

Marceline R-V Early Learning Center

**Parents Handbook
March 2021**

**223 East Santa Fe
Marceline, MO 64658
(660) 376-2422**

The Purpose of this Handbook is to inform parents and guardians of Marceline R-V Early Learning Center's policies and procedures. Staff and Parents/Guardians shall abide by all rules and regulations in this handbook, as well as the Marceline R-V School District Policies and Regulations.

Contact Information

Superintendent – Brian Sherrow

Federal Programs Director – Dawn Lichtenberg

Certified Teacher – Beth Teeter

PHILOSOPHY

The Marceline R-V Early Learning Center program is designed to provide a quality educational experience for all children enrolled. The Preschool recognizes that the family and the home are the first and most significant influences on a child's life. Therefore, we strive to strengthen and complement these influences by giving each child freedom to develop to his/her capacity in a warm, caring and educational environment. We provide periods of self-directed play and social interaction as well as planned group academic activities. We believe that creativity and free expression are enhanced through overall orderly routine and behavioral limits, which encourage self-control and respect for the rights of others. We emphasize mutual respect among the children and teachers.

The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socioeconomic status or disabling condition be given equal opportunity for educational development. Parents are welcome at any time and parent participation is greatly appreciated.

STATEMENT OF PURPOSE

The purpose of the preschool program is to enable each child to:

1. Develop and maintain a positive feeling about himself/herself
2. Use all senses to create, explore and learn
3. Expand his/her awareness of the world around
4. Develop a language through listening, speaking and dramatic play
5. Develop physical growth through motor activities
6. Develop respect for the rights and properties of others
7. Develop the ability to express feelings in appropriate ways, both verbally and non-verbally
8. Prepare children for kindergarten success and transition

CURRICULUM

Curriculum strategies include:

1. Providing a consistent daily routine, which includes a balance of teacher initiated and child initiated activities, and opportunities for both large and small group learning and play.
2. Providing a wide variety of experiences to stimulate language development, cognitive development, fine and gross motor skills, and social skills.
3. Designing activities that foster active learning, allowing each child to construct his/her own knowledge by using all of the senses to explore.
4. Providing opportunities each day for each child to make choices and do things for himself/herself.
5. Designing activities that allow each child to participate at his/her own pace.
6. Acknowledging and supporting the efforts of each child.

HOURS OF OPERATION

Daily hours of operation are Monday through Friday from 6:00 a.m. to 5:30 p.m., excluding the following holidays*: **New Year's Day, Good Friday, Memorial Day, One Week in the Summer over July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Week around Christmas(length varies per year), and New Year's Eve Day.**

The ELC does not follow the Marceline R-V School District School calendar for days closed.

*subject to change

ENROLLMENT

Enrollment is open to any child between the ages of 3 and 10. The ELC will focus on educating children ages 3-5. Children age 3-5 will be placed with their same grade level peers as much as possible. If it is not possible due to enrollment numbers the parents will be consulted.

If a three year old is enrolled they are not required to be toilet trained, but the family **must** be in the process of toilet training. If a child is in the process of being toilet trained he/she must attend in a type of training diaper (i.e. Pull-ups). There will be a \$1.00 charge for each training diaper changed that is provided by Marceline R-V Early Learning Center.

To make the transition to preschool a smooth one, we recommend that the parent and child/children visit Marceline R-V Early Learning Center prior to the first day of attendance.

Enrollment begins at the agreed upon start date on the enrollment form and ends upon the end date designated on the enrollment form. If enrollment dates need to change due to a family hardship this must be arranged with and agreed upon with the Federal Programs Director.

The following will need to be provided by parent:

1. Completed enrollment packet (designated start and end dates)
2. Completed medical form
3. Signed payment plan
4. Copy of child's immunization record and birth certificate
5. Authorization for Medication form (if needed)
6. Supply List Items at Back to School Night

Upon receipt of the enrollment form, immunization records and medical form, the child is placed in the program at the set start date. The school nurse will review medical forms and immunization records. If any immunizations are missing the family will be notified immediately. It is the responsibility of the parent(s) to ensure that all information remains current. Please provide updates to the above forms as needed.

When the program is filled, a waiting list is compiled. The waiting list will be kept on file and maintained by the Federal Programs Office.

CHILD ABUSE

As a school district, **we are mandated by law to report any case of suspected child abuse or neglect.** If any member of our staff is suspected of any form of child abuse including sexual or molestation, the staff member will be put on leave of absence while an investigation is conducted. The Marceline R-V School District will follow the policies and procedures set forth by the district.

FEES

	<u>Each Child</u>
Each Day	\$17.00
Before & After School	\$ 8.00
Before School Only	\$ 5.00
After School Only	\$ 7.00

There are no free days. The set day charge will be due whether your child is in attendance or not on their scheduled days to attend.

If the Early Learning Center is closed no fee will be charged.

Before and/or after school fee will be charged on the days your child attends. If you need summer care for your school aged child an agreement will be arranged at the set daily rate with the Federal Programs Director.

Please pick up your child/children by 5:30 p.m. **There will be a charge of \$1.00 per minute, per child, after regular hours of operation.**

PAYMENT AND ATTENDANCE

Effective July 1, 2012, when your child/children are enrolled in Marceline R-V Early Learning Center, you will be required to sign a payment contract for the set days in the enrollment form. The enrollment form commits your child to a specific number of days per week. A child can either attend 5 days a week or 2/3 days a week. If you choose 2/3 days a week it is the family's responsibility to assist the school in finding another family to take the other part of the week. You are required to pay a flat fee per week based on this contract. For example, if your child/children were contracted to attend Marceline R-V Early Learning Center on Monday, Wednesday, and Friday, your weekly payment would be \$48.00 (3 days x \$16.00 = \$48.00). Forty-eight dollars (\$48.00) is your weekly payment every week, whether your child/children is/are in attendance all three days or not. You will not be charged for days Marceline R-V Early Learning Center is closed.

Contracts may be revised or changed based on an individual family hardship. The revision of your contract is only for situations that will last for a considerable amount of time. To change your contract, you must make arrangements with the Federal Programs Director to make a new contract or you will be obligated for the weekly payment under the current contract. Preference will be given to children attending 5 days a week. Half-day rates are not available.

Weekly payments must be made in person to a Marceline R-V Early Learning Center staff member. Payments are due on Friday morning by 9 a.m., when your child/children are dropped off for the day. If a payment has not been made by noon Monday your child/children may not attend Marceline R-V Early Learning Center. For the child/children to reenter Marceline R-V Early Learning Center, payment for the previous week AND prepayment for the current week must be received. Parents are then on a prepay plan from that point on, and payment is expected by noon on Monday for that current week.

The School will take action on past due accounts by the following steps:

1. 20% penalty on the past due amount with payment and penalty being paid within 30 days.
2. If the past due amount and penalty are not resolved within 30 days, the matter will be taken to the Marceline R-V School Board to determine the necessary action for payment, which may include small claims court with the parent(s)/guardian(s) being responsible for the court costs.

NOTE: There will be a fee of \$25.00 on all returned checks.

Monthly payment arrangement can be made with the Federal Programs Director.

Cash payments will be taken at the ELC from 6 a.m. to 8 a.m. daily. Cash payments outside of these time frames will need to be made at the Marceline R-V Central Office between the hours of 7:30 a.m. to 3:30 p.m.

Billing statements will be given on a regular basis. If you have questions about the billing statement please contact Marceline R-V Central Office.

ARRIVAL AND PICK UP

For your child's safety, please accompany your child INTO the building and be sure that a staff member is aware of your child's presence. Please make sure that the entry gate is locked behind you after dropping your child/children off. For your protection you will be required to sign your child in and out each day. If someone other than you is to pick up your child, please notify us in writing. No one under the age of eighteen years of age is allowed to escort a child into or out of childcare without parental or guardian instruction. THIS IS FOR YOUR CHILD'S SAFETY! UNDER NO CIRCUMSTANCES WILL MARCELINE R-V EARLY LEARNING CENTER RELEASE CHILD/CHILDREN TO ANYONE WHO IS NOT AUTHORIZED ON THE ENROLLMENT FORM. Parents will be notified immediately if someone not on the enrollment form makes an attempt to take the child/children ELC facility. Children that arrive and depart by bus will be monitored to/from the bus by a Marceline R-V Early Learning Center staff member or designee.

The Marceline R-V Early Learning Center has a buzz in system. This is for the safety of children attending the ELC. Upon arrival please press the buzzer at the front door. Stand in front of the buzzer, as your picture will show up for the ELC personal to determine your entrance. Once you hear a tone you can open the door to enter the building. Please be patient as it may take awhile to obtain entrance into the building.

OPEN DOOR POLICY

We welcome parents at any time, in any area of the Early Learning Center. We encourage parent involvement, especially on field trips and helping with class parties.

REPORTS

Regular reports will be provided to parents through notes, emails, and verbal communications. Weekly newsletters will be sent home along with the lunch menu. An incident report will be conducted whenever there is an injury to the head, when a wound, scratch, or bruise occurs that requires first aid. The incident report needs to be initialed and returned to the Marceline R-V Early Learning Center.

EMERGENCY PROCEDURES

The staff is instructed to handle emergency situations as follows:

INJURY OF A CHILD: The child will be treated according to standards of the nationally recognized providers of First Aid/CPR. The Marceline R-V School Nurse will be notified. If emergency transport is needed, the parents will be called if time permits. If the need is urgent, an ambulance will be called and the child will be taken to the nearest hospital or hospital of choice if time permits.

NATURAL DISASTER: In case of severe weather, the most conservative action possible will be taken. Teachers will keep children in the most protected situation possible. During tornado sirens the children will be escorted to our underground storm shelter.

LOST CHILDREN: A complete description of the lost child will be called into the Marceline Police Department. A search will be made and if the child is not found in 15 minutes the parents will be called. Law enforcement will be called in 30 minutes.

FIRE: If a small fire occurs a staff member will attempt to put it out. If the attempt is not immediately successful, children will be evacuated and accounted for from the attendance form. Local Fire Department will be called at this time.

Medical Concerns

For your child's safety, the school nurse must be aware of any medical or health problems that a student may have. Parents will be asked to complete a yearly confidential "Student Medical Concerns" form. This form contains important health information about each student and also serves as a permission form for administration of non-aspirin medication. If you have any question or concerns regarding your child's health, please contact the School Nurse at any time (660) 376-2166 ext. 7911.

ASTHMA

Students with asthma or any potentially life-threatening allergies or illness may carry with them for self-administration, metered-dose inhalers containing "rescue" medication or epi-pens. A permission form for self-administration, medical history of the student's asthma or allergies, a written asthma action plan to address emergencies and a written authorization from the prescribing physician must be in place prior to the student self-administering medications. If parents do not want students to carry medication, it can be stored in the Health Office for emergencies. Also for emergencies, epi-pens are stocked in each building's Health Office.

COMMUNICABLE DISEASE

The prevention and control of communicable diseases in the school requires the combined efforts of parents, local physicians and the school. If a student is ill or has a fever, he/she should be kept home, quiet and resting. Illnesses are most contagious in the early stages during the fever. If at any time the School Nurse identifies a potential infectious condition in your child, your child may be excluded from the Early Learning Center until treatment is sought in accordance with School Board policy. If a student becomes ill at school, parents or guardians will be notified. Students with temperatures over 100° will be sent home.

HEAD LICE

Students in Grades PreK-6 are screened at the beginning of school and randomly throughout the school year. If head lice are discovered on your child, your child will need to be picked up from the Early Learning Center. Children may return with nits once they are treated, readmitted by the school nurse and have no evidence of live lice. Parents must continue to work on nit removal and re-treat their child in 7-10 days. Students will be re-examined again on or before 10 days. **Marceline R-V School District has a "NO NIT POLICY" which means that no children may return to the center until ALL evidence of lice has been removed following the second check-up.** Parents should routinely check their child for lice infestation. If your child should have lice, notify the school and treat your child with a pediculicide before returning them to school.

IMMUNIZATIONS

As mandated by law and the Missouri Department of Health, it is against the law for any child to attend school unless the child has been properly immunized or the

parent/guardian has a written medical exemption from a licensed physician or a religious exemption. **Missouri law does not allow for a grace period on immunizations.**

Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exception. The identity of students for whom an immunization exception has been filed is confidential and will not be released except as required by law.

SCREENINGS

Routine screenings help identify possible areas of concern so they may be addressed further by a physician or specialist. Screenings will be done on a periodic basis in the areas of vision, hearing, and developmental skills.

SNOW DAYS

Marceline R-V Early Learning Center will be closed due to bad weather at the Superintendent's discretion. Every effort will be made to remain open, as we realize that many parents work, regardless of the weather. The District will strive to keep the Early Learning Center open even if the public school is closed. Listen to KDWD (99.1) radio or check the Marceline R-V School District Facebook page for information. If the Marceline R-V Early Learning Center is closed you will not be charged for the day.

BUS

Children ages 4/5 and in the preschool rooms are eligible to ride the Marceline R-V School bus to/from the Early Learning Center the year prior to being eligible to start kindergarten. Buses will run on days school is in session. If Marceline R-V School District has an early release buses will run at the early release time. Please indicate on the enrollment form if you are interested in busing. Tom Lodder, transportation director, will be in contact with you about scheduling bus pick up and drop off times/locations.

DISCIPLINE POLICY

All children need guidance and discipline to help them grow emotionally, to learn to make good decisions and to learn self-discipline. The Marceline R-V Early Learning Center will implement the Positive Behavior Support System (PBS). All students attending the Early Learning Center will be held accountable for their actions on school property and at school sponsored events. The failure of a parent/guardian to read the Student Handbook and sign the acknowledgement page will not prevent students from being held accountable for their behavior and receiving consequences listed below.

ELC STARR PLEDGE

Be Safe

Be Kind

Be a Hard Worker

All students are expected to know and behave according to these three expectations. The students will work toward being able to know and understand the pledge.

Children benefit most when adults explain their expectation in simple, understandable terms, teach expected behaviors and encourage acceptable behavior with praise and encouragement. Behaviors at the ELC are broken into 2 groups minor and major behaviors. Examples of Minor and Major behaviors are explained the chart below:

[illegible]

3rd : A joint meeting of the parent(s)/guardian(s), teacher, certified teacher, and Federal Programs Director will occur to develop an action plan or consider a different learning environment for the child.

LAUNDRY

Blankets and pillows must be taken home **EVERY FRIDAY** to be laundered. Please remember to return them on Monday. Any time a child is sent home in a change of clothes from the Marceline R-V Early Learning Center, those clothes need to be laundered and returned the next week. It is very important that a clean change of clothes is available for your child.

HEALTH SERVICES

If you have any question or concerns regarding your child's health or medical concerns, please contact the School Nurse at any time (660) 376-2166 ext. 7911.

For your child's safety, the school nurse must be aware of any medical or health problems that a student may have. Parents will need to complete a yearly confidential "Student Health Concerns" form. This form contains important health information about each student and also serves as permission for administration of over-the-counter medications covered by a standing order. Any student who becomes ill during the school day should see the school nurse or trained designee. If it is determined that a student needs to go home because of illness the nurse or office will contact the student's parent/guardians. **It is the parent/guardian's responsibility to make sure that we have the phone number of someone to contact in the event of such circumstances. Students are not to contact parents/guardians on their own.**

ASTHMA & ALLERGIES

Students with asthma or any potentially life-threatening allergies or illness may carry with them for self-administration, metered-dose inhalers containing "rescue" medication or epi-pens, A permission form for self-administration, medical history of the student's asthma or allergies, a written asthma action plan to address emergencies and a written authorization from the prescribing physician must be in place prior to the student self-administering medications. If parents do not want students to carry medication, it can be stored in the Health Office for emergencies. Also for emergencies, epi-pens are stocked in each building's Health Office.

COMMUNICABLE DISEASE

The prevention and control of communicable diseases in the school requires the combined efforts of parents, local physicians and the school. If a student is ill, has a fever or vomiting, he/she should be kept home, quiet and resting. Illnesses are most contagious in the early stages during the fever. Students with temperatures over 100°, vomiting or any potential illness identified by the nurse or trained staff may be sent home and if necessary, excluded from school until treatment is sought in accordance with School Board policy. **Before returning to school, the child MUST be fever-free for 24 hours without fever-reducing medication or any vomiting/diarrhea.**

HEAD LICE

Students in Grades K-6 are screened at the beginning of school and randomly throughout the school year. MS/HS students may be screened if lice are found on siblings, relatives or sports team members. If head lice are discovered, your child will need to be picked up from school. Students may return to class with nits once they are treated, readmitted by the school nurse and have no evidence of live lice. Parents must continue to work on nit removal and re-treat their child in 7-10 days. Students will be re-examined again on or before 10 days. **Marceline R-V School District has a "NO NIT POLICY" which means that no student may return to school until ALL evidence of lice has been removed following the second check-up.** Parents should routinely check their child for lice infestation. If your child should have lice, notify the school and treat your child before returning them to school.

IMMUNIZATIONS

As mandated by law and the Missouri Department of Health, it is against the law for any child to attend school unless the child has been properly immunized or the parent/guardian has a written medical exemption from a licensed physician or a religious exemption. **Missouri law does not allow for a grace period on immunizations.** Students with exemptions will be excluded from school during disease outbreaks.

MEDICATIONS AT SCHOOL

If a student is required to take medication at school, the School Nurse or trained designee will administer the medication in compliance with the School Board Policy. **The school will not administer the first dose of any medication. No over-the-counter medications including Natural, Herbal or Homeopathic medications will be given at school without a physician's order.** The exceptions are non-aspirin acetaminophen (Tylenol), Ibuprofen (Motrin), Tums, cough drops, triple antibiotic, anti-itch cream, eye drops, sunscreen and calamine. These medications are used as needed and will be given only with permission from the parent/guardian with a signed Student Medical Concerns form and no history of allergies to these medications. **STUDENTS ARE NOT TO CARRY MEDICATION WITH THEM AT SCHOOL!** For the safety of students, ALL medication is to be brought to the office or health room by parent or adult.

An "Authorization for Medication" signed by the physician and parent/guardian must be completed for long-term medications. This form is available from the school nurse and must be completed when treatment is initiated; a new form must be completed every school year. The prescribed medication must be in the original container and labeled with the current physician's prescription directions. Upon request, a pharmacist can provide an extra labeled bottle for medicine to be sent to school. A properly labeled prescription bottle will serve as an authorized physician's order to administer a short duration medication, such as an antibiotic. Parent authorization is still required in the form of a note before the medication can be given. The request shall state the name of the student, name of drug, dosage, route and frequency of administration. If a medication is to be taken only one or two times per day, there should be no need for the school to administer the medication.

SCREENINGS

Routine screenings help identify possible areas of concern so they may be addressed further by a physician or specialist. The school nurse and/or designee will perform the following screenings: **Vision**-grades K-4, 6, 8 and 10, **Hearing**- grades K-3, 7 and 9, **Dental**- screening as available. Fluoride varnish may be offered to specific elementary grades each year as determined by the school nurse. Permission forms for varnish will be sent home.

MEALS AND SNACKS

Marceline R-V School District ensures that all children receive nutritious meals. Marceline R-V Early Learning Center provides breakfast, lunch, and an afternoon snack, each meeting USDA requirement and providing your child with at least one-half (1/2) of his/her daily nutritional needs. The menu is posted each morning and will be sent home each month with your child. We will take a lunch count at 8:00 a.m. Please call by then if your child will be late or absent.

OUTDOOR ACTIVITIES

The children will have one hour of outdoor play a day, weather permitting. As the temperature drops, we shorten the time that we stay outside, but we still go out for a while, so please make sure your child is dressed appropriately for the weather. If your child is kept indoors, a doctor's note is required.

FIELD TRIPS

Occasionally, field trips of an educational nature will be taken. Short trips may be taken to various places in the community. Regular visits to the Marceline R-V School Library will take place approximately every 2 weeks during the school year along with regular visits to Marceline Carnegie Library. Parents will be notified in advance in the weekly newsletter and notices will be posted for other field trips. We may also take short walks in nice weather. Permission must be on file for each child in order for that child to participate in any walks or field trips.

TOYS

Your child may bring a stuffed animal or needed toy for naptime. This item will only be used at designated times. Toys may also be allowed on certain "show and tell" days. We don't recommend bringing any toys that are violent in appearance. The staff has the right to make the final decision on this.

WAITING LIST

When the Early Learning Center becomes full a waiting list is established. Preference will be given to Marceline R-V School District residents and children planning to attend 5 days a week. When an opening becomes available, the Federal Program Director refers to the waiting list to fill the slot. Persons on the waiting list will be accepted before any other new enrollees.

PARENT PARTICIPATION

Parents are encouraged to participate in the activities of the Early Learning Center, to maintain contact with the teacher as necessary, to make suggestions and visit with the staff. Newsletters will be sent home weekly to keep you informed of the activities and events going on at Marceline R-V Early Learning Center.

PROGRESS REPORTING

Formal progress reports (skill checks) will be issued. Each quarter your child's skills will be checked and reports will be sent home for your review. In the fall reports will be shared through parent/teacher conference. If you have questions about your child's skill checks please talk to your child's teacher. Weekly reports and periodic notes will be sent home also so that you know the skills that your child has been working on please use the reports to talk to your child about what they have been learning.

Please feel free to contact the Marceline R-V Superintendent or the Federal Programs Director if you ever have any questions or concerns.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for

employment, and all professional organizations that have entered into agreements with the Marceline R-V School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Dawn Lichtenberg, Federal Programs Director, 400 E Santa Fe Ave Marceline, MO 64658; (660) 376-6010

Family Education Rights and Privacy of School Records

Parents of students enrolled in the Marceline R-V School District shall have the right to inspect and review any or all official records, files, and data directly related to their children within a reasonable period of time upon their written request to do so.

The Board of Education, upon the written request of the parent, shall hold a hearing to provide the opportunity for the parent to challenge the content of their child's records, to insure that the records are accurate, are not misleading, or are not otherwise in violation of the privacy of other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate data contained herein.

The information contained in a student school record may not be released by the school officials without the written consent of the student's parents specifying the records to be

released, the reasons for such release and to whom, or in compliance with a judicial order except in the following instances:

1. To other school officials, including teachers, who have legitimate educational interests.
2. Officials of other schools or school systems in which the student intends to enroll.
3. Authorized representatives of the Comptroller General of the United States, and administrative head of an education agency or state educational authorities.
4. In connection with a student's application for or receipt of financial aid.

All persons desiring access to the records of a student must be required to sign a written form which is to be kept permanently with the file of the student indicating specifically the legitimate educational or other interest of the person inspecting the records.

When a student becomes eighteen or enters a post secondary institution the rights accorded parents of the student shall thereafter only be required of and accorded to the student.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

- enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

5. Directory information: Information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

NOTE: "Directory Information" will be released to the various communication media of the district as deemed necessary by school officials. "Directory Information" includes the following information relating to the student: the student's name, participation in officially recognized extracurricular activities, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If a parent, guardian or eligible student does not want information of this type released, written notification must be sent to the principal within 10 days of the annual public notification. Otherwise the district may disclose any of those items designated as directory information without prior written consent.

Parent Acknowledgment Form

1. I have read the Parent Handbook regarding outdoor clothing and will provide adequate and suitable clothing for my child.
2. I am familiar with the illness guidelines in the Parent Handbook and will not bring my child to school if I suspect he or she has a communicable illness. In addition, I have at least one other responsible party available to pick up and care for my child should he/she become ill while at the Early Learning Center and I cannot be contacted.
3. I understand that there is a late fee of \$1.00 per minute if my child is picked up after the designated closing time.
4. I have completed the following:
 - Completed enrollment form
 - Completed medical form
 - Signed Parent Acknowledgement form
 - Copy of child's immunization record and birth certificate
5. I understand that my child enrollment starts and ends on the agreed upon dates in the enrollment packet. I am responsible to pay the set weekly rate by 9 a.m. Friday ending the week that my child attended.
6. I understand that no free days will be given.
7. I understand and agree to abide by these policies outlined in this Parent Handbook regarding all aspects of Marceline R-V Early Learning Center.

Signature _____

Date _____

