



Springfield Public Schools



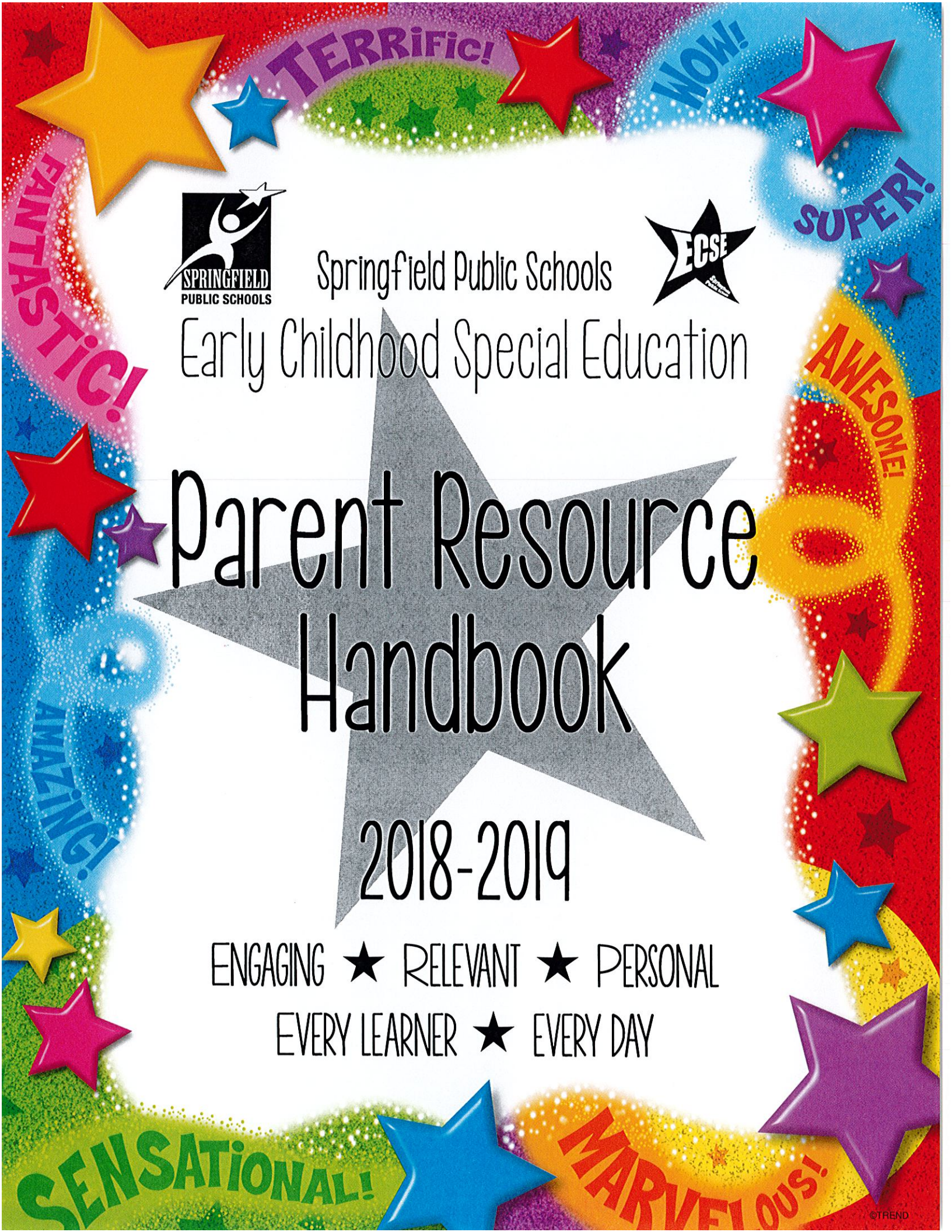
Early Childhood Special Education

Parent Resource Handbook

2018-2019

ENGAGING ★ RELEVANT ★ PERSONAL

EVERY LEARNER ★ EVERY DAY



Springfield Public Schools 2018-2019 Calendar

July 2018

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Student Holidays
 Labor Day: Sept. 3 (School System Closed)
 Thanksgiving Vacation: Nov. 21-23 (School System Closed)
 Winter Break: Dec. 24-Jan. 2 (School System Closed Dec. 24, 25, 31 & Jan. 1)
 MLK Jr. Day: Jan. 21 (School System Closed)
 Presidents Day: Feb. 18 (School System Closed)
 Spring Break: Mar. 11-15 (School System Closed Mar. 15)
 Memorial Day: May 27 (School System Closed)

Staff Work Days/Students Out All Day
 Aug. 2-7: New Teachers
 Aug. 9-14: Professional Days
 Oct. 15: Professional Day
 Nov. 5: P/T Conference Day (starts week of Oct. 22)
 Nov. 6: Professional Day
 Dec. 21: Professional Day
 Mar. 8: Professional Day
 Apr. 19: Professional Day

NOTE: Nov. 5 may be trade-out day if conferences complete

Begin/End Quarters
 Aug. 15 - Oct. 12 (42 days)
 Oct. 16 - Dec. 20 (43 days)
 Jan. 3 - Mar. 7 (44 days)
 Mar. 18 - May 24*** (43 days)

***Last day could be as early as May 16, dependent on weather.

Mid Quarters
 Sept. 14
 Nov. 16
 Feb. 1
 Apr. 18

172 Student Contact Days 185 Teacher Contract Days

First/Last/Quarter Professional Day
 Students Out & Staff Out (unless Professional Day)
 District Closed
 Athletic No Contact Day Jul. 29-Aug.5
 Graduation May 9-10
 Explore 2019 Window
 New Teacher Contract Day

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**Engaging ★ Relevant ★ Personal
Every Learner ★ Every Day**

Springfield Public Schools Early Childhood Special Education

2525 West College Rd

Springfield, MO 65802

(417) 523-7700 (417) 523-7795 FAX

Christy Davis

Associate Director of Special Services

Cherie Horst

Integrated Classroom Coordinator

Welcome...

Welcome to the SPS Early Childhood Special Education (ECSE) program! We look forward to working with you and your child.

This handbook is designed to provide you with important information about the ECSE program. Please refer to it throughout the school year. The answers to many of your questions can be found throughout this handbook. Other information that is site or classroom specific will be provided to you by your child's teacher and the building your child will attend.

We are committed to providing your child with positive educational opportunities. By working together your child will experience success at his or her individual level. We look forward to a fun and rewarding school year.

Springfield Public Schools Mission & Vision

SPS exists to prepare all students for tomorrow by providing engaging, relevant, and personalized educational experiences today. SPS will serve as a catalyst for lifelong learning, equipping students for their futures.

**Engaging ★ Relevant ★ Personal
Every Learner ★ Every Day**

About the ECSE Program

The Early Childhood Special Education program is part of the Springfield R-12 school district and serves children ages three to five with significant developmental delays and disabilities. The program incorporates the highest level of early childhood effective practices and standards so our youngest children can achieve their highest potential. Eligibility is determined through the assessment process and is based on individual need.

The ECSE Integrated Classroom was born out of the knowledge that "children learn best from other children". This is a fee-based program where preschoolers serve as typical role models demonstrating appropriate social, emotional, and play skills while engaging in child-centered learning. This creates an excellent environment for all children, giving each child a great start for school and life.

Arrival and Dismissal Procedures

Arrival: Upon arrival, please put your child into the care of an ECSE staff person in the lobby or in the drop-off line outside. At Shining Stars, you may walk your child to his or her classroom.

Dismissal: ECSE Staff will release your child into the care of the child's custodial parent/guardian or to an adult listed on the emergency contact form. If someone other than you picks up your child from school, **the teacher must be notified in writing; the name must appear on the emergency contact form; or the parent must call giving the name and description of the person and the time they will arrive for the child.** A state ID or Drivers License may be required in order for your child to be released. This policy is for your child's safety. Be prompt when picking up your child at dismissal time and follow the car line procedures for your child's school.

Attendance

Your child should be at school on time every day. Try to schedule appointments outside of school hours. If your child must be absent, call the school office before the preschool session begins to report the absence. Now is the time to develop good school habits because there is a direct relationship between school attendance and achievement, citizenship, and success in school.

Shining Stars Early Childhood Center:	(417) 523-7700
Gray Elementary:	(417) 523-4000
McBride Elementary:	(417) 523-4500
Truman Elementary:	(417) 523-5100
Weller Elementary	(417) 523-1900
Delaware Elementary	(417) 523-3700



Change of Address, Email Address, or Phone Number

If your address, email address, or phone number changes you must let your child's teacher and/or school secretary know. It is important that we have the most current contact information available at all times.

Communication

The primary way for teachers to communicate with families is via Learning Genie. The Learning Genie app is available to download in the Apple App Store and via Google Play for Android devices. For more information you can visit www.learning-genie.com. If you do not have access to a smart phone or the internet please let your child's teacher know and they will make sure you get the same information sent home in an alternative format.

Other ways you can get in touch with us:

- ★ SPS Website: www.sps.org
- ★ Alert Now - we regularly send automated phone calls with reminders and information about upcoming events. The same system is used for school cancellations.
- ★ Follow ECSE and SPS on Facebook & Twitter!

 @ECSESpringfield
@springfieldpublicschools

 @spsR12ECSE
@officialSPS

Curriculum

The Springfield Public Schools ECSE program implements the Project Construct curriculum framework and implements Conscious Discipline. The Emerging Language and Literacy Curriculum (ELLC) is utilized as a resource. They are research-based and support best practices and the Missouri Early Learning Goals. Project Construct and the ELLC have been approved by the Department of Elementary and Secondary Education.

Project Construct is based on the theory that children learn best when they are actively involved in experiences that are meaningful. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. The ELLC guides developmentally appropriate language and literacy practices for all preschool children. For more information on the Missouri Department of Elementary and Secondary Education Early Learning curriculum standards you can visit this website: <http://dese.mo.gov/early-extended-learning/early-learning>

Dress

Dress and grooming are important parts of your child's growth and self concept. This can help or hinder their ability to learn. Children should be dressed in clean, comfortable play clothing that is appropriate for the weather and allow freedom of movement and does not hinder them from participating in regular preschool activities. Each child should also have shoes that they can run, climb, and play in without worrying about slipping or falling. We suggest closed-toed shoes. Coats, mittens, and hats should be worn during cold weather. Remember you are getting your child ready for an active day of learning at school.

On your child's first day of school you should send with them a complete change of clothes, including socks, to be kept at school. Spills and accidents do happen and a change of clothes comes in handy. Dirty clothes will be sent home to be washed and a new set of clothes should be sent to school the following day. Make sure all items are clearly marked with your child's name.

If you would like to purchase Mabel's Labels, go to mabelslabels.com and choose Springfield Public Schools (Missouri) as your school/organization. Half of the proceeds go directly to our program.

Emergency Drills

All students and staff will participate in emergency drills which include the following: fire, severe weather, and intruder/lock-downs. Be advised that during drills people may be unable to leave or enter the building until the office signals that the drill has ended. During and after the drill, children will be directed to follow their teacher's instructions in a quiet and orderly manner. Staff follow the policies and procedures of the school district. Our intent is to keep each child safe at all times. Families will be notified when a drill has occurred.

Food & Nutrition in the Classroom

Springfield Public Schools have implemented the 2016 USDA Guidelines for Nutritional Standards. All school snacks, breakfasts, and lunches will meet these new rules and any other food offered during the school day must meet the Smart Snack in Schools guidelines. For more information, please visit these websites:

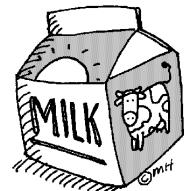
<https://www.sps.org/Page/2368>

<http://www.health.gov/dietaryguidelines/2015.asp>

<http://www.fns.usda.gov/school-meals/smart-snacks-school>

In all ECSE classrooms, breakfast is offered during the morning session and lunch is offered during the afternoon session.

	<u>Cost</u>	<u>Reduced Cost</u>
Breakfast	\$1.30	\$0.30
Lunch	\$2.65	\$0.40



In accordance with Springfield Public Schools procedures you may apply for Free/Reduced status which is based on financial eligibility. Applications are available online at the SPS website or at your child's school. If you have any questions about the Free/Reduced application please call Nutrition Services at 523-1100. If your child will be eating before coming to school please inform your child's teacher. The food program may vary depending on which site your child attends.

Food & Nutrition in the Classroom, continued

Snacks or individual food items may be served for classroom learning, special events, or seasonal celebrations. These items will be from a pre-approved list. You can view the approved snack list on the ECSE website. You can find us under the “Select a School” link at the top of the homepage at www.sps.org.

When children’s birthdays are celebrated, a non-food celebration will be utilized. This may include extra recess for the class, stickers, pencils, birthday buttons, etc.

Health Guidelines

- **Fever:** 100 degrees or greater. He/she must be free of fever for 24 hours without fever reducing medication before coming back to school. Temperatures that are normal in the morning will often be elevated by the afternoon.
- **Vomiting and/or Diarrhea:** If your child has vomiting or continuous diarrhea (loose, frequent stools) that lasts longer than 24 hours or which becomes severe, call your physician. Your child may return to school 24 hours after vomiting and diarrhea have ceased.
- **Strep Throat:** or a sore throat that is accompanied by a fever and enlarged lymph nodes in the neck. Your child may return to school 24 hours after fever is gone and antibiotic treatment has begun.
- **Cold and/or Persistent Cough:** If your child is obviously ill—lethargic (very tired), has a continuously runny nose, excessive coughing, please keep your child at home.
- **Rash:** all over the body of unknown cause. Child should remain at home until cause is determined. If the rash is due to chicken pox, your child must remain at home until all lesions are crusted, and he or she is fever-free for 24 hours without the aid of fever reducing medications. This will usually take 7-10 days.
- **Impetigo:** (infection of the skin) Your child can return to school 24 hours after medical treatment has begun.
- **Conjunctivitis:** “Pink Eye” If reddening of the white of the eye and inner eyelids is observed along with drainage (pus), itching, and pain, your child cannot attend school until medical attention has been received. Your child will be excluded from school during the acute stage and may come back to school with a physician’s approval.
- **Ringworm:** Your child can attend school once treatment has begun.
- **Head Lice:** Your child can attend school after hair is Treated and all the eggs (nits) are removed. Your child must be checked by the school nurse before returning to the classroom.
- **Scabies:** A contagious skin disease caused by the “itch mite”. Your child can return to school when adequately treated with the lotion prescribed by your health care provider.

References:

Communicable Disease Policy JHCC Critical Missouri Department of Health: *Prevention and Control of Communicable Diseases, A Guide for School Administrators, Nurses, Teachers and Day Care Operators*
The School District of Springfield R-12 Health Services Manual (For more information, contact the nurse at your child’s school).



In order to return to the ECSE preschool program after illness, your child must **be symptom-free for 24 hours without the aid of Tylenol or Ibuprofen**. If questionable symptoms are present, a note must be obtained from a licensed physician stating that the child is free of contagion and able to participate in school activities. If your child is well enough to come to school, we will assume your child is well enough to participate in his/her typical activities, both inside and outside.

Medications - Per district policy, no medications should be brought to school by students. If your child needs to take a medication while at school, a parent will need to meet with the school nurse to complete the necessary paperwork.

You must notify the school nurse if your child has any allergies, especially food allergies.

Integrated Classroom Program

The ECSE Integrated Classroom (IC) program was born out of the knowledge that “children learn best from other children.” Children accepted as IC students are invited to attend the ECSE program as role models who demonstrate appropriate communication skills and well-developed social, play, and behavior skills. Children must be completely toilet trained.

The Integrated Classroom is a fee-based program. The cost for this program is \$60 a month. A late fee of \$10/month will be applied to any delinquent accounts. Please contact Cherie Horst at 523-7731 if you are interested in participating or would like more information about this program.

Itinerant Services

If a child's current program is deemed the Least Restrictive Environment (LRE) for them to receive services, a teacher or therapist will be assigned to them. That person will arrange a schedule of services at your child's community program (ex: daycare, Head Start, Wonder Years, preschool, etc.) or home.

Parent Involvement

Our primary goal is to provide your child with the best available preschool experience. In order to achieve that goal, your involvement as a parent will be actively encouraged. We recognize and appreciate the trust and confidence you have placed in us and offer you the opportunity to share in the joys of learning to play and work in the school setting. Laughter, hugs, sharing, and discovery are what “being a child” is all about. Your participation as a partner in your child's learning will be a positive experience for all of us. A strong partnership between Springfield Public Schools Early Childhood Special Education and parents is of primary importance to the healthy development of your child.

A key factor in this partnership is communication. Teachers will provide communication to parents through notes, newsletters, phone calls, and parent/teacher conferences. We encourage you to allow time to visit with teachers on a regular basis. Parent involvement will serve to strengthen our program. We invite you to find meaningful opportunities to participate. If you have a question or concern about your child or the program, we encourage you to contact your child's teacher, one of our social workers, or the school principal so your concerns can be addressed.

Placements

Classroom placements are an administrative decision. Placements are prioritized by the educational needs of the student as well as their age. Morning placements are typically given to younger students and afternoon placements are given to students who are less than a year away from starting kindergarten in order to allow them to become accustomed to a longer school day. We also take geography into consideration. It is our goal that students spend the minimum amount of time being transported to and from school. While we try to adhere to these guidelines for placing students in ECSE classrooms, our primary consideration is what will be best for each individual child.

School Closings & AlertNow

If Springfield Public Schools are closed due to weather or other situations the announcement will be delivered on local TV and radio stations, the SPS website, Facebook, Twitter, and through the AlertNow system. When Springfield Public Schools are closed, all ECSE classes and therapy sessions will also be canceled.

The AlertNow system is used by Springfield Public Schools to quickly deliver recorded messages to a mass audience. The system sends these messages to phone numbers for contacts for students enrolled in Springfield Public Schools. Therefore it is important that we have the most current contact information for you and your family.

Screenings

If your child will be transitioning to kindergarten in the following year, current vision and hearing screening information needs to be on file. Students in ECSE classrooms will be screened during class time. If your child attends a community program and receives itinerant services, a school nurse will be contacting you're the site to set up a time to update and complete the screening. A copy of the screening results will be provided to you. Should there be any concerns you will be notified.

S.P.A.R.K.L.E. Events

Throughout the year, we host events outside of the school day for families as part of our School and Parent Activities Related to Kids Learning Every Day (S.P.A.R.K.L.E.) project. Some events are focused on learning and some are just for fun. In the fall we host the Reach for the Stars Fun Run/Walk. This event is a fundraiser for the ECSE program to help us purchase early childhood playground equipment. In the spring we have a special year-end celebration at the Rutledge-Wilson Farm Park for all ECSE families. We will let you know about these events via flyers, Alert Now, Facebook, Twitter, and Learning Genie.

Student Safety

The safety and well-being of your child is of our utmost concern. We make every attempt to ensure your child is safe and secure while at school. In case of accidental injury at school or on a field trip, we will immediately attempt to contact the parent / guardian or the emergency contact. **Make sure your teacher, school, and transportation department have the most current emergency contact information for you and your child.**

Tooth Brushing

In collaboration with the Ronald McDonald House, ECSE students practice tooth brushing in the classroom. Along with daily supervised instruction, students are supplied with a toothbrush and case to use at school. If you do not want your child to participate, you must notify your child's teacher in writing. Tooth brushing is a daily living skill and is taught as part of the ECSE program curriculum.

Transportation

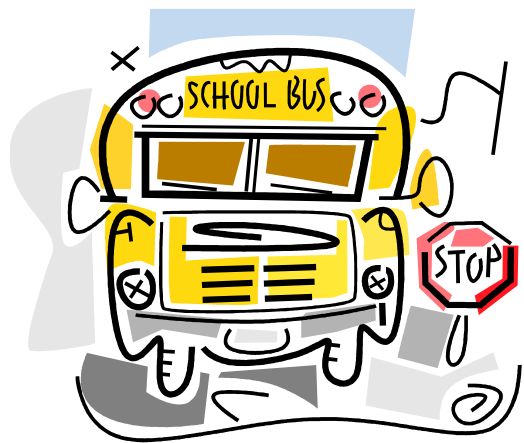
Springfield Public Schools provides transportation as a *related service* for students on IEPs (Individualized Education Program) who meet the necessary requirements as determined by the IEP team. If your child meets these criteria you are asked to have them at the designated bus stop and ready for pickup at least 10 minutes prior to the scheduled time. This will allow for any route changes, weather issues, or traffic conditions. The SPS transportation department will notify you of the pick-up and drop-off times for your child.

An authorized adult must be present at the drop-off location to receive your child off the bus. The bus drivers are not permitted to leave the bus to escort a child to the home. In the event an authorized adult is not at the designated drop-off spot, every effort will be made to contact the parent. If an adult is not available at the drop-off location and parents cannot be contacted, the bus will return your child to the school and a parent will be contacted to pick them up.

If you have any questions, concerns, or need to make a change to your pick-up or drop-off location, please contact your child's teacher. The transportation department may take up to five working days to make a change. If your child does not need transportation because of illness or other plans, please call the SPS transportation office at **523-0500** as soon as possible so that they can let your child's driver know.

Volunteering

Springfield Public Schools has a system in place to allow volunteers to help out in the classroom. The purpose of this program is to provide various services that enrich classroom experiences for students by allowing building principals and classroom teachers to devote their energies to the professional skills they are trained to provide. The qualities exemplified by volunteers include integrity, high ideals, and empathy. In addition, volunteers are expected to maintain high standards in their school relationships. In order to become a volunteer you must undergo a background check and pay a registration fee. If you are interested in volunteering at school you can visit the SPS website for an application or you can call Cherie Horst at 523-7731 for more information. <https://www.sps.org/Page/3243>



Checklist of Forms to Be Returned to ECSE Before Your Child's First Day of School

- Information for Records (Birth certificate, social security number, immunization record, proof of residency)
- Child Release Form
- Student Health Inventory
- Enrollment Form
- Breakfast/Lunch Opt-out Form
- Updated Student Information Form

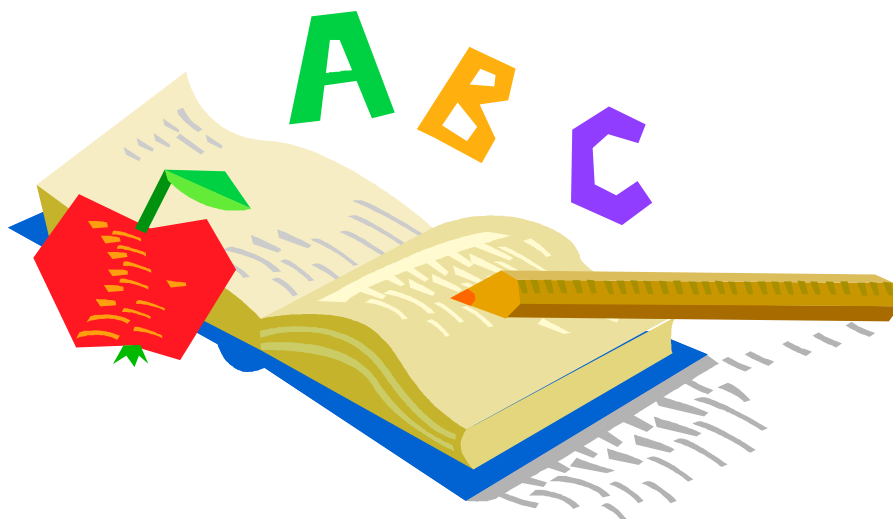
What to Bring

Please send these items with your child to preschool each day:

- Large backpack or bag to carry items back and forth to school (no rolling backpacks)
- Clothing - a complete change of clothing to be kept at the school in case of accidents
- Diapers and wipes (if appropriate)

Mark all items with your child's name in a place not easily seen by the general public.

Each teacher will provide you with classroom-specific information regarding donating supplies, classroom schedules, donations, celebrations, etc.



Contact Information

School: _____ Time: _____

Address: _____

Phone: _____

Teacher: _____

Paraprofessional: _____

Occupational Therapist: _____

Physical Therapist: _____

Speech/Language Pathologist: _____

Principal: _____

School Secretary: _____

School Nurse: _____

ECSE Staff

Christy Davis

Jennifer Cantrell

Dawn Ward

Melissa Knetzer

Donna Harmsworth

Cherie Horst

Jinny Datema

Dawn Simmerman

Laura Sellars

Kasey Kersey

Shannon Aguirre

Associate Director of Special Services

Assistant Director of Special Services

Process Coordinator

Process Coordinator

Program Nurse

Social Worker &

Integrated Classroom Coordinator

ECSE Counselor

Board Certified Behavior Analyst

Administrative Assistant

Program Secretary

Program Secretary, Transportation Liaison



Building Information

BUILDING CONTACTS	PHONE	ADDRESS
Shining Stars Early Childhood Ctr. Jennifer Cantrell, Assistant Director	(417) 523-7700	2525 W College Rd 65802
McBride Elementary Lael Streight-Hyde, Principal	(417) 523-4500	5005 S Farm Road 135 65810
Truman Elementary Joellyn Travis, Principal	(417) 523-5100	3850 N Farm Road 159 65803
Wanda Gray Elementary Angela Carder, Principal	(417) 523-4000	2101 W Farm Road 182 65810
Weller Elementary Rebecca Donaldson, Principal	(417) 523-1900	1630 N Weller Ave 65803
Delaware Elementary Stephanie Young, Principal	(417) 523-3700	1505 S Delaware Ave 65804
Parents as Teachers Missy Riley, Director	(417) 523-1160	2757 E Division St 65807
Special Education K-12 Roseann Bentley Administrative Ctr. Brady Quirk, Director of Special Services	(417) 523-7500	1610 E Sunshine St 65804
SPS Kraft Administrative Center	(417) 523-0000	1359 E St. Louis St 65802
SPS Transportation	(417) 523-0500	2945 E Pythian St 65802
SPS Nutrition Services	(417) 523-1100	3002 W Kildee Ln 65810

School Schedules

SCHOOL	AM SESSION	PM SESSION
Shining Stars Early Childhood Ctr.	9:00 a.m. - Noon	1:00 p.m. - 4:00 p.m.
McBride Elementary	9:00 a.m. - Noon	12:45 p.m. - 3:45 p.m.
Gray Elementary	9:00 a.m. - Noon	12:45 p.m. - 3:45 p.m.
Truman Elementary	8:35 a.m.-11:35 a.m.	12:35 p.m. - 3:35 p.m.
Weller Elementary	8:00 a.m. - 11:00 a.m.	11:45 a.m. - 2:45 p.m.
Delaware Elementary	9:00 a.m. - Noon	12:40 a.m. - 3:40 p.m.

Collective Commitments

At home:

- ★ I will send my child to school well rested
- ★ I promise to send my child to school every day, unless they have a fever, vomiting/ diarrhea, or any other highly contagious illness
- ★ I will talk to my child about their day

At school:

- ★ We will provide a positive learning environment
- ★ We will keep your child safe
- ★ We will work hard to move your child forward in their education



ECSE Handbook Acknowledgement 2018-2019

(Sign and return this form to your child's teacher)

This handbook is a very important document for all Early Childhood Special Education families in Springfield Public Schools. It contains valuable information that you will need to know during the school year. Even more importantly, it contains some of the rules, regulations, and policies under which students must abide during their time in school.

Review this ECSE handbook at the beginning of the school year and refer to it throughout the year as needed to help answer questions and guide decisions.

Sign this form and return it to his/her teacher during the first week of school.

I, _____, have reviewed and understand the importance of the information provided in the Early Childhood Special Education Handbook.

Parent/Guardian Signature

Date

Child's Name

