

Early Childhood Education Center

Sand Springs Public Schools

Parent/Student Handbook

2023-2024



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Welcome

The Early Childhood Education Center (ECEC) staff extends a big **WELCOME** to our families. The Parent Handbook is designed to provide you with useful information about the ECEC. If you have questions at any time, please don't hesitate to contact us. We look forward to getting to know you better as we work together to make this school year a success!

Staff can be reached by calling the Early Childhood Education Center. The main phone line of ECEC is 918-246-1570. Our fax number is 918-246-1573. All staff email addresses can be located on the Sand Springs Public Schools website at www.sandites.org.

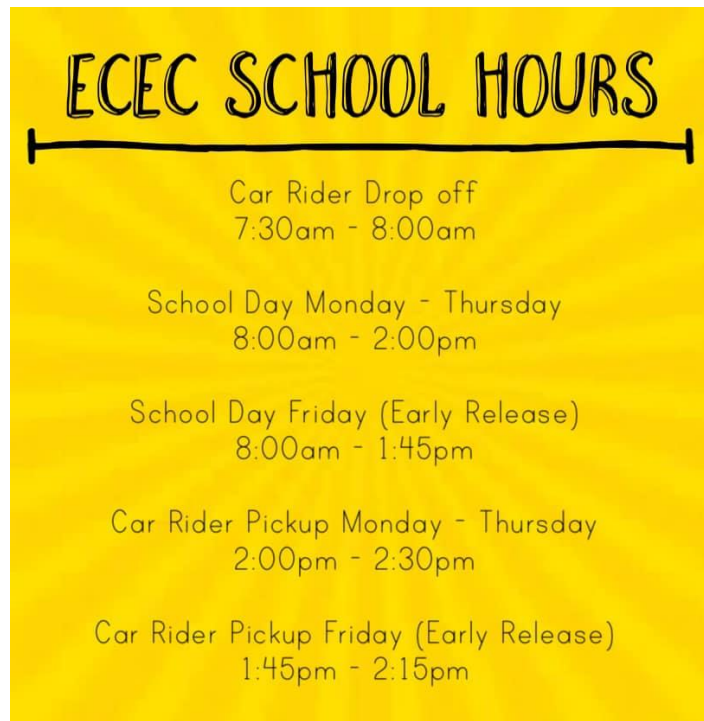
Introduction

The Early Childhood Education Center is a collaboration of several programs providing services to young children and their families;

PreK Program: All 4-year-olds in the Sand Springs Public School District are eligible to enroll (Must turn 4 on or before September 1, 2023)

Developmentally Delayed: For children ages 3 and 4 who qualify for special education services under IDEA (qualifying children may begin services on their third birthday)

Community Action Project - Not affiliated with Sand Springs Public Schools: Infant – 3 years program (income eligible)



Students who attend daycare will be loaded on their buses at 1:40pm Monday-Thursday and Fridays at 1:20pm.

****Sand Springs Public schools does not offer bus transportation for our PreK students****

IF YOUR CHILD HAS A CHANGE IN PICKUP FOR THE DAY, THE FRONT OFFICE MUST BE NOTIFIED BEFORE 1:30PM. 918-246-1570

Before and After Care:

Before and After care is provided on a first come, first served basis. The number of students accepted is determined by the number of adult workers. A link to sign up will be provided on Meet the Teacher Night. These services are provided for free, so please be understanding, as it will fill up quickly.

Philosophy and Goals

When young children and their families are provided the opportunity to meet children's developmental needs and enrich their learning experiences, the entire family benefits.

We believe that each child in our care is a unique individual. Therefore, the program is designed to promote each child's physical, intellectual, language, emotional, and social development. We encourage the development of a positive self-concept and work with parents to promote continuity in a child's experiences, both at home and in the learning center.

We believe the family is the principle influence on a child's development and must be a direct participant in program designs and operations.

The overall goals of the Early Childhood Education Center are:

1. To enhance and promote each child's natural development.
2. To provide support and assistance to parents and families in their efforts to ensure and protect the health and welfare of their children.
3. To provide an optimal learning environment for each individual child.

Parent Involvement

If you would like to volunteer in the classroom, an appointment is required, as drop-ins can cause disruption. Please let us know of any important information that may have an effect on your child's behavior if you choose to volunteer in their classroom.

Parent/Teacher conferences will be held in the fall and spring semester. Participation is highly encouraged. Other meetings can be scheduled throughout the year with your child's teacher, if necessary.

We invite you to participate in special school activities. ECEC values parent involvement and will provide opportunities for families to participate in various ways.

Attendance is crucial in a child's education. Having your child in school and on time every day gives them the best chance for success.

Children will receive a backpack tag with their name on it at the beginning of the school year. We ask that the tag remain on their backpack for the entire school year.

Several parties are given for the children during the year. Families may be a part of these activities by attending and helping the teachers: planning and participating in the games, bringing pre-packaged food and drinks, party favors and, of course, clean up afterwards.

Healthy snacks are encouraged.

We are a NUT FREE school.
DO NOT bring anything into
the building made
with/from nuts.



Services to Children and Families

The Early Childhood Education Center provides the following services to enrolled children.

Education Services:

Early childhood education is designed to provide developmentally appropriate learning activities based on each child's individual needs. Each child is assessed with a benchmark each year. The results of the assessment are shared with the parents at parent conferences. The assessment observations provide the framework for teachers to develop curriculum that best supports the needs of the children.

Daily schedules and routines form the basic structure for the day. They are planned to meet the individual developmental needs of the children in the group. Young children feel more secure when they can predict the sequence of events and have some control over their day. The classroom teachers have established these schedules so the days go by more smoothly and enjoyable for all. The daily schedules offer a balance between active and quiet activities, large and small group activities, indoor and outdoor play and child initiated vs. adult planned activities. Routines and transitions acknowledge the importance of the daily schedule and ensure adequate time will be provided for each activity. Routine times include arrival and departure, clean up, transitions from one activity to the next and self-help tasks, such as hygiene and toileting.

Consistency is important in following the schedule, but schedules are considered to be flexible to allow for spontaneity and creativity.

Disability Services:

The Early Childhood Education Center welcomes children with disabilities and special needs. Classroom staff collaborates closely with local education agencies, Sooner Start and other professionals providing services to children with disabilities. Education goals are individualized. The learning environment is adapted and therapists (speech, physical, occupational) are invited to use the classroom as an inclusive setting for a child with a disability. Children with disabilities diagnosed by a professional either at the Local Education Agency and/or Sooner Start may enroll on their 3rd birthday. If you have questions please call 918-246-1570.

Daybreak Family Services:

Daybreak Family Services has entered into a partnership with the Sand Springs School District. Daybreak counseling operates on a referral basis. If we believe that a child may benefit from their services, the parent or guardian will always be contacted by the school before a referral is made. You would be contacted by Daybreak to make an appointment. As a parent or guardian, you will be involved in every step of the referral process

Illness:

Hand washing is the best defense against germs. Your child will learn proper hand washing techniques at school and we encourage you to practice at home daily.

Parents must provide reliable telephone numbers to the office so we may contact you in the event of illness or emergency. Please remember to update the office if your contact information changes.

Sick children are more comfortable and recover more quickly when they are cared for at home. Many childhood illnesses are communicable and will spread quickly in a group of children being cared for together. For these reasons parents are asked to keep their children at home when they have a diagnosed communicable illness. When a child complains of sore throat, earache or stomach ache, it is best to be sure there are no other symptoms of illness before bringing him/her to school.

When a child becomes ill at school, the family is called immediately. If a parent cannot be located, the family's emergency contacts will be asked to pick up the child. It is important for families to have alternative childcare arrangements made for times when a child is ill. While waiting to be picked-up, sick children will wait in a restful area away from other children in order to avoid contagion.

Parents are expected to inform classroom staff of any allergies, special diets, medical conditions or current medications.

The Early Childhood Education Center shall exclude an ill, injured or contagious child from program attendance if:

1. The child's condition prevents the child from participating in routine activities
2. The child's condition requires more care than the staff is able to provide without compromising the needs of the other children in the group
3. Keeping the child in attendance poses a significant risk to the health and safety of the child or anyone in contact with the child.

School Administration is authorized to send home and exclude any child who has a diagnosed communicable illness, or who shows the following symptoms:

- Temperature – a temperature of 100 degrees or greater. A child will be excluded for 24 hours or until they are fever free (without the aid of fever reducing medication)
- Diarrhea – defined as an increased number of stools - Two or more watery episodes in a day. A child will be excluded for the remainder of the day or until diarrhea has subsided.
EXCEPTION: If the diarrhea is determined to be from a change in diet or medication, a child may remain if a physician states the child is non-infectious.
- Vomiting – If a child vomits at school, they will be excluded for 24 hours. They may return when there has been no vomiting for a 24 hour period without the aid of medication.
EXCEPTION: If the vomiting is determined to be from a change in diet or medication, a child may remain if a physician states the child is non-infectious.

- Unknown Rash – A child will be excluded for an unknown rash and a doctor's note will be needed upon return to school.
- Purulent conjunctivitis (Pink Eye) – defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and including a child with eye pain or redness of the eyelids or skin surrounding the eye, **UNTIL 24 HOURS AFTER TREATMENT HAS BEGUN.**
- Impetigo – until 24 hours after treatment has begun.
- Varicella (Chicken Pox) – until six days after onset of the rash **OR** until **ALL** lesions have dried and crusted
- Shingles – only if the sores cannot be covered by clothing or a dressing, until sores have crusted.
- Ringworm – Exclusion from school is only necessary for ringworm of the scalp. Exposed lesions may be covered with bandage. Consult with the school nurse.

Bathroom Policy

It is highly encouraged that your child is potty trained upon entering PreK. We understand this is not the case with all students. If they are not trained, the school must be notified of their specific needs. We are aware that accidents will happen. Children who have frequent accidents will be required to wear pull-ups to school until more independent bathroom behavior is established. Pull-ups are to be provided by parents.

Potty-trained PreK Children:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to the bathroom
- Can attend to their own hygiene.

Lice/Nit Policy:

WHEN CHILDREN/STAFF ARE FOUND TO HAVE LIVE BUGS OR NITS THEY CANNOT REMAIN IN THE SCHOOL SETTING.

Children may return when their hair has been treated and they are free of live bugs. They must be checked by a school nurse/office staff member before returning to school.

When the staff determines a child has live bugs, the procedure is as follows:

1. Parents will be notified to pick up their child.
2. Parents will be given handouts about Head Lice infestation and its prevention.
3. A child will be excluded from school until s/he is determined to be free of live bugs.
4. A child **must** be checked by school health personnel in the presence of the parent before the child may return.

Treatment for head lice can be purchased over-the-counter in many stores. Not only the child's hair, but clothing, bedclothes and pillows must be treated to prevent re-infestation. The child's hair must be clear of all lice before he/she will be allowed to return to the classroom.

Medication Policy:

If a child requires medication, it is preferred that parents schedule the medication so that no doses are required while the child is in the Early Childhood Center classrooms. When doses must be given at the learning center, the following procedures will be observed:

- Before any medication can be given, the parent **must** sign an authorization form for each medication.
- Parents must supply measuring instruments.
- **All medication must be in the original container labeled with the child's full name.** Medication, dosage, directions for administration, time and days must be recorded on the authorization form.
- Parents must give medication directly to the health clerk to be kept in a locked box or refrigerator.
- **Do not** send medication in your child's backpack without completing the above procedure.

Any medication brought to school by a child shall be confiscated. This includes cough drops, throat lozenges, etc.

If medication is out-of-date, it will not be administered and will be returned to the parent.

After medication is given, an ECEC staff member will immediately record it on the medication log and return the medication to the locked cabinet.

Parents must notify the principal and school nurse and have a doctor's statement for treatments that involve more than administering medication. (EX: testing blood sugar, asthma treatments, breathing treatments, etc.) Medication Administration Release form must be completed by parents for any medication, prescribed or over the counter.

Accidents and Incidents:

Teachers will complete an Accident Report for all injuries that occur while at school. Parents will be notified by phone call when this happens. A copy of the accident report will be provided to families upon request.

Vaccinations:

Children attending the ECEC facility must be current on all immunizations, including boosters as per Oklahoma State Department of Health guidelines.

Vaccines are listed under routinely recommended ages. Any dose not given at the recommended age should be given as a "catch-up" immunization at any subsequent visit when indicated and feasible.

Children whose immunizations are not kept current must provide written documentation of the following or be subject to withdrawal from the program.

- Medical – when a statement from a licensed physician states that the physical condition of the child is such that the immunization would endanger the child's life or health.
- Religious – when a parent or guardian presents a signed written statement summarizing his or her religious reason.

Food and Nutrition:

Breakfast and lunch are served each day at the ECEC. A menu is available on the Sand Springs District website. Free/Reduced lunch forms are to be filled out by all families each year. If you do not qualify, current USDA rates will apply.

If you choose, you may pack your child's lunch. Breakfast is not to be brought in the school from home.

Breakfast will be served daily from 7:30-8:00am. Lunch will be served daily between 10:30-11:10am.

Teachers will schedule a time for families to provide snacks for the classroom. **The ECEC is a NUT FREE site. No items containing nuts or nut products are allowed on the premises.**

Dress Policy:

Your child will feel more comfortable at school if he/she can take care of their own personal needs.

- Please put child's name on all belongings
- Children may wear shorts in the spring and fall.
- Dress your child warmly in the wintertime
- Children **MUST** wear shoes
- **Flip-Flops are not permitted** as they are a safety hazard
- **Provide an extra set of clothes that will stay at school in case of bathroom accidents, playground mud, etc. The extra set of clothing should be provided in a Ziploc bag with the child's name clearly written on the outside of the bag. Include a shirt, a pair of pants, socks, and underwear.**

Attendance Policy:

A child must attend classes regularly to receive all the benefits offered by ECEC. When a child does not attend regularly, ECEC staff work with the child's family to help solve problems that are keeping the child from school.

Students will be dropped off in the car rider line and supervised to their classroom by staff members. If your child comes to school after 8:00am they are considered tardy and will be required to be escorted to the front desk by a parent and signed in.

Dismissal begins at 2:00pm each day. Early pick-ups (anytime before 2:00pm) will require an approved adult to sign the child out.

Excessive absences and tardies will result in contact from the school administrator.

Child Safety:

The ECEC puts your child's safety as a top priority. Our school performs fire drills, intruder on campus drills, lockdown drills, and tornado drills at various times each school year.

An ECEC employee with Pediatric First Aid and CPR training is always on site.

Non-Custodial Parents:

Upon enrollment, you were asked to give, in writing, the names of people who have permission to pick up your child. Any custodial parent has the legal right to pick up his/her child at any time, unless a court of law has ruled otherwise. **ECEC staff members do not have the authority to refuse custodial parents.** If a court awards custody to only one parent, it is the parent's responsibility to provide copies of official custody papers to ECEC. **Only** when those official papers are in our files can we refuse contact rights to non-custodial parents.

ECEC staff may not legally release a child to someone who is not a custodial parent or not on the list of persons to whom the parents have given written permission. This includes all relatives and friends. A person who is on the authorized list, but not recognized by the staff will be asked to produce identification. Even if we have seen the person previously, do not assume we will recognize them the next time. They must **always** have I.D.

School Safe ID:

The Sand Springs School District is always seeking new ways to improve safety districtwide. As such, the School Safe ID visitor management system is used at school sites throughout the district.

The School Safe ID visitor management will allow school sites to better track visitors entering and leaving the school building. The electronic kiosk, which will be located at the entrance of all Sand Springs school sites, will require guests to sign in by scanning a driver's license, valid identification card or passport.

School Safe ID is a touch screen, easy-to-use computer system that scans driver's license information and checks identification against a national database of sex offenders. An alert message is emailed instantly to district personnel if a banned visitor attempts to enter.

Following the sign-in process, an identification badge will be printed out and is to be worn at all times while on school grounds. Before leaving the school site, you will also check out using the School Safe ID system.

Only visitors such as parents, vendors and volunteers are required to sign in. Students, teachers and SSPS staff members will not be required to use the system. In an ongoing effort to improve safety and security, the system will create an additional layer of protection and visitor accountability in Sand Springs Schools.

Discipline Policy:

The Early Childhood Center has a policy of using positive behavior management methods instead of punitive methods. Staff **does not** have the authority to use physical or verbal punishment (even if a parent states they want them to).

Our aim is to help children practice self-regulation and to teach them to take pride in learning to make good decisions.

Occasionally, crying, hitting, and biting do occur in classrooms of young children. These episodes are dealt with in a calm, reassuring manner through redirection and modeling of appropriate social exchanges.

Sequence of actions regarding inappropriate behavior:

- **First and Second offenses:** Teacher management within the classroom (a note or phone call home may be needed, depending on severity)
- **Third offense:** Call home to parent/guardian
- **Fourth offense:** Building Administrator will intervene
- **Fifth offense:** Meeting with the child's educational team and parents to create a behavior plan. This plan may consist of altering the schedule or length of the child's day, application of new or additional strategies, or the inclusion of support staff into the child's daily routine.
- **Sixth offense:** Child exclusion

In some cases, it may be necessary to alter the sequence of events in an effort to maintain the safety of the students and teachers

Withdrawals and New Enrollment:

We request that you inform us in advance when you plan to withdraw your child, so that we have the opportunity to complete all our paperwork and help prepare your child for changes and new events in his/her routine. In addition, we will be happy to prepare any records or paperwork you will need for your child's new classroom situation.

Absence Policy:

If your child is absent be sure to call the school office at 918-246-1570 to report the absence. Should you fail to call, we will attempt to call and see why the child is not in school. After 10 consecutive days of absence your child will be considered truant and will be automatically withdrawn.

HARASSMENT/Bullying Policy:

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parents
- In-school suspension
- Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency
- Suspension

Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following: verbal, physical, or written harassment or abuse; repeated remarks of a demeaning nature; implied or explicit threats

concerning one's grades, achievements, etc; demeaning jokes, stories, or activities directed at the student; or unwelcome physical contact.

The superintendent shall develop procedures providing for: prompt investigation of allegations of harassment; the expeditious correction of the conditions causing such harassment; establishment of adequate measures to provide confidentiality in the complaint process; initiation of appropriate corrective actions; identification and enactment of methods to prevent reoccurrence of the harassment; and a process where the provisions of this policy are disseminated in writing annually to all staff and students.

Annually District administrators and school employees shall receive training as developed and provided by the State Department of Education in preventing, identifying, responding to and reporting incidents of bullying. The District shall also provide for an educational program as designed and developed by the State Department of Education and in consultation with the Office of Juvenile Affairs for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

FERPA Information:

NONDISCRIMINATION

The Sand Springs Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rob Miller, Assistant Superintendent for Administration, 11 W. Broadway, Sand Springs, OK 74063. 918 246 1400

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 after the day the school principal receives a request for access. Parents should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent 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 believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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 are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Child Find:

The Sand Springs Public School District makes every effort to contact, evaluate, and to educate, in the least restrictive environment, all special needs children, ages 3 through 21, under the provisions of the Individuals with Disabilities Education Act. The district ensures that parents or guardians may review any of their child's educational records; such records are kept in limited access, confidential files at the Special Services Office.

Preschool children, ages 3 through 5, and students enrolled in kindergarten through 12th grades, who are suspected of having disabilities which may require special education and related services, may be referred for screening and evaluation through the intervention process at each school site. Sand Springs works with the Sooner Start Early Intervention Program in referrals for identification, evaluation and services for eligible infants and toddlers, from birth through two years of age.

Please sign the following page and return to your child's teacher.

PARENT/GUARDIAN STATEMENT OF RESPONSIBILITY

I have read the Early Childhood Education Handbook in its entirety and understand/agree to the content within it.

In the event I am not entirely certain of some aspect of school policy, I can contact the ECEC principal, Morgan Douglas, at 918-246-1570 or e-mail at morgan.douglas@sandites.org.

READ THE ABOVE STATEMENT BEFORE SIGNING

Student Name

Parent/Guardian signature

Date

Please return this page to the classroom teacher the first week of school.