socks, pants and a shirt. Please label the clothing and place these items in a zip lock bag with your child's name on it. Outdoor play is a very important part of our day. Please make sure your child is ready to play outside. If your child brings a jacket, coat, gloves, mittens, hat, or sunscreen to school, please make sure these items are labeled with their name. When in doubt, send a jacket as it is much easier to take it off than not to have it!

## **COMMUNICATION AND FAMILY INVOLVEMENT**

Early Childhood, along with Parents As Teachers (PAT), will be offering a variety of special events. Notification and reminders for events will be sent home with your student, posted on the ECC/PAT calendar on the website, and on Facebook. Parents will also be asked to participate in parent/teacher conferences periodically throughout the year to discuss their child's progress. Continued support is essential in creating a positive atmosphere for your child.

We encourage open communication between school and home. We welcome family members to be involved with their child's classroom. If you have a talent, cultural custom, or special interest that you would like to share, please let your teacher know. Please talk with your child's teacher about volunteer opportunities. There are also building volunteer opportunities. Parents that want to volunteer must fill out a 'Volunteer Agreement' and fill out the 'Background Check' form. (The Affton School District covers the cost of the background check.

If you have questions or concerns that you wish to discuss with your child's teacher, please call or email the teacher to set up a time when you can talk. Drop off and pick up times are not ideal as they do not allow the teacher to give you their complete attention and privacy.

## **DROP OFF AND PICK UP (see the procedure form sent home in your child's packet)**

We encourage parents to use our Drop Off/Pick Up procedures described on that form. If you have questions about your child or need to talk to a staff member about something, please set up a time outside of drop off/pick up time. This allows us to keep our line of vehicles moving as well as allowing the teacher to give you their full attention. Staff will be out directing traffic; please proceed slowly and stay attentive.

When dropping off or picking up your child during times other than the drop off/pick up line, **do not park in front of the entrance doors**, Due to the bump out of the sidewalk/curve, cars cannot get through the drive.

## **EARLY DISMISSAL**

Morning and Full-day students will dismiss at 11:30a.m. on Early Dismissal days. Afternoon classes will **not** be in session. Lunch will only be provided for students attending the After Care Program. (Pre-registration is required.)

## **EMERGENCY DRILLS**

Safety drills are required by law and per district policy. These include fire, severe weather and tornados, earthquakes, and intruder drills. We conduct emergency drills several times throughout the year. Teachers review the drills with the students and all students are to participate in them as if there were an actual emergency. It is expected that parents and visitors who are on the premises during a drill will participate in the drill.

**HEALTH** (We are a **‘PEANUT FREE’** school!)



➤ **ALLERGIES/ASTHMA:**

- Parents need to inform us of a child’s allergy or if the child has asthma. Please be specific as to the type of allergy and its severity. Your child’s physician will need to fill out an “Allergy Action Plan” form. If your child requires an Epi-Pen, your physician needs to prescribe one that can be left at school.
- If your child has asthma, you and your child’s physician must fill out the “Asthma Action Plan” form. All inhalers and medication must be labeled and in the original packaging (see Medication section). We do have a nebulizer but would require you to send a mask and hosing that could be left at school.
- A “PRN Medication Form” will be used to communicate between school and parents to inform each other of when medications were administered.

➤ **ILLNESS AND COMMUNICABLE DISEASES:**

Your child’s school attendance is very important. In order for him/her to benefit from the planned educational program, wellness is essential. In order to prevent the spread of any suspected contagious diseases or illnesses, it is important that your child stay home if he/she has any of the following symptoms:

- Fever of 100 degrees and above. A child will be sent home if he/she has a fever. The student should remain home for **24 HOURS** after the temperature returns to normal (below 100 degrees without taking medication such as Tylenol).
- Vomiting
- Diarrhea – unusual loose and/or watery stool
- Persistent coughing
- Abnormal nasal drainage
- Sore throat, difficulty swallowing
- Rash of unknown cause
- Suspected communicable disease such as chickenpox, measles, etc.
- Any draining or infected sore
- Red, crusted or draining eyes
- Head lice – must be treated and nit free
- Pain



If these symptoms are present while the child is in school, the parent/ guardian will be contacted to pick the child up from school. We ask the child be picked up in a timely manner. Students need to be symptom free for **24-HOURS** before returning to school. This includes, but is not limited to fever 100+, vomiting, diarrhea and red, crusted or draining eyes.

Notices will be sent home to students in classrooms that have had a confirmed case of a communicable disease such as chickenpox, impetigo, strep throat, scarlet fever, pink eye, head lice and fifth’s disease.

➤ **IMMUNIZATIONS:**

In accordance with Missouri State Law a parent or guardian may request notification from the district if there is a child with an exemption from immunization filed with the district currently enrolled or attending the facility at which the district’s preschool is located. If you are interested in this information, please make your request to the school nurse at AECC.

➤ **INJURIES:**

Most staff members are trained in first aid and CPR and can tend to everyday bumps when our nurse is not in the building. If a child has an accident during the day, the appropriate form will be filled out and sent home. We will contact the parent for any serious accident or injury.

In the event of a serious emergency, the school will secure immediate medical attention as described on the “Authorization for Medical Treatment” form. Every effort will be made to contact parents, guardians, or authorized family members as per the “Emergency Contact” list.

➤ **LICE:**

If you find head lice or nits in your child’s hair, contact your physician, pharmacist or the school nurse for the proper treatment instructions. It is important the school be notified so the other children can be checked by their parents or school nurse.

When a case of lice is detected at school, the student will be sent home for treatment. They may return after being checked by the school nurse and found to be ‘nit’ free. Notices will be sent to parents of all children in contact with the child who has lice.

Children should be instructed not to share combs, brushes, headbands or hats. This should be enforced outside of the school environment also. Together, we will hopefully prevent the spread of any head lice this year.

➤ **MEDICATION:**

A child may not receive medication of any type from the school unless such medication is absolutely necessary and required by the doctor on a schedule basis (every two hours, etc.). If this is the case, we ask the parent to follow these procedures:

• ***PRESCRIPTION MEDICATION :***

- There must be a physician’s written order for the medication with the name of the student, the name of the medication, dosage, time interval to be given, and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician’s order.
- Medication must be brought in by a parent or guardian. It is not to be sent in the student’s backpack.
- Parent/guardian must provide written permission requesting the school to comply with the physician’s order.
- Any changes in the dose or timing of the medication need to come from the physician in writing which can be mailed or faxed to the school. A parent may not give permission to administer medication differently than the physician’s order.
- For medication that will be given for the entire school year, the student needs a new prescription each school year.
- The school has the right to call the physician to clarify a medication order.

• ***OVER-THE-COUNTER MEDICATION:***

- Must be brought to school by the child’s parent or guardian.
- All over-the-counter medication must be in the original container with directions for administering.
- All over-the-counter medication must have a written statement from the parent/guardian indicating permission for the student to be given the medication. If the orders for administering are modified in any way, the parent must indicate the change in writing.

➤ **SAFE TEMPERATURES FOR OUTDOOR PLAY:**

AECC follows the recommendations for safe outdoor play as set forth by the Missouri Department of Health and Senior Services.

<b>“Feels Like Temperature”</b>	<b>Outdoor Play Restrictions</b>
Temperature <15 degrees	No outdoor play permitted
Temperature between 15-32 degrees	Limit time outside to 10-15 minutes
Temperature between 32-90 degrees	No restrictions
Temperature > 90 degrees	Water and shade must be available during the entire outdoor period.
Temperature >100 degrees	No outdoor play permitted

**INCLEMENT WEATHER AND EMERGENCY DISMISSAL**

If the Affton School District cancels school due to inclement weather, Affton Early Childhood Center will also be closed. ECC will do its best to make-up missed days in a manner that adequately accommodates families. However, circumstances may arise that do not allow this to happen. We will make every effort to inform families in a timely fashion of the impact of inclement weather make-up days via a revised school calendar. Thank you in advance for your understanding in regards to inclement weather and how it may impact the ECC attendance calendar.

In the event that inclement weather or other emergencies require us to close during the school day, you will be contacted by phone through our automated system and be expected to pick up your child. Closing will also be posted on our website [www.afftonschools.net](http://www.afftonschools.net) or watch for closing information on one of the local TV news stations. Once again, it is imperative to keep the office informed of any changes to phone numbers.

**KINDERGARTEN ELIGIBILITY**

According to the State of Missouri Department of Elementary and Secondary Education, your child must have turned the age of five (5) before the first day of August of the school year beginning in that calendar year in order to be eligible for admission to Kindergarten. (Your child must turn 5 by the end of day on July 31<sup>st</sup>.)

**PARENT CONTACT INFORMATION**

It is very important that all Student Emergency Contact Information be kept up-to-date. If you move or change any of your telephone numbers, please notify the office immediately. Also, please inform us if there are any changes in the emergency telephone numbers of people to contact if you are not available.

**REPORTING ABUSE**

All employees of Affton School District Special School District are mandated by law to report any suspicion of child abuse or neglect.

**REPORTING STUDENT PROGRESS TO PARENTS**

Parent/Teacher conferences are held for all students in October. Spring conferences are held on an as-needed basis to discuss parent or teacher concerns. Parents will receive report cards at the fall conference and in May.

**REST TIME**

There will be rest time for our full-day children. We provide cots for the children to rest on. You may send in a small sheet, towel, or blanket for their cot. If your child has a special blanket or soft toy, please send this item in your child’s backpack. Please label all nap items with your child’s name. These items will need to be taken home once a week to be laundered.

## SENSITIVE ISSUES

Divorce or separation is a difficult time in a family's life. If needed, teachers can schedule separate conferences or send separate newsletters to continue parent contact and encourage involvement of both parents. Please be aware that we cannot deny a non-custodial parent access to their child or educational records/information unless we have a copy of a current court order. Also remember that responsibility of tuition payment must be decided between the parents. Please do not ask our office to intercede. Our role in situations such as divorce or death in the family (including pets) is to help support your child. Please keep us informed so that we can do whatever is needed to support your child.

## SMOKING POLICY

Affton Early Childhood is a smoke free campus.

## SNACKS AND LUNCH

Lunch (full day students only) and snacks are provided. Menus will be available for parents to see the lunch options. If your child is not going to eat the lunch provided, you will need to send in a lunch for them. Please make sure the lunch you send is **peanut-free** this includes peanut butter, nuts as snacks, and special treats.

Although we are happy to refrigerate your child's lunch, it needs to require no heating or other prep. Although we are not serving any peanuts or peanut products, **we cannot guarantee that all food is peanut-free**. If your child has dietary needs or allergies, please make sure that you contact the office.



AECC will make every effort to comply with the food requests or restrictions once we are made aware of them. A vegetarian menu option is available daily, upon parent request. It is our expectation that parents will exercise their responsibilities in ensuring religious and philosophical dietary needs are met.

## SUMMER PROGRAM

Affton Early Childhood Center offers a summer program. Details of the summer program are distributed in April. This program is offered for 8 weeks during the summer. Please be prepared to make arrangements for your child during the break between the summer program and the start of the new school year.

## TOYS

Toys are NOT to be brought to school. However, there may be times that a child is asked to bring in a special item or toy to show or share with the class.

## VOLUNTEERS

Anyone wanting to volunteer must fill out a Volunteer Agreement and Background Check.



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