



Parent Handbook

Klamath Early Childhood Development Center

KECDC

2450 Summers Lane, Klamath Falls, OR 97603

Little Learners Preschool

Preschool Promise

Early Childhood Intervention (ECI)



Little Learners Preschool



PRESCHOOL
PROMISE

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Welcome to KECDC

Dear Families,

I want to welcome you and your child to Klamath Early Childhood Development Center (KECDC). This center was developed by Klamath Falls City Schools as a home for a variety of early learning programs. KECDC currently houses Little Learners Preschool, Preschool Promise, and Early Childhood Intervention. In addition to our preschool services, KECDC is home to Tater Tots Pediatric Therapy. It is wonderful to be part of a center that offers various services to our community!

The staff at KECDC are excited to have you join our preschool family. Our days and weeks will be filled with many wonderful experiences and opportunities for your child to learn and grow.

This handbook was developed in anticipation of the many questions families have about KECDC's preschool programs. Please read through the handbook carefully as it will provide you with a great deal of information about our program expectations. We look forward to a wonderful year with you and your child. Thank you for the privilege of being part of your little one's life!

Warm Regards,

Dena Haudenschild, Director of Early Learning

Contact Information for Our Center's Programs

Klamath Early Childhood Education Center

2450 Summers Lane

Klamath Falls, OR 97603

KECDC: 541-885-4275

Preschool Promise: 541-885-4275

Early Childhood Intervention: 541-883-4748

Vision & Mission:

At Little Learners Preschool, our purpose is to provide an educational foundation for all children we serve, encouraging learning through play, exploration and creation. Our primary goal is to provide a safe, stimulating learning environment that promotes each child's skill development in approaches to learning: social-emotional skills, language and communication, literacy, mathematics, adaptive skills and physical development.

Our preschool staff believe all children are unique and have great potential to learn! We understand that skills are developed at differing times for each child and that early years are a critical time for skill development. In supporting children, we know that adults must model a growth mindset for our children, encouraging the development of a growth mindset in each individual. We want our children, at the youngest of age, to know that they can accomplish many things through continued exploration, effort, and perseverance. We believe that every day is an opportunity for personal growth and that growth is encouraged through the diversity of culture, language, family dynamics, and staff in the preschool.

School Hours:

KECDC's office opens daily at 7:30 a.m. and closes at 4:00 p.m.

Preschool Promise class times are Monday through Thursday from 8:15am to 2:45pm. Children need to be picked up no later than 2:45pm. Attendance during this time is paid for by the Preschool Promise Grant and you are not responsible for payment during these times. However, there will be a \$5.00 fee to the registrant if your child has not been picked up on time.

When children are not picked up on time, staff will begin calling the listed emergency contacts on your authorized pick-up list.

Early Childhood Special Education (ECSE) service times vary based on each child's needs outlined in the Individualized Family Service Plan (IFSP). ECSE services at KECDC are not provided on Fridays. Please speak with your child's Service Coordinator for more information.

Drop Off:

You may enter the school building through the side door located next to the main office. Staff will open the doors at 8:15 at which time you may escort your child to their assigned class. Please remain with your child until staff has acknowledged and checked your child into class.

Pick Up:

Children will be picked up at their scheduled departure time at the side doors located next to the main office. Please make arrangements to have your child picked up promptly at the end of their school day. We will bring your child to the door with their personal belongings. **Children will only be released to individuals you place on your child's registration form.** If there are additional individuals who need to be added or removed during the year, please contact the main office at 541-885-4275 or 541-883-4748 to revise your registration form.

Schedule:

Throughout the day at KECDC, we offer a variety of learning opportunities for all children to access. Our daily schedule may include:

- Welcome & Free Choice Opportunities
- Circle time
- Breakfast
- Small Group (health, art, fine motor, self-help, peer interaction, etc.)
- Social Emotional Development
- Music & Movement
- Lunch
- Gross Motor in the gym or outside
- Rest
- Large Group (reading, writing, math, science, etc)
- Snack

Each classroom schedule varies slightly. Ask your child's teacher if you'd like to know more!

Curriculum:

Little Learners Preschool utilizes the following curriculum in our daily instruction:

❖ **Ready to Advance**

Ready to Advance includes 10 comprehensive units based on interconnected topics and concepts blending social-emotional experience with academic learning. The research-based curriculum is grounded in the understanding of how young children learn, recognizing the diversity of their experiences, and meeting them where they are to help them be kindergarten ready.

❖ **Heggerty Phonemic Awareness**

Students participate in daily activities that teach early skills. These skills include rhyming and onset fluency, basic skills of blending and segmenting sounds, working with the complex and advanced skills of adding and deleting phonemes, and the skills of substituting phonemes. The lessons are taught with explicit teacher modeling and scaffolded support to meet the needs of all learners in a classroom!

❖ **Conscious Discipline**

Conscious discipline creates a culture and facilitates an intentional shift in adult understanding of behavior via the Conscious Discipline Brain State Model. It provides specific brain-friendly, research-based strategies for responding to each child's individual needs. Conscious Discipline is proven to increase self-regulation, sense of safety, connection, empathy and intrinsic motivation in both children and adults.

❖ **Second Step Curriculum**

Second Step is a program rooted in social-emotional learning (SEL) that helps to create supportive, successful learning environments uniquely equipped to encourage children to thrive. Second Step helps to create a more empathetic environment by providing education professionals and children with tools to enable them to take an active role in the social-emotional growth and safety of all.

Meal Procedure:

Breakfast is served daily between 8:30 and 8:45 a.m..

Lunch is served between 11:15 and 11:45 a.m..

Snacks are provided at 3:00 p.m. for children in care.

Children will wash hands before and after all meal times. All children are encouraged to eat independently. Feeding of children is not permitted, unless your child has an individualized feeding protocol.

All early learning programs at KECDC will participate in family style meals this year, however children will not self-serve. A staff member will offer all components of the meal to each child, giving them the opportunity to choose what they wish to try. Preschool staff will sit at the table with children to guide conversation during this time with friends and model trying new foods.

If you are sending meals with your child, please make sure the contents do not require cooking or use of a microwave. We will limit unpacking home provided meals and snacks to times when children are unable to do so independently. Staff will wear gloves when assisting children and dispose of those gloves immediately after providing assistance.

Rest Time:

According to the National Association for the Education of Young Children (NAEYC), sleep is critical to children's everyday functioning. A good night's sleep helps prepare children to attend to new experiences, positively engage with others, and build memory and attention skills. When children sleep, their brains are actively working to form new connections, allowing them to be more physically relaxed and mentally alert when awake. These positive effects can be observed over time, and together, we play a critical role in helping your child establish healthy sleep habits.

Preschool staff will encourage children to participate in their own rest time routine by getting their blanket, finding their cot, and even deciding when they have had enough rest. We want rest time to be a positive experience for all!

Attendance & Tardy Policy:

Regular, on-time attendance at school is vital to your child's success. Most of our learning activities take place in a large group setting and involve interaction with peers. Many of our learning experiences take place in the first half of the day, so it is important to be at school on time.

We understand there may be instances when it is not possible to be here on time. However, please make every effort to have your child at school on time so we can begin our day together. Habitual tardiness and excessive absences may affect your child's developmental and academic progress.

Preschool Promise requires an attendance rate of 85% or better.

It is appropriate to keep your child home if any of the following symptoms are present:

- ☐ Difficulty breathing
- ☐ Serious or sustained coughing; unusual cough
- ☐ Fever of 100.4 degrees or above within a 24 hour period*
- ☐ Vomiting within a 48 hour period*
- ☐ Diarrhea within a 48 hour period* (3 loose stools in one day with or without fever)
- ☐ Skin lesions with discharge that cannot be covered
- ☐ Discharging from eyes within a 24 hour period*
- ☐ Earache or ear drainage with a 24 hour period*
- ☐ Rash with or without symptoms
- ☐ Brown or green drainage from nose with fever greater than 100.4
- ☐ Swollen glands around jaws, ears or neck
- ☐ Any other symptoms which are suggestive of acute illness.

**A 24, 48 or 72 hour period means your child must be symptom free for 24, 48 or 72 hours before returning to class. If we notice any of these symptoms, you will be notified to pick your child up from school. Should your child become ill with any illness that is highly contagious, please notify us immediately. We want to keep all children and staff healthy!*

Absence Procedure:

If your child is going to miss preschool, please call KECDC's main office at

(541) 885-4275 to notify our office staff.

Our office hours are 7:30 am to 4:00 pm.

If calling outside of regular business hours, you are welcome to leave a message with your name, your child's name, and the reason for your call. If your child is absent due to illness, please leave the symptoms they are experiencing. This is a secure message system, so the information provided is only retrieved by the staff assigned to monitoring absences. A staff member will return your call if pertinent information is missing or if there are additional questions. If you know that your child will miss school due to a family activity, please let the preschool staff know of your plans as early as possible so that they may plan accordingly.

Parent Conferences:

We will hold parent conferences at various times throughout the year. For families who have school aged children, conferences will *likely not* correspond with school conference sessions. We will send information home in your child's backpack as the dates approach.

Medication:

KECDC adheres to Klamath Falls City Schools policies regarding medication in school. If your child is prescribed medication, please let your child's teacher know or notify the front office staff. **Prior notification of needed medication is required. Your child can not begin preschool without a health plan in place.** We will coordinate all medical related needs with our registered nurse to ensure we are safely meeting your child's needs.

Allergies:

If your child has a food allergy or food intolerance please let our staff know as soon as possible. There is a questionnaire we will ask you to complete regarding the child's allergies/intolerances to help us manage the child's condition more effectively at school.

Sunscreen:

If a parent would like preschool staff to administer sunscreen on your child, a parent will need to fill out a Medication Distribution Form authorizing staff to administer it. Parents will also need to provide a sunscreen of their preference, labeled with the child's name (first and last). The completed form must be delivered to Little Learner's Preschool at the same time as the sunscreen.

***No aerosol sunscreens shall be used because of potential danger to children.**

Dress Expectation:

Please dress your child in comfortable play clothes that can become messy. We do our best to keep art materials on the art projects, but mishaps do happen in preschool. It is strongly recommended that children wear closed toe shoes to prevent injury while exploring their learning environment. Outer clothing items such as coats, caps, snow boots, and mittens, should be plainly marked with your child's name or initials.

Backpack Suggestions:

All children will need a backpack large enough to hold work completed at preschool, soiled clothes, etc. Please send your child's backpack each day so we can send items home as needed. Many backpacks look alike, so please **label your child's backpack** with his/her name.

Please, no backpacks with wheels; they are too cumbersome and difficult for young children to handle independently.

Personal Belongings:

Your child is encouraged to bring in a personal item, such as a blanket or a small pillow, for rest time. **Please do not allow your child to bring additional personal items** such as toys, stuffed animals, jewelry, candy, etc., to preschool. These items can easily become broken or misplaced. Staff can not be responsible for personal items brought to school and are not responsible for lost or broken jewelry children may wear.

Extra Clothes:

Sometimes accidents occur, spills happen, and play becomes messy! Please send a change of clothes for your child including underwear, shirt and pants.

Make sure extra clothes are appropriate for all weather. Initials on clothes are helpful to our staff. If you prefer to not place initials on your child's clothes, you can send the clothes in a bag with your child's name clearly marked on the outside. The change of clothes will be stored in your child's school cubby.

If your child wears diapers or pull-ups, please send diapering supplies the first day of school and upon request from staff. These items are kept in individual tubs and not shared with others.

Birthday Policy:

We enjoy birthdays and acknowledge all children on their special day with "birthday privileges" such as a birthday story, sticker, hat, or song. Our preschool does allow for the celebration of birthdays. If you would like to send a treat to celebrate your child's special day, please let your teacher know. Your child's teacher will let you know of any allergies you may need to be aware of.

Treats must be purchased from a store or certified kitchen. We encourage and appreciate healthy options for birthday celebrations in addition to sweet treats that are shared.

Please keep in mind that not all children and families celebrate birthdays. Our staff will offer a separate activity for children who do not participate in birthday celebrations.

Classroom Expectations:

Our guidelines for success are:

- Be safe
- Be kind
- Be responsible

Staff will use this common language to teach children:

- what it **looks** like to be safe, kind and responsible;
- what it **sounds** like to be safe, kind, and responsible;
- how it **feels** when we are safe, kind, and responsible.

Our first **Classroom Expectation: I am Safe with others and myself (Safe)**

I can wash my hands, I can use walking feet in the classroom, I can keep my feet on the floor, I can keep my hands and feet to myself.

Our second **Classroom Expectation: I am a Good Friend (Kind)**

I can ask for a turn, I can share, I can use kind words, I can use gentle hands.

Our third **Classroom Expectation: I am a Helper (Responsible)**

I can put things away, I can take care of belongings, I can use listening ears.

Accidents & Emergencies:

Staff are trained annually in emergency procedures. Staff will notify parents or caregivers if a child has a minor accident or is injured. We have staff on-site who are First Aid trained and CPR Certified.

In the event of an injury that requires medical attention, staff will contact medical professionals. After care has been called for and/or rendered, staff will call to inform you of the course of action taken.

**IT IS VITAL THAT YOU KEEP OUR STAFF INFORMED OF ANY CHANGE IN
THE CONTACT PHONE NUMBERS YOU HAVE PROVIDED ON YOUR
CHILD'S REGISTRATION FORM.**

Inclement Weather & School Closures:

In the event of inclement weather, all preschool employees and employees of KECDC follow Klamath Falls City Schools' delays, releases, and school closures.

For a delayed start, preschool classes will start at the designated start time established by the district. Preschool employees will be available to receive children 30 minutes prior to the start time for students.

In the event of an early release due to inclement weather, families are expected to pick up their child within 30 minutes of the declared early release.

Checklist:

Are you ready for the first day of school?

- ☐ Registration and Immunizations (Check with front office)
- ☐ Backpack - NO WHEELS PLEASE
- ☐ Extra Change of Clothes
- ☐ Diapers/Pull-Ups, Wipes (if needed)
- ☐ Blanket for Rest Time

Supply Donations:

While we provide all of the supplies necessary for your child to learn and grow, sometimes families ask what we may need as a donation. Here is a list of items we use to create, and cleanup, after making amazing things:

- Crayons
- Playdough
- Markers
- Elmer's Glue Sticks
- Dixie Cups (3 or 5 oz)
- Paper Plates (all sizes)
- Face tissues (Kleenex)
- Lysol/Clorox wipes
- Foam stickers
- Googly Eyes

Helping My Child:

The following are ways you can help your child continue to learn at home:

- ★ Sharing- when engaging in play with your child, ask if you can have what they are using or if you can take a turn.
- ★ Cleaning up- when the toys are scattered around the living room, sing a song and model what picking up toys may look like. Encourage your child to help hand you toys from the floor.
- ★ Recognizing colors- while sorting laundry, model language usage by telling your child “I’m folding your **yellow** shirt” or “can you hand me the **blue** sock”
- ★ Recognizing shapes- when you take your child grocery shopping, use the items you are purchasing to identify shapes: these plates are circles, they are round or this box of cereal is a rectangle and it has sharp corners
- ★ Recognizing/ identifying numbers- show your child how many 5 looks like on your hand: all fingers means it is 5, put some rice or sugar in a shallow pan and allow them to practice writing numbers
- ★ Recognizing/ identifying letters- read, read, read! Point out signs you see at the park, show your child that books have value by holding them in the correct position, use your finger to point to words you are reading
- ★ Cutting with scissors- use junk mail to practice cutting or ripping, cut along the lines of the ads. If you do not have scissors, try ripping the paper as well.
- ★ Buttoning, snapping, zipping, and tying- allow and encourage your child to pull the zipper up/down, encourage pulling shoes on, unbuttoning a coat, model what it looks like to complete these tasks- allowing children to choose their own clothing will help to encourage their independence in fastening their clothing as well