

North Technical High School Early Childcare Center Parent Handbook



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**North Technical High School
Early Childhood Education Program**

PROGRAM PHILOSOPHY AND PURPOSE

Child Development Mission

The Early Childhood Education (ECE) Centers (ECC) at North and South Technical High Schools are operated by the Technical Education Division of Special School District of St. Louis County. The purpose of the ECC Center is to provide a high quality child care setting as a demonstration laboratory for students enrolled in the ECC program. The center is a place for young children to play and learn. We believe it is the responsibility of the school administration, the ECC staff, the students, and the parents, working together, to ensure the health and well-being of the children who attend our centers.

Philosophy

We strive to provide a warm, nurturing atmosphere that promotes growth and development of the total child. Believing that all children have worth and importance, the center staff constantly work to provide experiences that will help each child meet with success, and develop a positive self-concept through learning to express feelings, control actions, and develop a balance between independent and dependent behavior.

Code of Ethics

The Code of Ethics for Early Childhood Educators from the National Association for the Education of Young Children (NAEYC) will be taught to students. All students will pass a competency test indicating their understanding of the importance of caring for children before working in the preschool labs; students and staff will sign a pledge each year agreeing to abide by this code. The Code of Ethics is developed around the following

Core Values:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, community and society
- Respect the dignity, worth and uniqueness of each individual
- Recognize diversity in children, families and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

http://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf

PRESCHOOL POLICIES

Preschool Health Requirements - .

1. Each child must have a certificate of physical examination signed by a medical doctor within the last twelve months preceding initial enrollment in the center. This must be received within thirty days of enrollment. A record of the child's immunizations is required on or before the first day of attendance. Parents are asked to notify the center when the child receives additional immunizations. The physical form is available through the Missouri Health Department Child Care Licensing Division website: <http://health.mo.gov/safety/childcare/pdf/BCC-6A.pdf>
2. A parent will complete an inventory of the child's development and other pertinent information on his/her interests before enrollment.
3. Children will not be accepted for care if they display evidence of infectious or communicable disease. (See definition of illness below.)
4. A child who becomes sick during the time the program is in session will be kept separate from other children and supervised by someone from the Early Childhood program. Parents will be notified and asked to pick up the child within one hour of notification.
5. Exposure to and/or contraction of a communicable disease must be reported to the instructor. Information on possible exposure of the children in the center to a communicable disease will be posted in the center or sent home.
6. The parent will fill out emergency medical release forms for each child enrolled in the center each year. These forms must be returned before the child's first day of attendance. (<http://health.mo.gov/safety/childcare/pdf/enrollform.pdf>)
7. It is important to notify the center of any changes to emergency information or phone numbers throughout the year.
8. The health and development of the children in the center will be observed by the instructors. Instructors will confer with the parents of any child having a potentially serious deviation in physical health, development, or behavior, and will refer parents to appropriate agencies.
9. Any child absent from school due to illness that requires the services of a physician must provide upon their return to school, a medical re-admittance certificate or similar documentation signed by a physician.
10. Children who are too ill to participate in regular outdoor activities should not come to school that day. Exceptions to this policy will be made only with a note from a physician.

Hours of Operation

The North and South Technical High School ECC centers operate Monday through Friday from 7:30 a.m. to 4:30 p.m. following the high school calendars. Transportation to and from the center is the sole responsibility of the parents.

School Closing—Snow and Other Emergencies

In the event of inclement weather, school closing will be announced on radio and television stations. The announcement will state “South Technical-SSD and North Technical-SSD.” (There may be times when the Special School District buildings are closed, but the technical high schools are open.) In the event of any emergency school closing during the day, parents or emergency contacts will be called and asked to pick up their child/children.

Sibling Preference

Enrollment of one child in a family will not automatically ensure enrollment of siblings, although preference will be given to these children

Preschool Enrollment and Registration

1. Enrollment will be open to children who are between two and five years of age regardless of their race, color, religion, gender, national origin, or disability.
2. Children will be selected from an enrollment waiting list so that there is a balance of age and gender. Enrollment will serve the area community residents, although preference will be given to families of Special School District employees.
3. Children currently enrolled will be given priority in enrolling the following year.
4. The preschool calendar, including dates of school closings, will be provided to parents at the beginning of the school year.
5. Final enrollment decisions will be the responsibility of the Early Childhood Careers instructors.
6. Parents are asked to provide a two-week notice of intent to withdraw.

Tuition

Payments—Tuition payments are due in advance of service on the first day of attendance. Overdue payments will be assessed a late fee, with 5 late payments resulting in termination of enrollment. Checks or money orders should be placed in the payment drop box located outside the ECC classroom, or presented to the school Finance Clerk at the school’s front office. All checks should be made payable to Special School District, or SSD. Cash payments must be presented at the school’s main office between 7:30 a.m. and 3:30 p.m. Payments are considered late as of 10:00 a.m. Wednesday of the current week.

A \$10 late fee will be assessed for each late payment including and after the fourth late payment. In the event that more than one check is returned for insufficient funds, payment will need to be made by cash or money order for the remainder of the year.

PRESCHOOL CURRICULUM

Missouri Pre-K Standards

August 2017

Our purpose is to provide a well-balanced schedule and routine with periods of active and quiet play, and periods for nourishment and rest. The children will be involved in individual and group experiences and will have the opportunity to participate in both teacher-initiated and child-initiated activities. The curriculum is designed to foster growth in various areas of development.

- Literacy—fosters appreciation of various kinds of literature and language, vocabulary and concept formation, as well as symbolic expression through language.
- Science/Math—develops sensory perception, and skills such as sorting, classifying, observing, identifying, organizing, and problem solving.
- Physical Development/Health and Safety—develops large and small muscle coordination, balance, and strength.
- Social and Emotional—encourages expression of feelings, social skill development, and problem solving.
- Music—encourages appreciation of various kinds of music and rhythm, musical expression, development of listening skills, and expression of feelings.
- Art—fosters creativity, problem solving, experimentation, sensory perception, and expressions of self and feelings.

The Department of Elementary and Secondary Education provides more information on standards for early learning programs and learning outcomes for children at their website, <http://dese.mo.gov/divimprove/fedprog/earlychild/documents/EarlyChildhoodStandards.pdf>

Lesson Plans for Developmentally Appropriate Activities

There is a format for development of preschool lesson plans by high school students under the supervision of adult staff. These lesson plans include evaluation rubrics.

HEALTH AND SAFETY

Maximum Classroom Capacity Per Day

- Younger classroom (2 year olds and up) – an ideal group size of 12, with maximum of 14 children. (Missouri licensing rules allow up to 16 in a group of 2 year olds.)
- Older classroom (3 ½ year olds and up)—an ideal size of 15, with maximum of 17 children. (Missouri licensing rules allow up to 20 in a group this age.)

Child/Staff Ratio

- Younger classroom— a target of 1 adult to 6 children, with a maximum of 1 adult to 8 children (licensing limit for 2 year olds).
- Older classroom—a target of 1 adult to 8 children, with a maximum of 1 adult to 10 children (licensing limit for 3 to 5 year olds).
- High school students are not counted in the licensing ratio.
- Two members of the ECC staff are assigned to each room at all times of operation.

Child Supervision

Qualified Early Childhood Education instructors who have backgrounds in child development and early childhood education direct the center. Teacher assistants are also responsible for supervising children and high school students. Students in the Early Childhood Education program work in the center as part of their high school curriculum. They are assigned to both preschool classrooms at various times to interact with the children, plan, prepare, and guide appropriate activities in a group setting. Students will interact with the children only under the supervision of adult staff.

All adult staff and students in the Early Childhood Careers program will wear ID badges at all times. Adult staff will wear green badges and students will wear red badges so that children and parents will be able to easily distinguish.

Students are never to be with a child or group of children in any area unless under direct adult supervision. Students are to remain in assigned areas or rooms at all times. All areas occupied by preschool children will be under constant video surveillance. Furniture in each preschool classroom will be arranged to provide maximum visibility by adult staff and cameras. Areas clearly marked and designated “ONLY FOR STAFF” will be off-limits to students and preschool children.

Preschool Discipline Procedures

Philosophy—All methods used in the area of classroom guidance and discipline should further the following goals for children. Children will:

- Develop an increased capacity for self-control.
- Become increasingly competent at judging appropriate and inappropriate behavior for themselves, as teachers explain reasons for classroom rules and consequences.

- Gain increased ability to verbally express their needs and emotions.
- Practice problem solving skills.
- Maintain positive self-concepts and self-esteem.
- Learn to accept others who may be different in some ways than themselves.
- Increase in their ability to empathize with others.

Assumptions—ECC teachers will monitor and manage individual classrooms by modeling and reinforcing appropriate behavior. They will also set reasonable expectations for children’s behavior, based on their development levels and individual differences. Providing children with a sufficient quantity of age-appropriate and challenging activities and materials within the framework of a balanced daily schedule will decrease the necessity for disciplinary actions. Teachers will remain alert and sensitive to supervision at all times, and will adapt expectations and activities as needed to meet the individual needs of each child.

Methods—Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. In this case, ignoring will be used unless a safety issue is involved. Alternatives will be offered to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play. Logical consequences will be enforced for minor infractions of classroom rules, usually one reminder or warning is given first. Example: “If you knock down your friend’s blocks again, you will have to leave the block area.”

Conflicts between children will be handled using a technique that encourages problem solving. Teachers will be alert to signs of conflict and attempt to prevent problems from escalating into physical confrontations. The teacher will step in to stop the disagreement and will ask to hear both sides of the story. The children will then be encouraged to suggest solutions to the conflict. The solutions will be briefly discussed and one will be agreed upon. (This method will be adapted for children with less developed language skills.) When a child is aggressive or is repeatedly challenging classroom limits, she/he may be asked to sit and watch for a short period of time, not to exceed five minutes. The child will be told the reason for being removed from classroom activities, and that this is a time to sit and calm down.

In a rare instance when a child is out of control, and is attempting to harm self, others, or property, the child may be gently physically restrained in a seated position. Physical intervention strategies, including physical restraint or physically moving a student to a secure setting, are used only as a last resort when the safety and well being of the student, other students, staff or other persons are threatened, and only when other avenues of non-physical crisis intervention have been exhausted.

Teachers will **NEVER** deprive or threaten to deprive a child of food, shame or belittle, or physically harm a child.

Biting Policy

If a child persists in biting other children at the center and all methods of redirecting his/her behavior have been unsuccessful (e.g. using a frozen teething ring as an alternative object to bite, assigning one teacher to shadow the child, modeling appropriate language for the child), a conference will be held with the child's parents and the center staff. The parents will be informed of the frequency of the biting and the methods of redirection that have been tried. Biting that continues beyond the developmentally appropriate stage is a sign of aggression and the cause must be identified so that parents and staff can determine workable solutions. If parents and teachers are not successful in controlling the biting, the parents may be asked to find alternate care for their child, either permanently or for a specified time.

Guidelines for Persistent Behavior Problems

Persistent inappropriate behavior is any inappropriate behavior that continues after the progressive guidance steps have been used.

The following progressive procedures will be used:

1. Inappropriate behavior will be observed and recorded.
2. Center staff will document efforts to change the child's behavior.
3. If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all steps the staff will try to take to change to behavior, all steps the parents will take, and all steps toward disenrollment if the behavior persists.
4. The Early Childhood Careers staff may suggest outside resources of parents and will work with any outside resource for further guidance in responding to the child's behavior.
5. If the inappropriate behavior continues, parents will be asked to keep the child home for a day or two.
6. If the inappropriate behavior persists, the parents will be requested to disenroll the child.

Guidelines for Immediate Disenrollment of Children

Certain behavior may cause a significant risk of harm to the health and safety of the child, other children, or staff. (For example, exiting the center without an adult, running away from teachers, a physical assault that results in serious bodily injury, an attempted physical assault which if completed would result in serious bodily injury, or causing substantial damage to center or personal property.) Any child whose behavior creates a significant risk of harm to the health and safety of the child, any other children and staff may be disenrolled without following the guided steps outlined above.

Other reasons for dismissal could be a parent's uncooperative behavior, such as failure to pay tuition, disregard for center policies, or failure to treat staff and children with respect (including verbal and/or physical abuse of staff or children).

Definition of Illness

If children exhibit any of the following symptoms within the previous 24 hours, they must stay home. If these symptoms develop during the day, the parent will be called to pick up the child. We expect children to be absent from school until symptom free for 24 hours (without administering a fever reducer).

1. Diarrhea—more than one abnormally loose stool. If a child has one loose stool, she/he will be observed for additional symptoms. If a child has two loose stools the parent will be called to pick up their child, and may not return the next day.
2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Pink eye, tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus
6. Unusual spots or rashes
7. Sore throat or trouble swallowing
8. Infected skin patches), crusty, bright yellow, dry or gummy areas of the skin
9. Fever over 100 degrees F by mouth, or over 99 degrees F under the arm
10. Headache and stiff neck
11. Vomiting
12. Severe itching of the body or scalp, or scratching of the scalp, which may be symptoms of lice or scabies

Administering Medication

If at all possible, parents should arrange for medication to be administered at home. When that is not possible, the instructors will administer medication according to the following guidelines; adult staff will receive appropriate training from the school nurse.

1. Medication shall be given to a child only with the dated, written permission of the parent stating the physician's name, length of time, amount of dosage, and time of day that medication may be given. This includes sunscreen and/or other topical applications. The form can be accessed at this link--
<http://health.mo.gov/safety/childcare/pdf/BCC-11.pdf>
2. Prescription medication shall be in the original container and labeled with the child's name. When having a prescription filled, ask the pharmacist for an extra labeled bottle or container. Divide medicine for home and school, so that you don't have to remember to bring it every day. Prescription medication may also include sample medication provided by a physician.
3. For over the counter medication, you may place a call to your pediatrician's office for them to fax a note to us giving authorization. This medication shall be in the original container and labeled with the child's name and instructions for administration.

Accidents/Illness at School

In the event that an accident or illness occurs during the high school day (from 7:10 a.m. until 2:40 p.m.), the injured or ill child will be taken to the school nurse's office. The parent will be contacted and a report completed by the nurse will be provided to parents. Minor injuries (bumps, scrapes, minor cuts) and those occurring after 2:40 p.m. will be treated by an adult staff member or a student supervised by an adult staff member. The parent will be given a written report that describes the accident, injury, and treatment. A center staff member with CPR and First Aid Certification will be on staff during all hours of operation.

Emergencies

If necessary, the school nurse or instructor will contact 911. A staff member will attempt to contact the parent or other emergency contacts, and the child's physician using information on the Emergency Medical Form. A staff member will stay with the child until a parent or guardian arrives. The child's parent or guardian will be responsible for any expenses resulting from an emergency call.

Absences

If your child will be absent from school, an instructor should be notified as early as possible. Absences should be called in before 8:00 a.m. so that program activities can proceed and the lunch count will be accurate. Consecutive absences of five or more days without contact by the parent will result in termination of the child's enrollment.

Drop-off/Pick-up Routines

Transportation to and from the center is the sole responsibility of the parents. Children may be dropped off anytime after 7:30 a.m. It is necessary that you or your designee accompany your child into the center. An adult should sign enrolled children in and out each day. All children (who are not in the care of the staff of the Child Development Center), must be supervised by a parent, guardian, or authorized designee at all times when on school grounds (playground, hallways, parking lot, or vehicle). We are not responsible for theft or vandalism of property, and recommend that cars are turned off, keys removed, and the doors locked when dropping off or picking up children.

It is best for all children to arrive by 9:00 a.m. so that they can have morning snack and participate in planned activities for the day. If it is necessary for your child to arrive later than this, please call the center, so that we can report an accurate lunch count.

Children must be picked up promptly. Parents or designees should avoid picking up children between 1:45 and 2:30 p.m. due to bus traffic. If you must pick up at this time, please make arrangements with an instructor ahead of time, so that you are not inconvenienced.

Pick-up Authorization--

Children will be released only to those persons who are authorized by parents on the enrollment forms. If someone other than the parent or usual driver is to pick up a child, inform an instructor in writing. The new person will be asked to provide identification. If a parent is legally not permitted to pick up his/her child, a copy of the restraining order must be on file at the center. If there are special divorce/custody arrangements, the legal documents must be on file in the center.

Late Pick-up

Consistency with pick up, drop off, and regular attendance will facilitate your child's adjustment to school. Children are distressed when a parent does not arrive at the usual time. In the event of an emergency that causes the child to be picked up later than usual, an instructor should be notified. A late pick up fee may be assessed. See individual center policies for more information. The first incidence of late pick up will result in a warning after five late pick up incidents during the school year will constitute grounds for termination of enrollment. If no one arrives to pick up the child within one hour, and we cannot reach anyone who is authorized to pick your child up from school, the police department will be contacted.

Food and Nutrition –

There will be nutritious snacks offered mid-morning (8:30 to 8:45 a.m.) and afternoon (2:15 to 2:30 p.m.) A hot lunch will also be served around 11:00 a.m. Lunch is provided by a contract food service, and menus will be distributed each month. Children eat lunch and snacks in the preschool rooms. Food, drink, candy, or chewing gum should not be brought into the building. In the younger children's classroom, small drinking cups are provided. Please do not bring "sippy cups." Breakfast items generally should be eaten before arriving at school.

Birthday celebrations may be held during the school day. Plans should be made with an instructor at least one week in advance so that there are no conflicts. The parents may provide only store-bought snacks. Milk or juice will be provided by the school. Students with dietary or medical restrictions will be provided with alternate snacks; no child will be left out of celebrations due to such restrictions. Please be aware that our school is a peanut free environment, all snacks must be manufactured in a peanut free facility.

Dressing Your Child for School

Clothing worn by the children should be simple, comfortable, and with convenient fastenings to encourage self-help. Each child should be dressed so that he feels he can participate fully in the program. We recommend that children wear tennis shoes. Do not send children to school in cowboy boots, flip-flops, platform-style shoes, or slick bottom dress shoes. These can be extremely dangerous on the climbing equipment.

The parent must always make available at school a seasonal change of clothes, including socks, underwear and shoes for emergency use. The child's name should be marked on

clothing that is sent for this purpose. Clothing can be sent in a plastic bag with a Ziploc or drawstring closing. You may want to place these items in a small backpack to hang in the child's cubby. Several sets of clothing should be provided for children who have frequent toileting accidents.

Diapering and Toileting

Diapering and toileting procedures will follow industry-approved standards. Early childhood staff will work with parents to assist in helping children learn to use the bathroom. Parents must provide diapers and wipes. A diapering log will be kept for each child and will be available for parent inspection. Children must be toilet trained in order to advance to the older children's classroom. Pull-ups and diapers are not considered appropriate for the older age group, unless there are special circumstances. Parents will be notified when diapering supplies are low. A charge of \$1.00 per diaper will be assessed to weekly tuition payment if supplies are not replaced.

Parent Visitation and Observation

Parents are encouraged to observe their child at any time without notification. They may do this inside the preschool classroom or from the observation booth. The observation booth is kept locked for security reasons. However, any adult staff can unlock the booth. Parents interested in volunteering in the center are welcome to schedule a time with an instructor, although this is not a particular need due to the number of students in the room.

Emergency Procedures and Drills

Emergency procedures and drills for the centers are in accordance with state law and district policy. Evacuation maps are posted in all classrooms.

Universal Precautions

Training will be provided to adult staff and students. Each center will practice universal precautions with regard to illness, disease, and accident.

Crisis Response Team/Social Worker

In the case of a traumatic event, the district will implement its Crisis Response Team/Social Worker to provide children, parents, students and staff with appropriate professional counseling and support services.

Mandated Child Abuse/Neglect Reporting

All school personnel are required by law to immediately report a case in which they suspect child abuse or neglect. A child is defined by law as any person less than 18 years of age. Abuse is any physical injury, sexual violation, or emotional damage inflicted on a child *other than by accidental means*. Neglect is failure to provide the proper or necessary support, education as required by law, or medical, surgical, or any other care necessary for the child's well-being. Parenthood is difficult, and along with the joys there are many stresses. If you need help managing the many responsibilities of

parenthood, please talk with your child's classroom teacher. We are here to help you and your child. The toll-free state hotline number for reporting abuse and neglect is 1-800-392-3738.

Licensing Status

The Early Childhood Center is licensed by the Missouri Department of Health and Senior Services Section for Child Care Regulation. The building and center are regularly inspected by the fire department and health department. A copy of the licensing guidelines are available in the Early Childhood Education office or at the Missouri Department of Health and Senior Services website, <http://health.mo.gov/safety/childcare/>.

ACTIVITY PROCEDURES

Outdoor Play

Children will go outside if the temperature is 32 degrees or above. The Child Care Weather Watch (<http://health.mo.gov/safety/childcare/pdf/weatherwatch.pdf>) as a guide to outdoor play in cold or hot weather. As a general rule, heat indices of 100 are deemed to be uncomfortable and may be hazardous. Outdoor play will be restricted or not allowed when the heat index is 100 degrees or higher. Children who are too ill to participate in regular outdoor activities should not come to school that day. Exceptions to this policy will be made only with a note from a physician. Children should wear or bring hats, gloves, and warm pants on cold days. Mark all coats, boots, gloves, snow pants, and raincoats with name or initials. The staff-child ratio will be maintained during outdoor play.

Rest Time

There will be a rest period in the afternoon. Each child is provided a cot which is sanitized weekly. Parents should supply a crib sheet, blanket and if desired a small pillow marked with the child's name. Please take these items home weekly or bi-weekly to be washed. A small stuffed animal (labeled with the child's name) is also acceptable for use at rest time.

All children will be asked to lie quietly on a cot. Students and staff will help children relax by providing quiet music and patting children's backs. Children who are not asleep after 30 minutes will be allowed to play quietly. An adult staff member will be in the room at all times.

On-Campus Field Trips

Supervised walking trips to other areas on campus, such as to the culinary or veterinary tech programs, will be occasionally planned. Parents will be notified in advance of these scheduled outings. Preschool classes may go on walks around the campus grounds or to the school gymnasium as part of the physical fitness curriculum. Off campus field trips will be planned throughout the school year. Parents will be notified in a timely manner of field trips as parents will have to give proper documented permission. Adult staff will supervise at all times.

Headcount Procedures for Transition

Each time children transition from one activity to the next, a head count will be taken. This will include, but not be limited to, playground to classroom transition, field trip transition, and gymnasium transition.

COMMUNICATION

Teacher-to-Parent Communication

Parents are asked to communicate ideas and problems to the instructors. The instructors should be informed of any special needs or situations that concern children and may affect their behavior or emotional needs. Parent-teacher conferences will be conducted in early spring and at any time a parent or teacher feels it is necessary.

At the end of the year, parents will be given an evaluation form to be completed and returned to ECC staff. A summary of the evaluations will be completed and given to all parents.

Parents are invited to provide information about hobbies or special interests that may be used in the education program.

A diapering chart will be maintained and available for parent inspection.

A daily activity review will be created and will be posted on the bulletin board outside of the child's classroom.

Parent-to-Parent Communication

A number of social events will be held during the school year for parents, children, and staff. A private Facebook page has also been established for each preschool room where pictures of the children playing and learning will be posted periodically. Parents can also use this tool for connecting with other parents.

Parents as Teachers Program

We encourage parents to take advantage of the Parents As Teachers (PAT) program available through the school district in which they reside. Parents as Teachers serves families that are either expecting a child or have a child not yet in kindergarten. This program provides many services, including personal visits, group activities for families, resource and referral services, information on ages and stages, and developmental screening. All services from Parents As Teachers are provided free of charge.

Calendar of Events

Each center will develop a monthly calendar of events, which will be provided to parents through procedural distribution methods established at each center (i.e. monthly packets, cubby packets, sign-in/sign-out sheet packets, etc.). A calendar that includes an annual schedule of major events will be available online.

Reporting Concerns

The center staff will consistently work with families regarding their child's care. There will however, be times of disagreement and/or issues that need further resolution. The following procedures shall be implemented if parents have a concern about the center.

1. Parents will contact their child's preschool teacher in case of issues/concerns.
2. The classroom teacher will make all Early Childhood Education personnel aware of the concern and will develop an action plan, if needed.
3. If a parent does not feel comfortable bringing an issue or concern to the attention of the ECC staff, he/she may directly contact the building principal or program supervising principal..
 - South Technical High School, Mr. Jacob Lohse at 314-989-7490
 - North Technical High School, Mr. Jim Heiger at 314-989-7771
 - North Technical High School, Dr. Ronda Wallace 314-989-7604
4. Each issue or concern will be thoroughly documented and parents will receive verbal and written results of actions taken by the ECC staff and/or administration. Details regarding personnel decisions and student discipline may not be shared with parents.
5. After following these steps, if a parent does not feel the issue has been resolved, he/she can contact Special School District Assistant Superintendent of College and Career Readiness, Dr. David Baker at 314-989-8242 or dbaker@ssdmo.org.

RESPONSIBILITIES

Instructors

1. Plan high school curriculum and provide instruction for high school students, accommodating individual learning differences of all students.
2. Schedule students for lab rotation and classroom instruction.
3. Evaluate lab and classroom performance of students.
4. Model professionalism at all times.
5. Communicate with high school and preschool parents regularly.
6. Oversee preschool curriculum, lesson plans, and activities, and provide supervision and instruction.
7. Establish routines and procedure.
8. Supervise teacher assistants and students.
9. Direct the Early Childhood Center.
10. Advise student leadership organization (Skills/USA).
11. Plan for and participate in ECE Advisory Committee meetings.
12. Participate in professional development opportunities.
13. Maintain required certifications (DESE, first aid/CPR).
14. Maintain equipment and supplies within given budget.
15. Follow all SSD, ECE program, and ECC policies, including Missouri Licensing Rules for Group Child Care Homes and Child Care Centers. (<http://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>)
8. Follow NAEYC "Code of Ethics" and "Statement of Commitment"

Teacher Assistants

1. Supervise preschool children and high school students who are working in the preschool classrooms (lab)
2. Communicate with preschool parents regularly
3. Model professionalism at all times
4. Assist in evaluation of performance of students while in lab
5. Plan preschool lessons and assist in implementing activities
6. Establish routines and procedures
7. Participate in professional development opportunities
8. Maintain required certifications (first aid/CPR)
9. Act as a substitute instructor when needed
10. Assist instructors in maintaining equipment and supplies
11. Follow all SSD, ECE program, and ECC policies, including Missouri Licensing Rules for Group Child Care Homes and Child Care Centers (<http://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>)
12. Follow NAEYC “Code of Ethics” and “Statement of Commitment”

Part-Time Teacher Aides

1. Supervise preschool children and high school students who are working in the preschool classrooms (lab)
2. Communicate with preschool parents regularly
3. Model professionalism at all times
4. Follow routines and procedures
5. Participate in professional development opportunities
6. Maintain required certifications (first aid/CPR)
7. Follow all SSD, ECE program, and ECC policies, including Missouri Licensing Rules for Group Child Care Homes and Child Care Centers (<http://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>)
8. Follow NAEYC “Code of Ethics” and “Statement of Commitment”

Students

1. Supervise preschool children as guided by instructors and teacher assistants
2. Follow established routines and procedures
3. Assist in planning activities
4. Follow assigned preschool daily lesson plans
5. Come to class well-prepared
6. Communicate important information and concerns to instructors or teacher assistants
7. Participate in classroom activities and complete a Follow all SSD, ECE program, and ECC policies, including Missouri Licensing Rules for Group Child Care Homes and Child Care Centers (<http://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>)

8. Participate in class activities and complete assignments.
9. Follow NAEYC “Code of Ethics” and “Statement of Commitment”
10. Participate in student leadership organization

Parents

1. Complete and return all enrollment forms prior to admission, and promptly notify instructors of any changes in emergency information
2. Provide documentation of immunizations and a physical exam for enrolled child
3. Follow all ECC program policies published in the Parent Handbook, including tuition payment, drop-off/pick-up, and illness procedures
4. Communicate important information or concerns to ECE instructors or teacher assistants
5. Complete a program evaluation at the end of each year

Administration

1. Support ECE program personnel by providing necessary facilities, personnel, equipment, and supplies
2. Supervise ECC and high school program and staff
3. Monitor operation of center(s) and high school program
4. Evaluate program effectiveness and performance of instructors and teacher assistants

Early Childhood Staff Continuing Education

Missouri child care center licensing rules require that all staff obtain at least twelve clock hours of child-care related training during each year of employment. The training must be approved by the Department of Health in the areas of "health, safety, nutrition, guidance and discipline, appropriate activities and learning experiences for children, positive communication and interaction with parents, planning and setting up an appropriate environment for children, professional and administrative practices, or other child related areas".

Certified Instructors - DESE requires 30 hours annually of continuing education until the instructor has been employed 10 years or has completed the next higher degree. At least 12 of those hours will be specific to child care-related training topics.

Teacher Assistants and Aides– Each teacher assistant will participate in at least 12 hours of training specific to child care-related topics each year.

HIGH SCHOOL STUDENT ADMISSIONS

Application for Admission

The Special School District Technical Education Programs are open to all sophomore, junior, and senior high school students who reside in St. Louis County. Students undergo an application, interview, and school record check process prior to admission into any program. Students will provide references from a teacher and counselor for the program. Students who make application for the ECE program also undergo a Family Registry background check (<http://health.mo.gov/safety/fcsr/>). Students who have been assigned out-of-school suspension by their home high school for offenses including, but not limited to, the following may not be considered for the ECC program:

- Verbal Assault
- Use of Profanity
- Fighting
- Intimidation
- Possession, Use of, or Distribution of Controlled Substances
- Weapon Possession

STUDENT CURRICULUM

Student Supervision

Qualified early childhood careers instructors who have backgrounds in child development and early childhood education direct the center. Teacher assistants are also responsible for supervising children and high school students. Students in the Early Childhood Education program work in the center as part of their high school curriculum. They are assigned to both preschool classrooms at various times to interact with the children, plan, prepare, and guide appropriate activities in a group setting. Students will interact with the children only under the supervision of adult staff.

All adult staff and students in the program will wear ID badges at all times. Adult staff will wear green badges and students will wear red badges so that children and parents will be able to easily distinguish.

Students are never to be with a child or group of children in any area unless under direct adult supervision. Students are to remain in assigned areas or rooms at all times. All areas used by preschool children will be under constant video surveillance.

Student Curriculum

Students are given preliminary information on health and safety, guidance and discipline, appropriate supervision of preschool children, and confidentiality of information before working with the children. They continue to receive further education in these areas throughout the two-year training program. Instruction is based on a list of competencies that are evaluated and approved by the program's Advisory Board. Students are required

to have a doctor's statement of health, initial tuberculosis screening, and Hepatitis A vaccination and a Family Care Safety Registration Background screening before involvement with the children. Other high school students may be allowed in the Early Childhood Education program area for the purpose of special events, under the supervision of adult staff, such as EMT/Firefighting, Health Science, or Veterinary Assistant students.

Student Health and Safety Training

The following health and safety topics are addressed in the Orientation curriculum:

- Child abuse identification and mandated reporting.
- Appropriate touch (The general rule is that there should be no touching of a child in an area that would be covered by a swimsuit.)
- Supervision responsibilities
- Universal precautions for handling of bodily fluids.
- Food safety and sanitation.

As the school year progresses, each topic is elaborated upon culminating in a unit test.

All of the classroom "pencil and paper work" is seen as background information with the true test of each student's competence being the student's observed behavior while in lab. ECC instructors and teacher assistants observe and document positive and negative examples of student behavior, and communicate these observations to the students by way of the lab evaluations. Lab evaluations are completed for each student after every two-week lab session. The points on these lab evaluations make-up approximately 50% of the student's overall grade for each quarter.

Industry Recognized Certification (IRC)

All Missouri students who receive three high school credits in a Career and Technical Education concentration are required to take an assessment during their senior year at North and South Tech, the test being used in the Early Childhood Education program (IRC) is the Early Childhood Education Assessment from the American Association of Family and Consumer Sciences (AAFCS). An overview of the assessment can be found at the following website: <http://www.aafcs.org/CredentialingCenter/ece.asp>

Child Development Associate (CDA) Credentials

A person with a CDA credential is an individual who has successfully completed a CDA assessment. The Council for Professional Development, which is headquartered in Washington, D.C., operates the CDA National Credentialing Program. This credential means he/she meets the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework. This individual has demonstrated competence in his/her ability to meet the CDA competency goals through his/her work in a center or family child care program. (<http://www.cdacouncil.org/about/cda-credential>)

Applicants for a CDA Credential must have earned a high school diploma, GED or be enrolled as a junior or senior in a high school career and technical program in early childhood education, complete 120 hours of formal early childhood education training, covering the growth and development of children ages 3 to 5 years old, and within 3 years of submitting the application, have obtained 480 hours of professional work experience in a center-based setting with children 3 to 5 years old. Within 6 months of submitting the application, the candidate must prepare a Professional Portfolio. This is a collection of reference materials related to working with children in a group setting. High school students in the Early Childhood Education program will have met most of the requirements for education and experience, as well as have completed parts of the Professional Portfolio.

Student Grading and Parent Communication

The high school student will receive a grade based upon a combination of attendance, adherence to policies, classroom work, lab performance, and examinations. Program guidelines are shared with students at the beginning of each school year as an orientation to the program. Teachers work and interact with students daily and maintain constant supervision. Teachers contact parents by phone and email when warranted. Quarterly progress reports are issued for each student along with quarterly and semester grades

High School Student Dismissal Guidelines

Any student involved in a discipline incident while enrolled in the ECE program will not be allowed any contact with children pending an investigation. If the results of the investigation warrant, the student may be removed from lab participation permanently and excused from the program at the end of the current semester. Poor performance in the classroom and/or the preschool lab may also result in removal from the program.