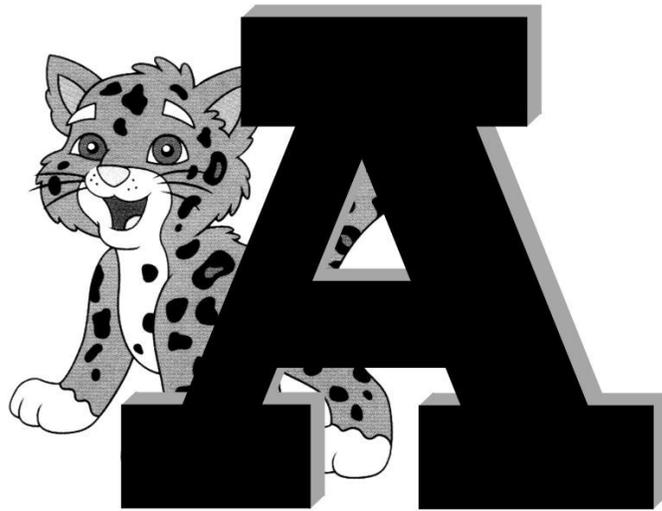


# **Ada Early Childhood Center**



*Where the Tradition Begins*

## **Parent Handbook**

### **2018-19**



Dear Parent/Guardian:

Welcome to Ada Early Childhood Center! We are excited to partner with you to continue the education for which you provided the foundation. We understand that each child is very unique and special. We welcome your input and any information that you would like to share about your child so that we may better serve them. Our teachers are highly qualified, caring, devoted individuals who are passionate about their jobs. The partnership between home and school will provide the highest level of success for your child.

Research supports that children of involved parents do better in school. Parents who participate in the education of their child send a clear message that education is important and value the educational process. Based on that research and the competence of the faculty and staff, we believe our students can't help but be successful! We call this a Win-Win Situation!

It is our goal to not only provide your child with a rigorous academic experience, but also develop life skills as well. We have implemented and use on a daily basis the *7 Habits of a Happy Kids*. These habits provide a great foundation for students to begin the process of making good choices and learning to work with others. We encourage our parents to become familiar with these habits and use them at home to support our endeavors. It is our philosophy that all children can learn and will experience success on a daily basis.

This year your child is going to encounter, new adventures, exciting learning experiences, and success at Ada Early Childhood Center. Please make the commitment to join us in making this the best year possible for your child. We encourage you to stay involved with your child at home and at school. You are welcome to visit your child's classroom, eat lunch with your child or volunteer your time and talents in the classroom. Please let us know if there is anything we can do to make your child's experience better. If you have any questions, please feel free to contact us.

Sincerely,

Cindy Brady  
Principal

# **SCHOOL CREED**

*You Believe in Me and I Believe in You*

*We Will Do Our Best to be Our Best*

*We Will Apply the 7 Habits to Build Integrity and Character*

*Be Proactive*

*Begin with the End in Mind*

*Put First Things First*

*Think Win-Win*

*Seek First to Understand, Then to be Understood*

*Synergize*

*Sharpen the Saw*

*We Will Learn Today and Lead Tomorrow*



## **MISSION STATEMENT**

*AECC strives to ensure student success through quality education by fostering a relationship between families and schools.*

## **ABOUT OUR SCHOOL**

Ada Early Childhood Center houses three educational programs, all geared to meet the needs of Early Childhood students.

*Pre-Kindergarten Program*-This program is for children 4 years of age by September 1.

*Kindergarten Program*-This program is for children 5 years of age by September 1.

*Early Childhood Preschool Program*-This program is designed for children with developmental delays, ages 3-5.

Each of our Pre-Kindergarten and Kindergarten classes has a certified teacher and one teacher assistant. We provide certified staff for Title 1 Programs in Reading and Math. Pre-Kindergarten and Kindergarten students attend Music and Library throughout the week. Kindergarten students receive a minimum of 100 minutes of Physical Education on a weekly basis.

Academically, AECC incorporates all of the state mandated standards for Pre-Kindergarten and Kindergarten. Curriculum maps are available on the school website so parents can be aware of content being introduced. Each classroom will send home newsletters to inform parents of current curriculum as well as other important information so that parents can stay abreast of what is happening in the classroom

*Folders* are sent home on Mondays and contain the previous week's work as well as newsletters, class information, school calendars and other important information. It is a great idea to establish a time for you and your child to sit down together and go over his or her work and discuss it together. The contents of the folders should be removed and the folder returned on Tuesday.

A *school nurse* is provided to assist teachers and administration with health and hygiene related issues in order to provide the best environment for your child.

## **ASSESSMENT**

The following assessments are given and used to evaluate student's academic abilities as well as academic achievement and progress.

### **Pre-Kindergarten**

- ELQA – Administered 3 times a year (Aug./Sept.-Dec.-Apr.)
- STAR (Star Early Literacy) – Administered 3 times a year (Aug./Sept.-Dec.-Apr.).
- Monthly Math Benchmarks
- PAA--Phonological Awareness Assessment-Administered 4 times a year

### **Kindergarten**

- STAR (Star Early Literacy) – Administered 3 times a year (Aug./Sept.-Dec.-Apr.).
- DIBELS Letter Naming Fluency – Administered 3 times a year (Sept.-Dec.-Apr.)
- OPA (Oklahoma Phonological Awareness Assessment) – Administered throughout the year.
- Math Benchmark Assessments – Administered throughout the year.

Additional assessments are given by the classroom teacher throughout the year. All scores/progress will be reported to parents or is available upon request.

## **COUGARALLY**

CougaRally is a celebration of the school week. AECC will have CougaRally each Friday with Pre-K celebrating in the morning and Kindergarten in the afternoons.

Each class will announce their Cougar Cub (outstanding student) for the week.

Children who have had birthdays during that week will be celebrated during the Birthday Run.

Each week, there will be a featured class from Pre-K and Kindergarten. They will lead the pledges to the U.S. and Oklahoma flags. They will also be in charge of putting together and performing a short program.

# **ARRIVAL, ATTENDANCE AND DISMISSAL**

## **ATTENDANCE**

*It is the responsibility of the parents to see that their children have regular and punctual attendance. Please phone the school (310-7283) any time your child is absent.*

School begins promptly each day at 8:00 a.m. and dismisses at 3:00 p.m. If your child arrives after 8:10, they are considered tardy and the parent must come by the office to check them in. Your child will be given a tardy slip to present to the teacher. Children arriving after 10:00 a.m. will be counted absent for that morning.

*By law, kindergarten is mandatory. If your child misses a certain amount of school during a calendar year, your child may be retained. We also strongly encourage that preschoolers are present and punctual. Parents of students who miss an excessive amount of school or who are habitually tardy may be referred to Truancy Court.*

We know that you want the best for your child and you want your child to be successful in life. One way to ensure your child's success is to make every effort to get them to school each and every day.

AECC children have no way to get to school except by you, the parent or guardian. Please do your part by getting them here and getting them here on time.

If your child has excessive absences or is habitually tardy, you will receive a site attendance letter. If the absences continue, a second letter will be sent out. If absences continue to accumulate after the second letter, there is a possibility that the case will be reviewed and could be referred to Truancy Court.

## **ARRIVAL**

The building opens at **7:30 a.m.** Students who arrive *before 8:00* will enter through the cafeteria entrance and can be dropped off through the drive-through. An assistant will be on duty to assist your child out of the car and into the building safely. If you wish to park and walk your child in to the building, you will be asked to wait in the foyer until **7:55** at which time you will be allowed to walk your child to the classroom. Students who arrive after **8:00** will enter through the main doors.

Parent transporting their children to and from school are encouraged to take them to their classroom and pick them up from their classroom in a timely manner.

We believe that our children are too young to be dropped off at the front door or for their parents to allow them to walk into the building as the parents drive away. Please **DO NOT**

allow your child to cross the drive by themselves even though you and other adults may be present and watching.

For safety reasons, we ask that each of you bring your children in and out through the front doors during school hours. All other doors remain locked throughout the day.

## **DEPARTURE**

Buses will load in the main driveway. We ask parents to not park in the driveway and block the buses. Parents will enter through the main entrance to pick up their children.

*ALL CHANGES in a child's regular after school routine, i.e. bus change, parent pick-up, etc. must be called in before 2:00 p.m. Changes will not be accepted after that time.*

Students will be dismissed in the following manner:

2:35 Boys and Girls Club and Chickasaw Nation buses load and depart

2:40-2:45 Ada City Schools buses load and depart

2:45 Parent Pick-up (Parents will be asked to wait in the main foyer until

2:45 due to high traffic in the hallways)

*Children who are not picked up by 3:00 and are not enrolled in the after school program may fall under the category of child abandonment and may be reported to local authorities.*

If you need to pick you child up early, you must go to the office to sign out your child.

Please try to schedule all appointments for your child after school hours. Early dismissals are discouraged and do not allow you child to benefit from the entire school day.

## **WITHDRAWAL OF STUDENTS**

If you are moving, you need to withdraw your child from school. Your cooperation is always greatly appreciated. Please call or come by the school to complete the necessary paper work.

## **PERSONAL ITEMS**

Please label **ALL** coats, sweaters, hats, mittens, and lunch boxes. Make sure to put both first and last names on each item.

Do not send personal toys from home to school. The only time this will be acceptable is if you have received an okay from the teacher for a special occasion (Teddy Bear Party, Show and Tell, etc.).

## **LOST AND FOUND**

Lost items will be put in AECC “Lost and Found” containers located outside the cafeteria. Parents will be notified to check the “Lost and Found” periodically throughout the school year.

## **BULLYING/CYBER BULLYING**

Bullying and Cyber Bullying will not be tolerated at Ada Early Childhood Center. Bullying is against the State Law of Oklahoma. Any student who engages in any type of bullying or cyber bullying will receive consequences appropriate to the offense. Bullying can be defined as any physical or verbal action that causes physical or emotional harm to others. Students who engage in bullying will be brought to the attention of the school administration who will then determine the consequences depending on the type and severity of the offense. Cyber bullying will be defined and carry the consequences for this site as it is described in the Ada City School District Policy book.

## **COLD WEATHER POLICY**

As a general rule, our students *will* go outside each day. It is important that you provide your child with the appropriate clothing and that each item of clothing is labeled with his/her name. Your child should remain at home if they are too sick to participate in outside activities. It is often difficult to find adequate supervision for children who are ill and cannot go outside with their class.

## **ACCIDENTS**

If an injury to you child occurs at school, we will make the child comfortable and then call the parents immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you have listed on the student information form. If needed, your child will be transported for emergency medical care. The teacher will fill out an accident report that will be kept on file at the school and the board office.

## **DISCIPLINE**

AECC believes in a team approach to school discipline with you, the parent, being a very important component. We work to guarantee an appropriate learning climate for each child in the classroom. We believe all children should behave appropriately. By modeling expectations and reinforcing positive behaviors, we hope that each student will understand that respect for self and others is expected.

## **COLOR CHART**

The color chart is used in every classroom at AECC. Pre-Kindergarten students utilize 3 colors:

Yellow – Good Day

Green – Ready to Learn

Blue – Think About it Again

Kindergarten classes have 5 colors:

Orange – Great Job

Yellow – Good Day

Green – Ready to Learn

Blue – Think About It

Purple – Teacher's Choice

Students in both grades start each day on green and can move up or down the chart throughout the day. Many parents have implemented similar charts at home.

Each classroom will establish classroom rules and procedures which will be provided to you at the beginning of school.

Repeated discipline problems will be dealt with according to the discipline plan provided to each parent at enrollment. A signed copy will be kept in the office acknowledging that you have received the plan and have agreed with the procedures.

## **SCHOOL MESSENGER SYSTEM**

Ada City Schools has elected to use the School Messenger system to notify you of school announcements. These include notifications regarding such things as open house, parent/teacher conferences, and picture day. The school messenger system will also be used to notify you in case of an emergency or unexcused absences. Emergency notifications include, but are not limited to, school closings, school lock-downs, etc.

## **FUNDRAISERS**

Ada Early Childhood Center fundraisers enable us to purchase some of the much needed classroom supplies and equipment. Your support of these fundraisers enhances your child's learning experience.

## **GIFTS**

Gifts or flowers for individual children will not be delivered to the classrooms. These gifts will be kept in the office until the end of the school day and the child will pick up the gift as he/she leaves the building. However, gifts that are for an entire classroom are acceptable and will be delivered to the classroom. This policy is in place to respect the feelings of students who did not receive gifts from their parents.

Balloons *are not* allowed on the buses. The balloons are distracting to the bus driver and could block the driver's view.

There is a district wide policy in place for Valentine's Day. Outside deliveries are not accepted at any of our schools.

## **DRESS CODE**

AECC students need to wear clothing and shoes that are appropriate for active and outdoor play. The following guidelines for clothing selection are recommended: shorts should be modest in length; crop tops and half shirts are not allowed; shirts with objectionable printing should not be worn; flip flops, open-toed shoes and sandals are discouraged; clothing that is too tight and uncomfortable should not be worn; label all outdoor type clothing with you child's first and last name. If your child would like to wear sandals to school, please send a pair of closed-toed shoes for outdoor play. Boots are discouraged for PE (kindergarten) for safety reasons. Please send a pair of tennis shoes for your child to wear during PE.

## **FINANCIAL ITEMS**

Any time you send a check with your child, it is most helpful if you list the child's name, grade, the check's purpose and teacher's name, i.e., "Jim Smith, K, Lunch, Mrs. Smith's Class." Try not to send cash with your child. If you must send cash, please place it in a sealed envelope with the child's name, grade and what the money is for on the front of the envelope. All checks, unless otherwise specified, should be made out to AECC.

## **AECC CHILD ILLNESS POLICY**

Our Child Illness Policy is based on the Oklahoma School Health Law and the State Department of Health Guidelines.

AECC strives to keep our children healthy and in school each day. In order to achieve this, guidelines have been set to follow concerning illness.

Children should be excluded from school for illness that prevents the child from participating comfortably in program activities and for illness that results in a more need for care than our faculty can provide without compromising the health and safety of other children. The following list covers most common illnesses, but is not inclusive of all reason for exclusions.

- **Fever** – 101 degrees axillary, 100 degrees orally, 100 degrees aurally (ear). May return to school when no fever has been present and no fever reducing medication has been administered for 24 hours. *Please do not give your child medication to reduce fever and then send him/her to school.*
- **Diarrhea** – Uncontrolled, unformed stools. May return to school 24 hours after last stool (without use of medication) and with no fever.
- **Vomiting** – May return to school 24 hours after last episode (without use of medication and without fever).
- **Rash** – with fever or behavioral changes, unless a physician has determined it is not a communicable disease and provide written notice.
- **Conjunctivitis (Pink Eye)** – May return to school 24 hours after treatment started and there is no matting or drainage from the eye.
- **Impetigo** – until 24 hours after treatment and no fever. The sores should be covered.
- **Strep Throat** – May return to school 24 hours after antibiotic treatment and no fever.
- **Head Lice** – May return to school after treatment with special preparation for killing head lice (available over the counter) and receives a note from Pontotoc County Health Department or personal health care provider.
- **Scabies** – May return to school 24 hours after treatment has begun.
- **Chickenpox** – May return to school after all lesions are dried and crusted (usually 6 days).

- **Pertussis (Whooping Cough)**—May return to school after 5 days of appropriate antibiotics.
- **Hepatitis A**—May return with a doctor’s statement saying student is not contagious to others.
- **Ringworm**—May return to school as long as student is under treatment and area is covered.
- **Staph Infection of the Skin**—May attend school as long as under treatment, area is covered and drainage is contained in bandage. May not participate in contact sports or activities until area is healed. Note from health care provider may be required.

## **PHONE CALLS AND CHECKOUT PROCEDURES**

AECC believes communication between parents and our school is very important. However, to insure the best learning environment and utmost safety for every child, we ask that our parent adhere to our call-in policy.

1. Our teachers spend most of their day in instruction and we try not to disrupt their time. Our office staff will take messages and email teachers. Teachers will return calls when there is a break in their day.
2. ***ALL CHANGES*** that are to be made about buses, parent pick-up, after school care, etc. ***MUST*** be called in before 2:00 p.m. Our staff must have time to make these changes and must do so before the end-of-day procedures begin. For this reason, we will not accept changes after 2:00.
3. Unless your child has an appointment, we strongly encourage that you not check your child out early. Children will benefit from an uninterrupted day.
4. ***FOR SAFETY REASONS, WE STRONGLY ADVISE THAT YOU DO NOT CHECK YOUR CHILD OUT BETWEEN 2:00 AND 2:45.*** This is a very busy time of day. We are in the process of getting children to their appropriate after-school destinations and want to insure that no mistakes have been made.

## **CRUCIAL INFORMATION UPDATES**

It is *extremely important* that the AECC office be notified of any address changes, any phone number changes and any changes in employment. If your child get sick or has any kind of accident, *we MUST be able to contact you at ALL times* throughout the day for the safety of your child.

## **CAFETERIA**

We encourage you to pay for breakfast and lunch in advance. Any amount that is left in your child's Food Service Account at the end of the school year will be carried over for the next school year. Lunch statements are sent home in your child's Monday folder. Whenever you receive a statement, please promptly send the payment for your child's Food Service Account.

Milk can be purchased daily for 50 cents. If you choose to send a beverage, please use a thermos bottle or disposable plastic containers; *coke bottles and cans are not allowed in the cafeteria.* Be sure to mark your child's lunch sack or box with his/her name as sacks and boxes often look alike.

We encourage parents to eat lunch with their children from time to time. Adult trays are \$3.80 and can be paid for in the cafeteria or office.

If your child eats breakfast at school, please have him/her here no later than 7:45. This will ensure that they have time to enjoy breakfast and be in the classroom when instruction begins.

The cafeteria will stop serving breakfast at 8:00 a.m.

## **MEAL CHARGE POLICY**

- Ada City School District students who do not qualify for free meals will be allowed to charge up to five meals. Once a student has received the maximum number of charges, the student will not be allowed to charge any additional meals and will not receive the standard meal being served at school. The alternate meal will be presented to the student as a low cost reimbursable entrée. The cost of these low cost meals will be added to the family's delinquent account balance. Students are not allowed to charge any a la carte items if their account is negative.
- Free and Reduced Meal applications are available at each building's central office. Those students that are on a full pay meal plan are encouraged to pre-pay on their accounts.
- Parents/guardians have multiple ways of paying for student lunches:
  - Sending money with the student to school. Students can turn meal money in to their teacher or to the school office. The money is then receipted back to the parent.
  - Paying for their meal as they go through meal line (at the Point of Service). This option is available to Ada Junior High and Ada High School students only.
  - By mail service to: Ada City Schools Food Service Office; PO Box 1359; Ada, OK 74821-1359
  - Utilizing E-Funds on the District's website at [adacougars.net](http://adacougars.net)

Students and parents should closely monitor their meal account to ensure that there is always a sufficient balance to cover the cost of meals. The district provides several options to keep parents informed of their student's meal account balance. The district will send a notice to parents when a child's account balance is \$10 or less. If a child's account has a negative balance, the following steps will be taken:

1. An initial notice of delinquent account, along with another copy of this policy, will be sent home with the student in a plain envelope once the student's balance is negative. Up to two additional weekly notices may be sent in this manner. If the Food Service Director is aware of community resources which may be available to families in need of assistance, the Director may include information regarding those resources with the notice.
2. The Food Service Director will attempt to contact families via phone, email, or through other personal contact if their account is still delinquent after three notices. The Director of Operations may authorize the Food Service Director to enter into a repayment plan with the family at this time.
3. If the account remains delinquent despite these efforts to collect the debt, the Food Service Director will assess the situation to help determine whether the account should be referred to an outside collection agency. The Superintendent will be responsible for all final decisions in determining whether the account should be referred to an outside collection agency.

Please call the Child Nutrition office at 580-310-7331 with any questions.

## **EVACUATION/FIRE DRILL/INTRUDER/ TORONADO PROCEDURES**

The safety and well-being of our students is a top priority. Fire, evacuation, intruder and lockdown drills are conducted throughout the year in accordance with the Homeland Security Act.

We are very fortunate to have an approved Safe Room in our school. Students will be moved to the safe area (school gymnasium) in the event of threatening weather.

# **BUS TRANSPORTATION AND REGULATIONS**

Please be aware that AECC busing is different from the other grade centers in the fact that only AECC children are on our busses with a bus assistant. These bus assistants will be utilizing the following student drop-off procedures:

Students will be dropped off at your residence *only if*:

- 1. Parent of other authorized adult meets the bus.*
- 2. Parent or other authorized adult is visible.*

Your child will be returned to AECC if there is no one to meet the bus, or if there is not someone visible in the yard or in the door. The buses will begin leaving AECC at 2:40 so you will need to start watching for your child's arrival at that time. A child that is returned to school three times in one semester will be suspended from the bus for one week. A fourth return to school will result in a two week suspension and a child that is returned to school five times will be suspended from the bus for the rest of the semester.

## **AECC CHILDREN MUST REMEMBER:**

1. Wait for the bus assistant to walk you across the street.
2. Go to your seat quietly and quickly.
3. Stay in your seats.
4. Stay seated until the bus is stopped.
5. When windows are open – keep hands and head inside the bus.
6. You may talk quietly, using an inside voice, to your friend in the same seat.
7. Keep school papers and notes inside the bus – in your hands or in your school bag.

## **PARENTS PLEASE REMEMBER:**

1. We have only one pick-up and delivery point per child. We do not make bus changes unless it is a permanent change. We must have 24 hour notice to make any permanent change.
2. If a temporary change is needed, the parent is responsible for the transportation AND a written note must be sent to the child's teacher or call the AECC office.
3. Any severe misbehavior on the bus will be reported, in writing, to the principal and parents will be notified.
4. ATTENTION AECC PARENTS: Bus aides must see an authorized adult before letting the child off the bus! If an authorized adult is not seen, the child will be returned to AECC.
5. If your child is brought back to school five (5) times within a 9-week period, your child will be removed from the bus for the remainder of the 9 weeks. When a call is made to (310-7283) or a written note is sent to AECC, your child will be reinstated the next 9-week period.

## **OUR FACILITY DOG, RENA**

AECC has an on site facility dog name Rena (rhymes with Jenna). She was 2 on 4/13/2015 and is a Labrador/Golden Retriever cross.

Rena has her certification Canine Companions facility dogs must pass the nationally standardized public access test administered by a certified evaluator. This is the same test that service dogs must pass. Facility dogs that are certified must return for follow-up assessments on a periodic basis to ensure their continued safety in a public setting.

### **RENA IS A FACILITY DOG:**

- Facility dogs undergo a two-year, extensive and specialized training program and learn over 40 commands.
- Facility dogs are handled only by facilitators (handlers) who have gone through a full-time, two-week training program that includes multiple written and practical tests.
- Each facility dog has been specifically selected for this role because of its comfort being in a public setting interacting with an array of people daily.
- Facility dogs are bred to have a lower than average instinctual drive and reactivity.
- Facility dogs are expected to maintain the same standards as service dogs.
- Facility dogs are never allowed to be roaming the facility unattended.
- Facility dogs are working, even if they may not look like they are.
- Facility dogs are not therapy dogs.

### **RENA RULES**

Rena is a very sweet dog. She has been trained to stay calm in all situations. However, like all of us, she needs her personal space.

- When Rena has her vest on, she is working. She is not allowed treats so please do not feed her.
- **Always ask permission to pet Rena**, sometimes it will not be ok to pet her. If we feel Rena is stressed or needs a minute we will deny you permission to pet her. We will allow one person at a time to pet or interact with Rena.
- **Refrain from yelling at Rena.** We will walk her up to you.