

Dodge City Public Schools
USD 443

**BRIGHT BEGINNINGS
EARLY CHILDHOOD CENTER (BBECC)
STUDENT/PARENT
HANDBOOK**

(BOE Policy EDA/BDC/JAA)

2018-2019



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Reaching  Higher

Excellence, Equity, Excitement

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PRINCIPAL'S WELCOME

Welcome to Bright Beginnings Early Childhood Center!

As the new Principal/Director at our school, it is a great privilege to welcome our students and families to another promising year at Bright Beginnings. In my short time here, I have already seen that we have a dedicated staff that has worked hard all Summer to prepare for the best possible school experience for all of our students.

Our mission at BB ECC is to provide positive experiences for young children while creating an enthusiasm for life-long learning. We know we can accomplish this best as we work together with our BB ECC families, building meaningful relationships and strong family-school partnerships. Our love and care for your child is centered on meeting his or her academic, social, emotional and physical needs. Your active participation, input and support play a vital part in helping us design a school year that will be a very special one for your child.

You will find important information in this handbook, explaining our BB ECC policies and procedures, education, health, nutrition and family/parent involvement. With teamwork, these elements will help provide a safe, caring and fun environment for our BB ECC family. If you have any questions or if there is anything we can do to make your Bright Beginnings experience better, please let us know.

As we finish the final weeks of Summer, we are anticipating an exciting start to the school year. Please feel free to stop by and introduce yourself our new office staff. It is truly our strong commitment to make this a magical experience for our students and families.

Sincerely,

Arthur Barker
Principal/Director
Bright Beginnings Early Childhood Center

MISSION & BELIEFS

MISSION STATEMENT

Our school community will provide positive experiences for young children and families while creating an enthusiasm for life-long learning.

CORE BELIEFS

We believe that young children learn best....

- 1.) through developmentally-appropriate practices based on what is known about how children learn through observation of the needs and interests of individual children and families,
- 2.) when activities and experiences integrate components from all developmental domains,
- 3.) in a safe, nurturing environment,
- 4.) through hands-on activities in a multi-sensory environment, which values play in the learning process,
- 5.) when a supportive and positive partnership exists between family, school and community, and
- 6.) When all team members work collaboratively to meet the needs of the whole child.

**Learning, Laughing, Caring, Sharing
as we grow together 😊**

BRIGHT BEGINNINGS STAFF

A.C. Barker	Head Start Director/Building Principal
Bianca Alvarez	Family and Community Specialist
Sheila Hermocillo Bertelsen	Education and Disabilities Specialist
Kathy Gemaehlich	Early Head Start Specialist/ Kansas Parents as Teachers Coordinator
Betsy Morin	Fiscal Specialist
Elvina Acosta	Teacher
Geronima Acosta	Cook
Jackie Acosta	P.E./Float Paraprofessional
Patti Albro	Health Clerk
Maricela Aguilar	Substitute Paraprofessional
Ranae Arensman	Paraprofessional
Teresa Atanes Rodriguez	Paraprofessional
Michael Aviles Guadron	Custodian
Kim Banning	Special Education Paraprofessional
Celia Barrera	Paraprofessional
Beverly Benton	Mental Health Consultant
Randy Bristor	Head Custodian
Dalton Burkhard	Physical Education Teacher
Maria Cardoza	Early Head Start Family Advocate
Joselyn Carrillo	Paraprofessional
Elisa Castillo	Special Education Paraprofessional
Kyleigh Cole	Speech Pathologist
Curtis Coulter	Literacy Bus Driver
Kendra Crewse	Nurse
Barb Crosser	Teacher
Claudia Cruz-Nieto	Paraprofessional
Lori Dechant	Float Paraprofessional
Eustolia Del Real	Paraprofessional
Marta Duenas Gutierrez	Cook

BRIGHT BEGINNINGS STAFF - continued

D'Nell Duree	Teacher
Erica Elling	Early Head Start Program Clerk
Jasmine Figueroa	Kansas Parents as Teachers Parent Educator
Isabel Garcia	Head Start Family Advocate
Valerie Gastelum	Special Education Speech Paraprofessional
Ashley Gemaehlich	Long Term Sub
Gloria Gonzalez	Enrollment Clerk
Sandy Halling	Parent Activities Coordinator/Literacy Bus
Blanca Hernandez	Head Start Family Advocate
Julie Hines	Teacher
Andrea Hogue	Early Head Start Infant Day Care Teacher
Leticia Johnson	Custodian
Summer Kite	Speech Pathologist
Heather Koneska	Special Education Paraprofessional
Sarah Korbe	School Psychologist
Cheryl Kreger	Early Head Start Toddler Day Care Paraprofessional
Rosa Linda Llamas	Float Paraprofessional
Crystal Lopez	Special Education Paraprofessional
Reyna Lopez	Early Head Start Family Advocate
Angela Luquez	Paraprofessional Early Head Start Family Advocate
Darlin Rayo	Head Secretary
Becky McVicker	Special Education Paraprofessional
Kristina Medina	Teacher
Norma Mejia	Early Head Start Family Advocate
Sonia Menjivar	Early Head Start Toddler Day Care Teacher
Joan Millan-Rodriguez	Head Start Family Advocate
Corrina Mills	Teacher

BRIGHT BEGINNINGS STAFF - continued

Jennifer Molina	Paraprofessional
Leticia Molinar	Paraprofessional
Lucia Morales	Special Education Paraprofessional
Danielle Moreno	Substitute Paraprofessional
Erendida Munoz	Paraprofessional
Carina Olivares	Cook
Rocio Ortiz	Early Head Start Family Advocate
Connie Peitz	Head Start Family Advocate
Victor Ramirez	Custodian
Liset Rayo	Data Entry Clerk
Janell Robertson	Teacher
Tamara Robertson	Substitute Paraprofessional
Lalonie Salceda	Cook
Julie Salem	Nutrition Co-Manager
Cindy Shriwise	Special Education Teacher
Jessica Solis	Special Education Inter-related Teacher
Janeth Soto	Head Start Family Advocate
Jayne Starnes	Teacher
Kayla Strickler	Speech Pathologist
Angel Vela	Early Head Start Family Advocate
Renee Williams	Nutrition Co-Manager
KyLeigh Wilson	Special Education Teacher

BRIGHT BEGINNINGS EARLY CHILDHOOD CENTER (BBECC) PROGRAMS

Bright Beginnings Early Childhood Center (BBECC) currently serves eligible families with children, ages birth to five years old and pregnant mothers within the Dodge City area through a variety of program options.

YEAR-ROUND HOME-BASED PROGRAMS

We believe that parents are their child's first and most important teachers and that the home is the most comfortable, natural learning environment offered in the early years of life. Our home-based programs are founded on the belief that families grow stronger when parents are the primary positive influence in the lives of their children.

Our programs are funded through federal and state grants. As we provide services to our program families, we also have requirements to fulfill as a program receiving federal and state dollars. Some of these requirements must be completed by our parents to enable us to provide the best service to our families and meet our program standards: attending home visits, following through on screenings, participating in parent meetings/playgroups. While there is no direct monetary cost to our families, each family receives something like a *scholarship*, meaning that *each child and family receives services on the basis of active participation in the program and helping us meet our program requirements*. Families in danger of losing their scholarship will be contacted by their family advocate and/or the Early Head Start Specialist/Kansas Parents as Teachers coordinator to make a plan to address grant requirements and improve active participation before being removed from the program and/or placed on Bright Beginnings' waiting list.

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS CCP)

Age Group: Prenatal through age 3

Cost: No Cost "Scholarship"

Sessions: Monthly home visits at the parent's convenience

YEAR-ROUND HOME-BASED PROGRAMS - continued

EARLY HEAD START CHILD CARE PARTNERSHIP (EHS CCP)

Socializations: Two per month

Parent meetings: Monthly

EARLY HEAD START HOME VISITATION (EHS HV)

Age Group: Prenatal through age 3

Cost: No Cost "Scholarship"

Sessions: Weekly home visits at the parent's convenience

Socializations: Two per month

Parent meetings: Monthly

KANSAS PARENTS AS TEACHERS (KPAT)

Age Group: Prenatal up to 72 months

Cost: No Cost "Scholarship"

Sessions: Monthly home visits

Socializations: Two per month

Parent meetings: Monthly

SCHOOL-YEAR CENTER-BASED PROGRAMS

Most of our preschool programs are funded through federal and state grants and have requirements we must comply with to continue receiving those dollars. Parents are responsible for helping to meet several of these standards addressing school attendance, following through on screenings, and parent participation. While there is no direct monetary cost to our families, each family receives something like a *scholarship*, meaning that *each child and family receives services on the basis of active participation in the program and helping us meet our program requirements*. Families in danger of losing their child's scholarship will be contacted by their teacher, family advocate and/or the principal/Head Start director to make a plan to address grant requirements and improve active participation before being removed from the program and/or placed on Bright Beginnings' waiting list.

SCHOOL-YEAR CENTER-BASED PROGRAMS - continued

HEAD START (HS)

Age Group: At least 3 years old and no older than kindergarten entry age*
by August 31

*Kindergarten entry age is the age when children are eligible for Dodge City School District kindergarten services. If your child will be 5 years old on or before August 31, your child is age-eligible for kindergarten.

HEAD START (HS)

Cost: No Cost "Scholarship"

Full-Day Sessions: 8:00 AM-3:15 PM

Full-Day Sessions at Sunnyside Elementary: 7:50 AM-3:05 PM

Half-Day Sessions: 8:00-11:10 AM, 12:05-3:15 PM

Meals: AM Breakfast or PM lunch is served family-style in our Head Start classrooms as a part of the program.

Breakfast and lunch is served family-style to students in full-day classrooms.

KANSAS PRESCHOOL PROGRAM (KPP)

Age Group: 4 year olds to kindergarten entry age*

Cost: No Cost "Scholarship"

Full-Day Sessions at Sunnyside Elementary: 7:50 AM-3:05 PM. There will be NO KPP classes at Bright Beginnings.

Meals:

Breakfast and lunch is served family-style to students in full-day classrooms. Families are responsible for the cost of the meals, if they do not qualify for free meals.

STATE PRE-KINDERGARTEN (SPK)

Age Group: 4 year olds to kindergarten entry age*

Cost: No Cost "Scholarship"

Half-Day Sessions: 8:00-11:10 AM, 12:05-3:15 PM

STATE PRE-KINDERGARTEN (SPK) - continued

Meals: In the cafeteria, an OPTIONAL breakfast is served from 7:35-8:00 AM or an OPTIONAL lunch is served from 11:40 AM-12:05 PM. Families are responsible for the cost of the meals, if they do not qualify for free meals.

EARLY CHILDHOOD UNIFIED SPECIAL EDUCATION PEER BUDDIES (ECSE): Preschool (primarily 3 year olds) & Pre-K (primarily 4 year olds)

Age Group: 3 year olds to kindergarten entry age*

Preschool classes are Monday through Thursday, NO SCHOOL on Fridays

Pre-K classes are Monday through Friday

Half-Day Sessions: 8:00-11:10 AM, 12:05-3:15 PM

Meals: In the cafeteria, an OPTIONAL breakfast is served from 7:35-8:00 AM or an OPTIONAL lunch is served from 11:40 AM-12:05 PM.

Families are responsible for the cost of the meals, if they do not qualify for free meals.

SCHOOL CALENDAR & PRESCHOOL SESSIONS

All preschool students attend class five days a week following USD 443's district calendar. Students attending full-day session classes will be in school for seven hours and fifteen minutes. Students in half-day session classes will attend three hours and ten minutes per day.

Families will receive at least two home visits each year, in addition to the two Parent-Teacher conferences scheduled with all Bright Beginnings students in the fall and spring.

BUILDING RULES & PROCEDURES

ANIMALS AND PLANTS AT SCHOOL

(BOE Policy ING)

Under no circumstances are animals to be transported on school buses. Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals,

ANIMALS AND PLANTS AT SCHOOL - continued

including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes.

Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school. Animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals.

ARRIVAL AND DISMISSAL

Building doors are open at 7:00 AM every morning for staff and families to enter the building.

Students and parents may enter the buildings through the north entry doors.

To ensure student safety, parents/authorized adults are asked to never leave any children unattended in their vehicles and to hold the child's hand while in the parking lot and building.

Children must never be left unattended or alone anywhere in the building or on school property.

Parents are asked to remain with their child in the waiting area of the building until staff is available in the rooms, ten minutes before school starts, when classroom doors will be unlocked to allow entry into the classroom. There are age-appropriate books to enjoy reading in this area.

Parents and children are greeted at the classroom door by a staff member. A parent or authorized adult (a person, who is at least sixteen years old, on the Emergency/Release Information Form) needs to escort the child to and from the classroom, sign the student in and out, and record the exact time of arrival and departure.

ARRIVAL AND DISMISSAL - continued

The authorized individual (who is at least sixteen years old) needs to make contact with the staff member in the classroom before leaving the child upon arrival and before leaving with the child upon dismissal.

Emergency Release information must be updated regularly. Children can only be released to individuals listed on the Emergency/Release Information form. Staff is required to have a list of this information readily available and monitor to whom a child is released. Anyone not on the Emergency Release list, attempting to sign a child out, will be referred to the front office for verification.

Children who arrive after 8:00 AM for our full-day classes and morning half-day classes or after 12:05 PM for our afternoon half-day classes will be required to check in, with their parents, at the school office and bring a Tardy Slip to their classroom teacher to enter the classroom. Students are tardy if they are not in their classrooms at our school's designated start time.

At dismissal, parents are asked to wait in the hall until the classroom door is unlocked and bus children are dismissed, before entering the classroom themselves.

Children who are still in the classroom at 11:20 AM for morning half-day classes or 3:25 PM for full-day and afternoon half-day classes, will be brought to the office of the main building to remain with designated staff members, until a person on the Emergency Release list arrives for them.

These procedures comply with Head Start Program Performance Standard 45 CFR 1302.47(b)(5)(iv), (7)(v).

ATTENDANCE

Regular attendance both in the classroom and at home visits is required for your child to benefit fully from Bright Beginnings. If your child is absent or you are unable to attend your home visit, call BBECC **(620) 371-1220** or

ATTENDANCE - continued

EHS/PAT (620) 371-1250 and leave a message for your child's teacher or family advocate, stating the reasons for absences or home visit cancellation. You may leave a voice mail during non-working hours.

POLICY AND PROCEDURES

Policy: The program will develop appropriate strategies to improve attendance among students identified as being at risk of missing ten percent of program days per year.

The program ensures average monthly attendance does not fall below 85%.

Procedures:

1. Attendance will be completed by the teaching staff on a daily basis.
2. Parents bringing children to school need to sign them in and out.
3. Parents are instructed to call within ~~one hour~~ thirty minutes of program start time when their child is going to be absent or late. Parents of students in full-day preschool and in morning preschool will call the office by 8:30 AM. Parents of students in the afternoon session will call the office before 12:35 PM.
4. For the safety of our students, if the school has not heard from the parent or guardian, using the times stated above, the school will call home or work to verify the reason for absence. These calls will be made immediately after 8:30AM/12:35 PM and be recorded as unexcused absences for the child.
5. The program secretary will notify the program director when a child has entries approaching ten percent of the total days of the student's enrollment. The attendance entries may be a combination of tardies, excused or unexcused absences.
6. The program director will meet with the education support team (teacher, paraprofessional, family advocate) to determine the reason for the absences. The Management Team will review the individual circumstances of the absences. If it is decided that the

ATTENDANCE POLICY AND PROCEDURES - continued

child has missed enough days without documentation of valid reasons for the absences, or excessive absences occur that are not able to be alleviated, the education support team (teacher, paraprofessional, family advocate) will meet with the parents to set an action plan to overcome attendance barriers and improve attendance. If the student's attendance does not improve after attempts have been made to overcome barriers and follow the action plan, then the student will be dropped from the program. A student may be placed back on the waitlist AFTER a home visit is completed with the family advocate and the parent signs a form stating that if the child's absences fall below 85% of the total days the student has been enrolled, the child will be dropped from the program and will not be eligible to reapply to the program during the current school year. Student attendance entries include tardies, unexcused absences AND excused absences. The total attendance entries considered should not exceed 15% of the student's total enrollment days for the current school year.

7. The family advocate will assist the parent with any identified attendance barrier.
8. The family advocate will document any and all assists they have made with the parent and that documentation will be placed in the child's file and Child Plus.

The procedure complies with Head Start Program Performance Standard 45 CFR 1302.16.

BEFORE & AFTER SCHOOL CARE

Some families may need help with child care for just a *short* time before or after school, in order to drop off a child and still make it to work or to get to school in time for pick-up right after work. In partnership with Russell Child Development Center, a Building Blocks grant provides Before and/or After School Care scholarships to qualifying families based on need and

BEFORE & AFTER SCHOOL CARE - continued

availability. Currently, Before School Care is from 7:00-7:45 AM. After School Care is from 3:15-4:00 (may be later- will change once verified) PM. For additional information, contact the school office.

BEHAVIOR CODE AND DISCIPLINE

(BOE Policy JCDA, JDD, JDA)

To ensure a positive school experience for all of our preschoolers, clear, consistent and age-appropriate behavior expectations are modeled and taught by staff to students.

Simply, our staff will work with students, modeling and teaching them to

- Be safe,
- Be respectful to people and property, and
- Be responsible to do their best.

Students will learn what they are able to do in a variety of settings to show they are safe, respectful and responsible at school, during mealtime, on the bus, in P.E. or at recess, in the bathroom, halls, or library.

Student misbehavior will be addressed by staff in a caring, positive, respectful, supportive and age-appropriate manner. Corporal punishment (spanking, striking or other forms of physical punishment), name calling, sarcasm, ~~or~~ the use of threats, and the use of food, outdoor time or physical activity as a reward or punishment are not allowed at our school or at any of our preschool activities by anyone, including staff, substitutes, parents, older siblings, community volunteers, etc.

Parents are encouraged to read Dodge City Public School USD 443's Elementary School Handbook for additional information about our district's guidelines for student behavior.

SUSPENSION AND EXPULSION

In the event that a child exhibits persistent and serious challenging behaviors, BBECC staff will explore all possible steps and document all steps taken to address such problems, and facilitate the child's safe participation in the program. At minimum, steps will include engaging a mental health

SUSPENSION AND EXPULSION- continued

consultant, considering the appropriateness of providing services and support under section 504 of the Rehabilitation Act, and consulting with the child's parents and teacher(s).

If after BBECC has explored all possible steps and documented all steps taken, in consultation with the parents, teacher(s), the agency responsible for implementing IDEA (Individual with Disabilities Education Act), if applicable, and the mental health consultant, it is determined that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and Bright Beginnings is not the most appropriate placement for the child, then our program will work with such entities to directly facilitate the transition of the child to a more appropriate placement.

The procedure complies with Head Start Program Performance Standard 45 CFR 1302.17.

BUILDING SECURITY

(BOE Policy JG)

"The district will endeavor to provide a suitable environment conducive to the general health, safety and welfare of each student in school attendance and in school-sponsored activities.

VISITORS AND GUESTS

Parents and other visitors are welcome and encouraged to make arrangements to visit school and to become informed about the education program. USD 443 has policies against weapons, drugs and no tolerance of gang activities. Visitors are asked to be aware of all these policies before entering the buildings.

Open House, school programs, and conferences all provide regularly scheduled times to visit school, although visits are not limited to those times. If parents have questions about student progress, they are invited to contact teachers at any time to arrange a conference to address those specific concerns.

VISITORS AND GUESTS- continued

We do ask your cooperation with respect to the following guidelines:

1. Upon arrival at the school, visitors must sign in and sign out when leaving the building. Name tags are available for visitors to wear while in the building.
2. Please make appointments for all visits or conferences, preferably at least one day in advance.
3. Children may not visit schools except when accompanied by a supervising adult.
4. Let the office know in advance, if you plan to eat with your child. The cost of an adult breakfast is \$2.50; the cost of an adult lunch is \$3.70. (Prices do not include milk) Milk is \$.60."

For the safety of our students and staff, all parents and visitors are asked to enter Building C (east building) through Door G, our main entrance, or enter Building A (west building: through Doors B (north door by classrooms)

All doors, except Building C's Door G and Building A's Door B, will be locked ten minutes after the morning and afternoon preschool sessions begin. Visitors must report to the office to sign in and receive a badge, before proceeding to the classroom, after the doors are locked.

Only bus students and supervising staff are to use the east doors of Building C during arrival and dismissal times.

Exterior doors should never be propped open.

VOLUNTEERS

Children are never left alone with volunteers. Regular volunteers, working in our school with children for more than ten days, must be screened for appropriate communicable diseases.

This complies with Head Start Program Performance Standard 45 CFR 1302.94 (a)(b).

CHILD ABUSE AND NEGLECT

BBECC staff is required by Kansas State law to report suspected cases of Child emotional, physical and sexual abuse, and neglect to the Kansas Department for Children and Families. All Bright Beginnings staff are mandated reporters. We realize that parenting is not an easy job and sometimes parents need resources from the community to assist them. Please remember that we are here to listen and support our families in their time of need, as we work together to keep our children safe and well-cared for.

CONFIDENTIALITY

All information about your child and family is kept confidential. Parents/guardians are the only ones who can authorize release of information about their family and shall sign an Authorization for Mutual Exchange of Information form before any information will be released.

DRESS CODE

(BOE Policy JCDB)

"Neatness, decency, and good taste are guidelines of the district dress code. A student's appearance should not disrupt in any way the normal proceedings of the school, nor interfere with the health, safety or welfare of any individual. Dress codes shall be published in the appropriate student handbooks.

Apparel and clothing containing printed or visual messages, which are inappropriate in a school setting, may necessitate a change of clothing. Shoes shall be worn. Hats and cutoffs, beach apparel, see-throughs, bare midriffs, spaghetti straps, skate shoes and unsuitable fake fingernails are unacceptable. Cropped tops, T-shirts with inappropriate pictures or messages, tank tops, mesh or fish net shirts, bicycle shorts, short shorts, or boxer shorts are also unacceptable.

Extreme hairstyles and/or color will not be permitted. Decisions concerning these matters will be at the discretion of the building administrators."

DRESS CODE - continued

Outdoor play is a regular part of our daily schedule. Exercise and fresh air have positive effects on both children and adults as long as they are dressed appropriately for the weather. All students will go outside each day, weather permitting.

Please be sure your child is dressed for the cold weather. We usually go outside when the temperature and wind chill are both above 20 degrees. Appropriate winter outdoor clothing includes snowsuits, mittens, hats, socks, and boots. In the fall and spring, children still need to bring a light jacket or sweater to wear outdoors on cooler days. Remember to label your child's outerwear with his/her name.

Children are encouraged to wear tennis shoes when coming to Physical Education (P.E.). Sandals, open-toed shoes and high heels can present a safety risk during class when students are running, climbing, and riding tricycles. Please visit with the P.E. teacher, your child's teacher or family advocate, if you have any questions or concerns about safety, clothing and outdoor play.

GIFTS and FLOWERS

(BOE Policy JLR-1-2)

"It shall be against board policy for any business or organization to deliver flowers or gifts to individual students during the school day. Any group deliveries must have prior approval of the building principal."

HARASSMENT, INTIMIDATION, AND BULLYING

(See GAAB, JCE, JGEC, JGECA, JDD, and EBC)

"The Board of Education for Unified School District 443, Dodge City, Kansas is committed to a safe and civil educational environment for students, employees, volunteers, and patrons free from harassment, intimidation or bullying.

The Superintendent is authorized to direct the development and implementation of a plan that includes provisions for the training and

HARASSMENT, INTIMIDATION, AND BULLYING - continued

education for staff members and students. Students found to be in violation of this policy may be subject to disciplinary action up to and including suspension and expulsion, and may be reported to local law enforcement.

For the purposes of this policy, harassment, intimidation and/or bullying include any intentional written, electronic, verbal, or physical act, when such act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive, creating an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

"Intentional" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, electronic, oral, or physical actions.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Corrective disciplinary action, counseling, and/or referral to other school district and community resources, including law enforcement, may be used to address and correct the behavior of the perpetrator(s) and mitigate any impact on the victim(s).

False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy."

INCLEMENT WEATHER

(BOE Policy GCR-R)

"If poor weather conditions make it necessary to close school, the decision to do so will be made by the Superintendent of Schools. Notification regarding school closing will be sent to local radio and television stations.

***Emergency Weather Procedures During the School Day**

If the weather seems to be developing into a possible emergency weather situation, please follow these steps:

1. Listen to KOLS-K 95-FM, Q 97-FMKGNO 1370-AM, KJIL 99.1-FM radio, local television stations and Channel 21 for possible school cancellations. Information will also be sent out using USD 443's mobile app.
2. If school is canceled, students will be dismissed to parents before or at emergency dismissal time.
3. Students will not be allowed to walk home. They need to be picked up at their schools.
4. Parents will be responsible for their children getting home. If parents cannot pick up their children, they will need to provide a means for them to get home and notify the school.
5. Businesses employing a large number of parents of school-age children will be notified of the cancellation. Those parents will be expected to pick up their children before or at the emergency dismissal time. If this is not possible, parents will need to provide a means for them to get home and notify the school.
6. Parents are encouraged to notify other parents who do not have telephones of the cancellation."

Our general policy is that we use outdoor play as a regular part of our daily activity schedule. Therefore, children and staff go outdoors whenever the weather permits. Staff will determine if the conditions are healthy or not before taking the children out. Determination is made using a combination of weather reports, temperatures, environmental alerts, etc..

PARKING

Parents may park in the northwest parking lot by the main entrance or in the parking lot down by Memorial Stadium. Bright Beginnings parents are not to

PARKING - continued

park in the area to the south of our building on Comanche Avenue or in the bus lanes to the east of our building on First Street for drop-off or pick-up.

Students must be accompanied by an adult into the building and signed in and out by a parent/adult in the child's classroom. **Children should never be left unattended in vehicles in the parking lot, even if the car has been turned off.**

For the safety of our children and staff, all parents and visitors are asked to enter Building C (east building) through Door G, our main entrance, or enter Building A (west building) through Doors. All doors, except Door G, will be locked ten minutes after the morning and afternoon preschool sessions begin. Visitors must report to the office to sign in and receive a badge before proceeding to the classrooms after the doors are locked.

While walking in the parking lot, parents are asked to hold their child's hand until arriving in the classroom or arriving back to their vehicle.

PERSONAL ITEMS

"School administrators and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. This includes electronic devices, games, trading cards, toys from home, etc. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, registering them and leaving them at the office can safeguard these items." The following items are not allowed at school: bicycles, electronic devices, laser penlights, rollerblades, scooters, skate shoes, and skateboards.

In the event that a child or parent would like to bring something from home, it must first be discussed with the teacher before bringing it to class. Personal items need to be marked with the child's name.

BBECC is not responsible for the loss or damage of personal items brought to school.

SCHOOL TRANSPORTATION

Bus service is available for students who live outside the walk boundary and meet program eligibility requirements set by the Board of Education and federal Head Start regulations. Students are expected to comply with policies set forth in this handbook as well as the Student School Bus Handbook that is received prior to receiving transportation. Discipline procedures will be enforced when a student fails to comply with these rules.

Information regarding schedules and bus times is available through the Transportation Department at (620) 227-1613.

BUS PICK UP AND DROP OFF LOCATIONS

Any change of pick up or drop off location for a child will take two to three business days. If you are planning to change day care centers or baby sitters, make sure they will be able to meet the bus at its assigned stop to drop off or pick up your child. Door-to-door service is not available for regular education students. The child care provider will also need to be added to your child's emergency contacts. Notify your family advocate, teacher and the Transportation Department, in writing, as soon as possible, to receive uninterrupted bus service.

Students who have four missed pick-ups, which include an adult who fails to meet the bus to drop off or pick up a child or an adult who fails to call the Transportation Department to let them know the child will not be riding the bus, will lose the opportunity to ride the bus for the remainder of the year.

If you have concerns regarding your child's school bus transportation, please contact the Transportation Office at (620) 227-1613.

TRANSPORTATION SCHOLARSHIPS

If you do not qualify for transportation based on the walk boundary and you cannot find any other way to get your child to school, please notify the front office or your family advocate. Bright Beginnings, in partnership with Russell Child Development Center Building Blocks grant, has a limited number of transportation scholarships available. Qualification for the scholarship is

TRANSPORTATION SCHOLARSHIPS- continued

based on need and availability. Student attendance meeting program requirements plays a part in continued eligibility for this service.

WEAPONS

(BOE Policy JCDBB)

"A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon or destructive device, any item being used as a weapon or destructive device, or any facsimile of a weapon or destructive device."

EDUCATION

BBECC program is based on the philosophy that children learn through play and their learning is best supported by a strong home-school partnership. Therefore, children are given the opportunity to experience a wide variety of indoor and outdoor activities daily, allowing them to explore and develop new skills, while also learning to express their feelings and work with others.

Teachers use many different resources to plan activities for children in the classroom, helping students to observe, plan, problem solve, experiment, discover, and simply, have fun. Often, teachers, paraprofessionals and parents will have a chance to visit with each other about the student's home or school experiences at arrival or dismissal time. Newsletters, monthly calendars, phone calls, and home visits are other ways the education staff and parents stay connected to help provide rich learning experiences for the children.

Parents provide their children with a crucial link, when they help their child continue their learning outside the school classroom and into one of the most natural and comfortable classrooms for children: their home. Familiar materials in the home and the family's daily routines can be used to support and reinforce lessons.

EDUCATION-continued

Our preschool program is designed to meet the individual needs of our students. Parent observations and input are important as they help determine what goals to include as a child's individual learning plan and mental health plan are written. Education Staff use these plans in the classroom to help record progress and encourage personal growth.

DEVELOPMENTAL SCREENINGS

Several developmental screenings are conducted within the first 45 days of a child's attendance at Bright Beginnings. The screening tools used by BBECC include the Ages and Stages Questionnaire (ASQ 3) and the Ages and Stages Questionnaire: Social Emotional screener (ASQ-SE 2). These screening tools are not IQ tests.

Screenings are completed by a parent and help to identify the child's current level of development across several areas.

IDEA (INDIVIDUAL WITH DISABILITIES EDUCATION ACT) SERVICES

If warranted through screening and additional relevant information, and with direct guidance from a mental health or child development professional and the parent's consent, children eligible for services under IDEA (Individual with Disabilities Education Act) receive a full range of services. Staff members work closely with community agencies to identify and provide services to these families to meet the needs of the child enrolled.

Enrolling children eligible for services under IDEA into the program has proven to be an enriching experience for regular education children, as well as the children with diagnosed disabilities. Overall, this helps all children learn to accept and respect the individual differences of people. This acceptance is necessary to the social development of all children.

STUDENT IMPROVEMENT TEAM (SIT) PROCESS

BBECC's Student Improvement Team meets regularly to address student

STUDENT IMPROVEMENT TEAM (SIT) PROCESS - continued

needs identified by a teacher, mental health consultant, school nurse, administrator, educational support staff and/or the child's parent. The Student Improvement Team (SIT) process is designed to help ALL students by connecting them with developmentally and educationally appropriate services to help them succeed academically and socially. The Student Improvement Team process brings together different systems, organizations and resources to maximize student academic performance and resiliency.

FAMILY/PARENT INVOLVEMENT

PARENT PARTICIPATION

Parent involvement is a vital part of your child's education. Bright Beginnings believes that parents are the most important influence in their child's life. Areas of parent participation at BBEC include:

HOME VISITS

Each classroom has a family advocate assigned to it. Family advocates provide families with a support system. At home visits, parents have an opportunity to engage with their family advocate, identifying their own strengths and needs, planning, setting and reaching their goals, and using community resources.

"IN-KIND" DONATIONS

According to Head Start Program Performance Standards, twenty-five percent of the total program cost should be donated by parents and community volunteers. Parents assisting and donating their time to the program are essential to meet this requirement.

Anything that you may wish to donate to the program such as your time, talents, or materials are "in-kind" donations. Whenever you volunteer, please be certain to sign in.

PARENT COMMITTEES AND POLICY COUNCIL

Policy Council, with the governing board, shares a responsibility for overseeing the delivery of high-quality services to children and families. Policy Council members receive training and meet monthly to actively participate in a decision-making process for the Bright Beginnings program.

Parent committees are comprised exclusively of parents of currently enrolled children, communicating with the policy council and working with staff to develop and implement Bright Beginning policies, activities and services to ensure they meet the needs of our program's children and families. Members also participate in the recruitment and screening of Early Head Start and Head Start employees, within the guidelines established by the governing body or policy council.

PARENT TRAININGS, MEETINGS & ACTIVITIES

Parents working with their children at home to support the Bright Beginnings experience are a foundational part of our home-school connection. We view parents as the primary educators of their children. Opportunities are provided regularly for parents to discuss, share and learn about resources and ideas to enhance the Bright Beginnings Early Childhood Center experience and encourage their child's development.

Each year, parents are asked to fill out a Family Interest Survey at the time of enrollment. Throughout the year, Head Start staff set up a variety of training sessions, discussion groups, and activities for parents, using interests noted on this survey. These events are based on Head Start Program Performance Standards and the overall results of the Family Interest Survey. Child care and transportation are provided for many training sessions. This is a great way to get involved and to learn and share with other parents.

PARENT VOLUNTEERS

As parents, you have a right and responsibility to participate in your child's care and education. We encourage you to visit your child's class, observe, participate and/or share your ideas. Parents have the opportunity to gain valuable work experience by volunteering in the classroom.

PARENT VOLUNTEERS- continued

Parents are not required to volunteer as a condition of enrollment for their child(ren); however, parents are encouraged to volunteer, whenever it is possible for them to do so. Ask your child's teacher and/or family advocate about other activities you can do, if you are unable to participate in the classroom.

SOCIAL SERVICES

The Family and Community Specialist and family advocates work closely with community and state agencies to advocate for the needs of Bright Beginnings children and their families.

A community resources booklet is provided to all families, listing agencies and a brief description of the services they provide. These booklets are also available on the Early Head Start and BBECC information walls. Parents may contact their family advocate or the Family and Community Specialist for additional information about local social services.

HEALTH

Bright Beginnings recognizes that early intervention with health concerns greatly improves a child's capacity to learn and develop. Bright Beginnings' health education program emphasizes many areas of preventative health care. Infant/Child/Adult First Aid/CPR classes for parents are offered through- out the year as well as information about communicable disease awareness, home safety, nutrition, and hygiene. Health activities are included in daily classroom lesson plans.

DENTAL & PHYSICAL EXAMS & SCREENINGS

Head Start regulations require a physical exam be performed for each child before the child enters into the program and once yearly, thereafter, for as long as the child is enrolled.

DENTAL & PHYSICAL EXAMS & SCREENINGS - continued

A COMPLETE PHYSICAL EXAM INCLUDES:

- a review of the body systems (i.e., eyes, ears, heart, lungs, etc.)
- a hemoglobin or hematocrit blood test (to check for low iron and anemia)
- a blood pressure check
- an up-to-date immunization record
- blood lead screening

Parents are encouraged to have recommended follow-up treatment completed, as soon as possible.

A COMPLETE DENTAL EXAM INCLUDES:

- a check of the child's teeth by the dentist
- a diagnosis of whether or not the child needs dental treatment

Healthy baby teeth are important for proper language development, good nutrition and positive self-esteem. Early dental check-ups can prevent pain and bigger problems later.

Children receive other screenings while at Bright Beginnings, too.

SCREENINGS INCLUDE:

- A vision screening for acuity and for strabismus ("lazy eye")
- A hearing screening
- Height and weight
- Developmental Screenings (Ages and Stages Questionnaires: ASQ 3 and ASQ-SE 2)
- Parents are notified in writing when any concerns are identified during these screenings.

HEALTH REQUIREMENTS

Parents will first be notified of health requirements 30 days before their due date.

If health information is not received within one week of the due date, a second contact will be made by the family advocate to remind the parent of the requirement. After two weeks, if the proper documentation has not been completed, a meeting will be called with the Leadership Team to determine why the health requirement was not completed. The purpose of the meeting will be to determine obstacles that the family may have, and to provide assistance when needed, to overcome barriers that may be preventing completion.

Afterwards, a meeting will be scheduled with the parent. If the parent does not attend the meeting, the family advocate will inform the family that the child will not be able to attend school until a meeting has been held.

If a child fails a screening on a follow-up appointment, parents must provide documentation of the follow-up visit.

ILLNESSES AND INJURIES

We ask for your cooperation to help assure that the children have a happy and healthy Bright Beginnings experience. It is important to make sure that your child is feeling well when he/she leaves for school.

Children cannot cope well with group situations when they do not feel well. Also, if a child is not feeling well, they could spread the illness to other children and teaching staff.

If your child becomes ill while at school, you will be notified. Your child will be kept in a quiet place until arrangements have been made to get your child home. Every attempt will be made to contact the parent. If staff is unable to contact the parent, the emergency contact person listed on the Emergency Release form will be contacted. Arrangements will be made with parents or emergency contact persons to have the child picked up from the center.

ILLNESSES AND INJURIES - continued

In order to ensure the health and safety of our children and staff, children who have any of the following conditions will be excluded from the classroom until the child feels better, the condition subsides, or we receive a note from the child's doctor stating that the child is no longer contagious. Conditions are not limited to this list.

- Difficulty breathing or untreated wheezing
- Severe congestion
- Diarrhea (more than once)
- Discharge from the eyes
- Untreated lice (Once treatment with adequate medicated shampoo has begun and all nits are removed, the child may return the following school day.)
- Missing four or more days of school due to an illness. A doctor's note is needed.
- An unexplained rash
- An oral temperature over 100 degrees
- Vomiting

This procedure complies with Head Start Program Performance Standard 45 CFR 1302.47(b)(7)(iii).

Your child is not ready to return if he/she has:

1. Had a fever or diarrhea or vomited in the last 24 hours. Your child should be fever-, diarrhea- and vomit-free for 24 hours.
2. Had a communicable disease and is still considered contagious.
Parents may be asked to provide a statement from a physician stating that the child is no longer contagious.

EMERGENCY CARE

It is very important to keep your child's Emergency Contacts/Release form up-to-date. All parents are required to complete and sign an Emergency Contacts/Release form. In case of an emergency, staff will attempt to

EMERGENCY CARE- continued

contact the parents immediately. If a parent cannot be reached, BBECC will call the other emergency numbers listed on the form. If the emergency situation requires the attention of a physician, we will call paramedics to take your child to the local hospital's emergency room.

MINOR INJURIES

Any child who has an injury at the center will receive appropriate first aid for their injury. The parent will be notified either immediately by telephone, by sending home a note, or when the child is picked up at the center or dropped off at home by the bus.

MEDICATION ADMINISTRATION

POLICY AND PROCEDURES

Policy: Ensure all medication is dispensed properly to safeguard the health of children, staff and families.

Bright Beginnings only allow the dispensing of medication when the medication cannot be given at any other time of day. No first time administration of a medicine will be given by Bright Beginnings staff.

Procedures:

1. In all cases, the "**Permission for Administration of Medication**" form must be completely filled out and signed by both the physician and the parent.
2. Medication must be brought to school in the original container, appropriately labeled by the pharmacy or physician, stating the name of the medication, the dosage, and time to be administered.
3. Medication is kept in a locked cabinet. Medication that requires refrigeration is kept in a locked box in the refrigerator.
4. The "**Permission for Administration of Medication**" form will be kept with the medication in the locked cabinet.
5. A record of administration of medicine will be noted in the child's program records.

POLICY AND PROCEDURES- continued

This procedure complies with Head Start Program Performance Standard 45 CFR 1302.47(b)(7)(iv).

MENTAL HEALTH

A mental health consultant observes each classroom on a regular basis. The consultant is looking at the interactions between staff, children and others in the classroom. The observations provide us with ways to better promote the social-emotional development of children.

Nutrition

Good nutrition is the cornerstone of a child's health. While at the Bright Beginnings, children receive a nutritious breakfast or lunch. If a child requires special foods for documented medical or religious reasons, they will be dealt with on an individual basis.

Meals are served family style. Food activities are incorporated into the curriculum to help children to share and learn skills such as pouring and passing food. This also provides the children with the opportunity to serve themselves.

Meal time at Bright Beginnings is a positive experience where learning and socialization go hand in hand. Parents are welcome to join in at meal times and be a part of this experience. Bright Beginnings also offers parents training in the selection and preparation of healthy foods, menu planning, and budgeting.

Bright Beginnings works closely with the WIC Program (Supplemental Food Program for Women Infants and Children). Families who meet the income guidelines for Bright Beginnings and who have children prenatal to five years old are eligible for WIC. Ask your Family Advocate for more information about enrolling in WIC.

BIRTHDAYS AND SPECIAL OCCASIONS

Due to Head Start and federal health standards, we do not allow outside food to be brought to the classroom.

Parents are welcomed to join the classroom on special occasions, but we do not encourage "treats" (food or nonfood items) at school. If nonfood, age-appropriate items are brought to school to share with the class, those items will be sent home with the students, but not passed out during the school day.

FOOD ALLERGY AND DIETARY RESTRICTIONS

POLICY AND PROCEDURES

Policy: A plan is implemented to accommodate and ensure the safety of children who have food allergies and other dietary restrictions.

Procedures:

1. Parents document food allergies and other dietary restrictions by presenting a signed note from the child's physician to the health office, specifically stating the restriction.
2. A copy of the physician's documentation is given to food services and to the classroom teacher. This process may take a few days.
3. Individual child food allergies will be posted prominently where staff can view wherever food is served.
4. The nurse will contact staff working with students with food allergies, notifying them of signs of an allergic reaction and emergency protocol in the event of a severe allergic food reaction. Staff will call immediately call 911 and seek the help of the nurse, following emergency safety protocol.

This procedure complies with Head Start Program Performance Standard 45 CFR 1302.47(b)(7)(vi).

SCHOOL NUTRITION PROCEDURES

Your child's school offers nutritious meals every school day. These meals prepare children to learn and do their best at school.

The meals available and the prices charged are as follows:

Full Price Breakfast Fee:

Breakfast Fee: \$1.55

Adult Fee: \$2.30

Full Price Lunch Fee:

Lunch Fee: \$2.05

Adult Fee: \$ 3.60

****Milk is .55 cents extra for adult lunch and breakfast.***

**Price subject to change*

Money for student accounts may be taken to the Bright Beginnings cafeteria. Money should be in a sealed envelope with the student's first, last name, and class room number. Payment may also be made in the District Nutrition Office, 1000 Second Ave., Room 214 or online through Skyward's Family Access. Payment reminders are sent home daily when a student's meal account reaches \$6.00 and below. Reminders continue until payments have been made to the account.

No charges will be allowed after the first week of May.

All families are encouraged to complete an application for the Child Nutrition Program Benefits. A current application is required each year. Families will be notified of their benefits within 10 days of the application being received in the Nutrition Office. One application is needed per household and all information is kept confidential. Until the household has been notified of their benefits, parents are responsible for paying full price for their student's meals.

All school cafeterias are inspected yearly by the Kansas Department of Health and Environment. The cafeterias follow the guidelines set forth by the KDHE pertaining to safety and sanitation.

Meals are served family-style in the Head Start and Kansas Preschool Program classrooms. Special Education students, ECSE Peer Buddies, and State Pre-Kindergarten students have the option of eating in the cafeteria

SCHOOL NUTRITION PROCEDURES - continued

with other students, under the supervision and with the help of staff. Parents are welcome to eat with their child. Prior arrangements should be made by talking with the classroom teacher and calling the school cafeteria before 9:00 a.m. for lunch, and the day before for those parents eating breakfast with their child: (620) 339-4820. Adults are required to pay the day they eat with their child.

Further information about the program is available by contacting the District Nutrition Office, 1000 Second Ave., Room 214. The telephone number is (620) 227-1630.