

New Trails Early Learning Center
Parent Handbook 17-18



Super Heroes In Training

Dear Families,

We welcome you and your child to the Raytown Quality Schools Early Childhood Program, New Trails! New Trails offers a developmental approach to learning, while incorporating active and meaningful experiences in daily activities. It is our goal to make this year an enjoyable learning experience, while forming a strong foundation. We strongly believe that open communication between parents and the school is essential to fully meet your child's needs. We look forward to developing a positive relationship and partnering with you to help your child successful school year.

The Educational Team consists of teachers who hold college degrees in either Early Childhood Education or Early Childhood Special Education and qualified paraprofessionals who also work closely with the children. The Educational Team is well qualified to provide the best possible care and education for your child.

The purpose of this handbook is to share information and ideas with families, to promote understanding of our program, and foster a spirit of cooperation between the home and school. For more District information, policies and procedures please check the website. We thank you for your cooperation with the procedures and expectations outlined in this handbook. We look forward to a successful year with you and your child. Please feel free to share your comments and/or concerns at any time.

Sincerely,
The New Trails Team

IMPORTANT PHONE NUMBERS

Raytown Early Childhood Office	268-7430
C-2 Administration Building	268-7000
Parents as Teachers	268-7202
Donna Denney Early Childhood Director	268-7430
Kristin Jones Early Childhood Special Education	268-7430
Nakia Wilson Social Worker	268-7430

Classrooms

Lindsey Holley	teacher	Room 1
Shelly Wheeler	teacher	Room 2
Bart Tittle	teacher	Room 3
Courtney Lantsberger	teacher	Room 4
Peggy Caton	teacher	Room 5
Cindy Phelps	teacher	Room 6
Olivia Luelf	Speech/Language Pathologist	Room 8
Trudy Stula	Speech/Language Pathologist	Room 9
Ashley Schindler	Speech/Language Pathologist	Room 11
Lauren Daugherty	Nurse	Room 10
Mary Rigan	teacher	Room 13
Amanda Blanton	teacher	Room 16
Nancy McGranaghan	teacher	Room 17
Mallory Bryan	teacher	Room 18
Megan Butler	teacher	Room 19
Zee Waddy	Interventionist	Room 20
Jackie Marsh	Occupational Therapist	Room 21
Angela Hoban	Physical Therapist	Room 21
Kathy Markley	Physical Therapist	Room 21

About your school...

New Trails Early Learning Center was opened fall of 2008. Before having its own building the program was divided up around the district in various buildings. Currently, we have 12 classrooms. Success by Six Resource Center and Parents as Teachers' programs are now located 5600 Raytown Road.

The parents and children of the 2007-2008 school year established our mascot and school colors. Our mascot is the explorer which is represented by a bear cub. The school colors are kelly green and navy blue. In our entry way is a beautiful mural that was created by a former parent, Adam Summers. This year the staff voted on the Super Hero theme to create school spirit.

New Trails' Mission: Where students excel, families dream, the community is inspired, and where teachers make a difference... through relationships, quality instruction and rigorous expectations.

Vision: Empowering children and families through education

Early Childhood School Hours

The Early Childhood classes are scheduled Monday, Tuesday, Thursday, and Friday. Wednesday we do not have school. They are reserved for home visits, professional development, and IEP meetings.

- The morning (AM) session is from 9:05 – 12:05 am.
- The afternoon (PM) session is from 1:10 – 4:10 pm.

Objectives

The Education Team is concerned with the total and unique growth and development of each child.

Cognition

- Learn to think critically, reason, solve problems, and form concepts.
- Learn relationships among objects, people and events by constructing systems to classify, order, number.
- Learn time and space concepts.

Social-Emotional Development

- Develop an understanding of and appreciation for social and cultural diversity.
- Develop an appreciation of differing abilities in self and others.
- Develop a positive self-concept, a sense of belonging and self-control.
- Develop and express an understanding of feelings and ideas.
- Develop a sense of trust and mutual respect in relationships.
- Develop problem solving and conflict resolution skills.

Physical

- Develop gross and fine motor skills.
- Begin to develop management and control for their bodies.
- Gain knowledge about care of bodies.
- Establish habits that will ensure a desirable level of health and fitness.
- Develop self-help skills.

Literacy

- Phonemic Awareness- rhyme, alliteration, syllables, blending, beginning sounds, letters and sounds
- Print Concepts- front of book, author, illustrator, back of book, left to right
- Comprehension- predict, setting, characters, beginning, middle and end

Mathematical

- Numerals- number identification, quantity, counting
- Patterns/Sorting
- Shapes
- Graphs
- Measurement

Representational

- Represent ideas and feelings, through various media such as: music, movement, dramatic play, dance, and art construction.
- Become literate individuals who gain satisfaction as well as information from reading and writing.
- Express ideas in creative ways.

The Well-Being of Families

- Encourage positive interactions between staff and parents
- Maintain open and consistent communication.
- Provide resources to support families.

Curriculum

The curriculum is designed to promote the development of the whole child – physical, social, emotional and cognitive skills and to encourage problem solving, independence and cooperation. The goals and objectives in our curriculum are based on the MO Pre-K standards developed by the Missouri Department of Elementary & Secondary Education. We use Origo to teach the math objectives and DLM Express to teach the literacy objectives. DLM Express uses themes to teach literacy. There are ten themes that are three weeks long.

Copies of our objectives, DLM Express and Origo, Handwriting Without Tears resources are available for viewing in the office.

Our preschool day includes the following activities:

Circle 1a	Daily Message and Alphabet Time: Phonological Awareness
Circle 1b	Alphabet Recognition: Alphardy, Oral language
Circle 2	Book time: read aloud, comprehension, shared writing, nursery rhyme
Small group or individual work time	Individual instruction based on individual assessments, time used to teach or reteach skills
Centers	Art, blocks, games, construction, cooking, dramatic play, experimenting, music, painting, sand/water, personal writing, personal reading and listening, math manipulative.
Snacks	counting, sorting, jobs, self help, manners, socialization
Outside/Recess	Develop motor skills, exploration, socialization, taking turns, physical development
Math	Numbers, counting, quantity, graphs, problem solving, patterns, shapes, attributes, measurement

Family Involvement

A successful program must be a joint effort between parent and school involving open communication, mutual respect, trust, and support.

- Parents are the most valuable people in a child's life; they are their child's first and most influential teachers.
- It is important for parents to assume an active role in their child's education.
- Family involvement is an integral part of our Early Childhood Program.
- Communication
 - Enrollment conference with teacher and/or principal
 - Two home visits are required per year
 - Monthly parent contacts with teacher
 - Spiral notebook is to be a two way communication tool
 - Parents are welcome to visit at anytime. However, please contact the teacher to arrange time and date in alignment with Board Policy
 - Drop off and pick up are not an appropriate time to conference with teacher
 - For the safety and security of students all visitors must check in at the office and will be escorted to their destination
 - Please put in writing any changes in arrival, pick up etc

Your Role as a Parent in the Early Childhood Program

To make sure that your child attends school on a regular basis 95% attendance.

- Be on time to meetings and events
- To read all notes sent home with your child on a daily basis.
- Your active participation in the classroom by:
 - Helping on field trips
 - Sign up to bring items for parties or other special projects
 - Help in the classroom
 - Providing diapers, pull ups, wipes, extra clothing or special foods if required
- To read books to your child.
- To attend Activity Nights and/or Parent Group Meeting
- To actively participate during home visits
- Check backpack, spiral, and folder daily
- Bring backpack daily
- Use spiral to communicate with teacher
- Ask questions and provide feedback to the teachers and school

VISITORS

- According to Board of Education Policy, **all visitors (anyone who is not an employee of the district) must report to the school office** to sign in and receive a visitor's pass. **All visitors must be escorted by an employee anywhere in the building.** Although, parents are welcome to visit their child's classroom, due to testing, passing periods, and other academic issues, it's best to contact the classroom teacher in advance to determine a time that you may be able to observe your child in an appropriate learning situation. Due to supervision and safety reasons, siblings are not allowed to accompany parents on classroom visits.

Teachers are not able to meet with parents during instruction and while they are supervising students. Meetings with teachers should be scheduled in advance. Thank you.

Attendance

It is important for your child to be in school each day unless he or she is ill. When your child is absent, tardy or leaves early they miss out on learning that cannot be made up. When a child is late or leaves early it interrupts the learning environment of every child.

- Absences
 - It is your responsibility as parent/guardian to phone the school (and the Transportation Department, if applicable) if a child is ill.
 - This insures that all children are accounted for, if we do not hear from you we will call you requesting reason for absence.
 - If a child has excessive absences, tardies or leaving early (less than 95% daily average attendance),
 - 5 days letter goes home
 - 10 days a letter goes home and a conference is set up to establish a plan
 - 15 days child is dropped from program
- Tardies
 - Children with **5** or more tardies will have to wait with the parent or guardian in the office until the next natural transition.
- A child with excessive absences and leave earlies may be dismissed from the program, so that another child may have the opportunity to attend.

Arrival Procedures

It is important that the children arrive and be picked up on time.

- Children **may not** be brought to school **earlier** than 9:00am/ 1:05 pm. **Repeated failure to follow this policy may result in dismissal of your child from the program.**
- If you choose to walk your child to school please use the walkers doors on the Northwest side by Blue Ridge
- Breakfast is served in the morning session
- Snack is served in the afternoon session
- While in the car lane during active unloading and loading please refrain from using cell phone for the safety of the adults and children
- Please make sure your car is in park

Dismissal Procedures

If someone other than an authorized person will be picking up the child, **written permission** must be given to the teacher **or** the parent/guardian **must call** the school giving notice that another adult has permission to pick up the child.

- The alternative adult picking up the child will be required to park and follow dismissal procedures for walkers
- **Photo ID will be requested**

- All cars in the car lane are required to have the provided car tag visible to NT staff every day. This serves as permission to pick up the child.
 - If you do not have a car tag you will need to park in a parking spot and enter through the walker entrance which is the Northwest door by Blue Ridge
 - While in the car lane during active unloading and loading please refrain from using cell phone for the safety of the adults and children
- Children should be picked up no **later** than 12:05 pm/4:10 pm. **Repeated failure to follow this policy may result in dismissal of your child from the program.**
 - **Students will not be dismissed early through the office 20 minutes before dismissal time, except in case of an emergency.**

Loading and unloading of Cars

- Parents bringing children to school should **wait for the staff person to remove the child from the car.**
- If you need to talk with your child's teacher when dropping off your child, please park your car and come into the building. You will have to wait until arrival is completed, as all staff are utilized during arrival.
- When loading children in cars, school staff is required to fasten the child into an appropriate car seat or seat belt.
- **The child seat needs to be easily accessible to staff, in back seat behind passenger.** If this is not available, the parent must park in a parking spot and load the child themselves. For safety the staff will **no longer** crawl into a car to load or unload.
- If you choose to park and load or unload your child please use the walker entrance only. Be advised that parking on Hunter could result in a ticket.
- For safety purposes children must hold an adults hand while in the parking lot. If picking up your child you will need to pick him or her up in tunnel located at the south west corner of the building. Please bring your car tag to assist with pick up. Staff will assist you in getting your child. If you are picking your child up early during school hours for an appointment please pick them up in the office.
- Those children arriving after 9:05/1:10 are considered late and will need to be walked in by an adult and signed in at the office.
- Children not picked up by 12:05/4:10 will have to be picked up in the office by an adult and signed out.

These guidelines are to insure safety for your child as well as serve as a safeguard for the school. We appreciate your cooperation with these guidelines.

Walkers

- Any child that is walked into school is considered a walker.
- Please park in parking lot and walk your child into the east doors next to Blue Ridge Elementary.
- If picking up your child you will need to pick him or her up using the same entrance/exit. Staff will assist you in getting your child. There is a side walk that leads to the entrance.

Parents need to park in a parking spot. Do not misuse handicapped parking or the fire lane.

- Children should hold parents hand while in parking lot. Doors will **not** open prior to 9:00, 12:05, 1:05 and 4:05. Parents are not allowed in the building without an escort per Board Policy, therefore the doors to the walker area will not be unlocked until there is adult supervision.
- Adults picking up at the walker door need to have a car tag and/or picture ID.

Discipline

Our goal is for the children to control themselves, problem solve, respect others and learn to communicate their feelings. We use Positive Behavior Supports and Conscious Discipline to teach expectations and reinforce children for making good choices and following the rules. We have a hand out that provides more specific information on reinforcers, how we implement PBS and the resources available.

School Rules:

- Be safe
- Listen and Follow Directions
- Try Your Best

The following strategies may be used when a child is struggling to follow rules:

- Identify the misbehavior with the child and have the child identify the correct behavior.
- If misbehavior continues, remove the child from the group for a period of time and sits in the safe spot until the misbehavior stops and the child is ready to rejoin the group.
- If a child is removed from his or her classroom they might go to another classroom called a buddy room. If the behavior persists or is extreme then the interventionist is called and the child is taken to recovery or the hall way.
- A specific behavior plan may be developed with input from the parents, teacher and child, discussing desired behaviors and consequences for misbehavior.

EMERGENCY PROCEDURES

- The school has predetermined procedures for evacuating the building in the event of fire, or getting students to the safest area in the building in the event of a tornado warning. Drills to practice these procedures are held at intervals specified by the Board of Education.
- The school has a tone-activated weather monitor which is on standby in the office at all times. In any emergency situation, your child will be released only to you or to a person designated (in writing) by you.
- Occasionally schools may need to dismiss early (or start late) because of conditions beyond our control - such as icy streets, loss of electricity, water line breaks, etc. Please be prepared for this by telling your children where they are to go in such situations.

- In the event of school cancellation or early dismissal, evening activities will also be cancelled. If you have reason to think school might be cancelled or dismissed early because of weather, please listen to the radio and check the district website. DO NOT CALL THE SCHOOL. Phone Reaches will be sent to the first number listed on the enrollment forms. The announcement will be made on local radio and TV stations along with other school closings. Our district is called “*Consolidated School District No. 2, Raytown.*” You may also call the District Information Line at 816-268-7001.

Safety Procedures

- The parent will provide, in writing, the names and phone numbers of persons to contact if the parent can’t be reached.
- Injuries which occur while the child is in the care of the school will be reported in writing and placed in the child’s file.
- Serious injury must be reported to the parent immediately.
- If a major injury to a child occurs, the staff will immediately call for professional help. Parents designated emergency contacts or the child’s doctor will be notified immediately.
IF THE EMERGENCY IS SUCH THAT IMMEDIATE ATTENTION IS NECESSARY, THE STAFF HAS PERMISSION TO CALL 9-1-1.
- Parents are responsible for providing current numbers by contacting the office or your child’s teacher when your number changes

Medical Requirements

Immunizations

We adhere to state regulations regarding immunization records for your child. Current and complete immunizations are required for enrollment. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots.

Medication

- Due to the age of our children all medications must be brought to school by an adult. Please do not send in backpack. This includes over the counter medications.
- No medication shall be administered without parent’s signed permission and directions. The first dose of any medication WILL NOT be given at school.
- Prescription medication prescribed by a licensed physician must be in the original prescription bottle, with directions clearly labeled.
- All medications must be labeled with the child’s name.
- All medications will be stored out of reach of children.
- Controlled substances (i.e. Ritalin, Dexedrine, pain medications, etc.) will not be sent home on the bus. Parents are encouraged to send only the exact amount needed.

Illness

Children who are ill with a contagious disease or fever may not attend the school. If a child becomes ill at school, parents will be notified and asked to come pick the child up at once.

Any child experiencing the following symptoms will be sent home:

- A fever of 100° F or higher
- Contagious skin or eye infection
- Diarrhea
- Vomiting
- Profuse bodily discharge of any kind

If your child is sent home because of illness, he/she must be free of any of the above symptoms for at least 24 hours before returning to school.

Parents must immediately contact the school if their child has contracted a communicable disease. The school district will follow Health Department guidelines for reporting communicable diseases.

Head Lice

As a reportable communicable disease under Missouri law, children with head lice will be excluded from school as long as they can spread the disease. We implement the “NO NIT” policy. Children must be nit free to return to school. They will need to be brought to the school clinic so that they may be checked before returning to class.

Outdoor Play

- Children will be supervised during outdoor play at all times.
- Children will play outside if weather permits. (Wind-chill index or temperature below 15 degrees or precipitation will prevent outside play)
- Parents are encouraged to dress children appropriately for outside play, including shoes. Please do not send children to school in **flip flops**. They are a safety issue.
- All students will be expected to participate in regular school activities unless the school is furnished with a written statement from a physician explaining the limitation or exclusion.

Clothing and Personal Belongings

- Each child will have his/her own labeled storage area for personal belongings.
- We ask that children have a complete change of clothing labeled and kept in their locker.
 - Please send socks, underwear, shirt and bottoms
 - As seasons change please send warm or cool clothing to match the temperature i.e. coats, hats, gloves
- **PLEASE DRESS YOUR CHILDREN IN PLAY CLOTHES.** They will play on the floor, outdoors, and with fun, messy materials! Children will be much more comfortable if they are not afraid of getting “dirty.”
- Please leave toys at home. The staff is not responsible for toys brought from home.

NON-DISCRIMINATION STATEMENT

Raytown Consolidated School District No. 2 does not discriminate on the basis of race,color, national origin, sex, age, or handicap in admission or access to programs, activities, or employment. Any person having inquiries concerning Consolidated School District No.2's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133.

Book Orders

Book orders will be sent home during the year. There is no obligation to order. If you are interested, this is a relatively inexpensive way to purchase books that the children can call their own.

Pictures

We use student pictures throughout the building as a learning and teaching tool. If you do not want your child's picture posted then please send a note in writing to your child's teacher indicating you do not want your child's picture posted.

Field Trips & Special Activities

Throughout the year we will be taking field trips. Many of these trips are by bus and some are within walking distance. You will be notified of upcoming trips and are welcomed and encouraged to join your child. **NO SIBLINGS ARE PERMITTED TO GO ON THE FIELD TRIPS.** Please make arrangements to leave **cell phone off during** field trips and special activities. They are a distraction and interrupt the activity.

Breakfast or snack

Breakfast and snack time is used as a teaching opportunity, it is time to work on fine motor, socialization and school lunch skills. The district provides a free breakfast or snack depending on the session. The breakfast and snack meets all federal nutritional standards. We also provide milk during snack. The child doesn't have to eat or drink but will be offered it daily. If you choose not to participate please send a note in writing and send an alternative breakfast or snack.

PARTIES

The students are provided several parties during the school year. At the school sponsored parties, the students will have treats that have been purchased from a bakery or store. Items such as ice cream sundaes, nachos, or cookies decorated by the students will be served. Due to health and safety reasons, homemade items **cannot** be served to the students at these parties

BIRTHDAY TREATS

If parents wish to recognize their child's birthday, they are encouraged to talk with your child's teacher to determine the best date and time. Candy treats, cookies, or cakes can be brought but must be store made, not homemade. Party invitations may be distributed but must include **every** child in the classroom.

Parents as Teachers

Parents as Teachers program is a free resource to families with young children, birth to age 5. They provide support, educational materials, screenings, and strategies to help families raise young children.

Families enrolled in New Trails that have children birth to age 3 are **required to have a** developmental screening. Call the Parents as Teachers office at 268-7202 for information. Newsletters will keep you informed about upcoming events. We offer free weekly playgroups for families.

Toileting

Young children have many needs. No child will be excluded from preschool because of toileting issues. There are times when preschool children need help with toileting – zipping, buttoning and hygiene. As Early Childhood teachers, we will take care of those needs as you would as a parent.

Parents are responsible for sending in the appropriate supplies (wipes, diapers, pull-ups with side openings).

Reporting of Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. In most cases, we are directed by the state's child protective agency and the C-2 school district not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines. It is not our role to make decisions about whether abuse has occurred, but only to report suspicious circumstances. Our ultimate goal is always to provide help and support for families when needed.

If your child has any unusual bruises or injuries, it would be helpful to send a note to school explaining the circumstances.

If you have a question or concern with these policies, please address them with your child's teacher or the principal, Donna Denney.