

Lawrence Public Schools

Parent Information
for
East Heights
Early Childhood Family Center

1430 Haskell Ave.
(785) 832-5680

*Our Mission is to provide a developmentally appropriate learning environment,
create opportunities to develop skills needed for school success,
through a partnership among school, home, and community.*



We're All About Children and Families

History of Early Childhood Programs

In 1969, responding to the expanding needs of children with special needs and their families, a collaborative inter-agency effort was developed between the University of Kansas, Douglas County ARC, and Cottonwood. This effort resulted in the development of the Lawrence Early Education Program (LEEP).

During the next 20 years, Lawrence would see great changes in the way special education services were delivered. Services were expanded from a special education teacher and an occupational therapist to include other related services such as speech/language therapy, physical therapy, nursing, and social work, among others. At the end of a three-year grant period, Lawrence Public Schools assumed responsibility for these services.

In 1993, USD 497, in conjunction with KU's Department of Special Education, wrote a grant advocating for a program model that delivered early childhood services to those children with special needs who were enrolled in Lawrence community and childcare programs. This model of inclusion continues to be deeply embedded and practiced within the district's early intervention program today.

The early childhood special education programs have been located in various settings over the years and are currently located and integrated with other early childhood programs at the East Heights Early Childhood Family Center. Thirty-six years after the original, the program, known as the Lawrence Early Childhood Special Services, continues to promote and provide quality education for young children with special needs; while also providing consultation and direct training to staff in community settings. The number of children served and the staff has grown with the changing needs in the Lawrence community.

Lawrence Public Schools received its first Parents As Teachers (PAT) grant in 1992, this program allowed us the opportunity to work with families and children age birth to three years. The district recognized the importance of supporting a child's development while creating a strong partnership between parents and their school. This relationship provides a solid foundation for further school success.

In 1993, Lawrence Public Schools received an Even Start family literacy grant from the Kansas State Board of Education. The first year was spent working towards collaboration with existing programs and preschools in Lawrence. To better meet the needs of families, an on-site family-centered preschool program was developed at the Adult Learning Center. The Even Start family literacy program allowed parents and children to come to school hand-in-hand. Parents attended adult basic education, GED preparation and/or English as a second language classes while their children participated in developmentally appropriate early childhood activities in their own classroom. In the spring of 2006, the federal government reduced the available funds for Even Start Family Literacy programs. After much consideration the Kansas State Department of Education chose not to accept federal funds to operate Kansas Even Start Family Literacy programs. After operating for twelve years, the Lawrence Public Schools Even Start Family Literacy program closed its doors in May of 2006.

In 1995, the Lawrence Education Achievement Partnership (previously called the Lawrence Business/Education Partnership) created the Early Childhood Educational Readiness Pre-K

program. This program is based on a family literacy model that supports the educational development of child and parent. Their goal was to provide a quality early childhood experience for preschool children who had no other opportunities to attend a quality pre-school. In 1998, as part of our efforts to provide an inclusive quality early childhood program, the Readiness Pre-K program began its collaboration with the district's early childhood special education programs.

The fall of 2003 began a new chapter for the district's early childhood programs. Through school consolidation, the East Heights Elementary school became the new home to all the district's early childhood programs. Families and children enrolled in Parents as Teachers, Even Start Family Literacy (1993-2005), Readiness Pre-K preschool, and Lawrence Early Childhood Special Services all found support and services under one roof.

The vision of *responding to family needs so that children and their families can be successful in school and life* has been shared and supported by Lawrence Public Schools, the Lawrence Education Achievement Partnership and the Lawrence Schools Foundation. Their combined efforts have supported full-day Pre-K classrooms, half-day preschool classrooms, an infant-toddler classroom, and a PAT playroom.

Purpose

The purpose of our programs is to incorporate a developmentally appropriate curriculum built on individual and family strengths designed to positively impact lifelong changes in attitudes towards school and learning.

Admission Policies and Procedures

To enroll in our program, a registration form is to be filled out and returned to the office of the East Heights Early Childhood Family Center. All required forms are to be completed and reviewed prior to children starting school. If enrollment is full, families will be placed on a waiting list. Families will then be invited from the waiting list by the order in which applications were received. One adult and child from each family must meet eligibility requirement as determined by the State of Kansas At-risk four-year-old grant and/or qualify for center based early childhood special education services and/or meet the Peer Model program requirements. Admission to early childhood educational programs shall be non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap, or gender, in accordance with K.S.A. 44-1009.

Tuition fees are assessed to families enrolled in the Peer Model program. These families agree to make the required payments in a timely manner. Failure to make these payments will result in dismissal from the program.

Program Sessions/Times

Half-day Pre-school Morning Session:

Monday, Wednesday, and Friday from 8:00-11:00

or

Tuesday and Thursday from 8:00-11:00

or

Monday, Tuesday, Wednesday, Thursday, and Friday from 8:00-11:00

Half-day Pre-school Afternoon Session:

Monday, Tuesday, Thursday, and Friday from 12:00-3:00

No class on Wednesday

All day Preschool Session:

Monday, Tuesday, Thursday, and Friday from 7:45-3:00

Wednesday 7:45-12:00

Children in the all day preschool session will be served breakfast, lunch and have a mid-afternoon snack daily. Half day classes will be served a daily snack.

Parent And Child Time (PACT)

We believe that parents are their children's first and most important teachers. PACT will provide parents an opportunity to work and play weekly with their child in their classroom. This parent involvement time will be arranged and supervised by the classroom teacher. The classroom teacher and parent will become partners in providing a successful school experience for their child. Parents can look for support from the classroom teacher as they work with their child.

Classroom Volunteers

Parent volunteers are very valuable. Their extra hands, ears and smiles seem to be at the right place at the right time. A parent volunteer will assist the classroom teacher by working with children in a one on one, small group setting and/or field trip. The Kansas Department of Health and Environment which licenses the East Heights Early Childhood Family Center requires that a KBI (Kansas Bureau of Investigation) form be completed by all ongoing parent and community volunteers. Ongoing parents and community volunteers are also required to provide proof of a negative tuberculosis screening.

All early childhood educational classrooms are staffed by early childhood certified teachers. Teachers will provide developmentally appropriate instruction. Paraprofessionals work in classrooms to meet the licensing requirement for staff/child ratio.

Line of Authority

Parents are encouraged to visit with their child's teacher if they have any concerns. In the event that parents would like further attention, concerns should be brought to the attention of the building principal, Cris Anderson 832-5680 ext 1432. In the event that Cris is not available, concerns that need **immediate** attention should be addressed to Dr. Bruce Passman at the district's Educational Support Distribution Center (832-5000).

Discipline

We have adopted a positive reinforcement approach to discipline. We teach the children to be caring and respectful to their friends and teachers. If a child disobeys, we ask the child to sit in a quiet area in the classroom for a few minutes. The classroom teacher will visit with the child prior to rejoining the group. "There will be no punishment given which is humiliating, frightening or physically harmful to the child. There will be no corporal punishment, verbal abuse, threats, or derogatory remarks about the child or the child's family. There will be no restriction of movement by binding or tying or enclosing in a confined space such as a closet, locked room, box, or similar cubicle. There will be no withholding or forcing of foods" (K.S.A. 65-508). The classroom teachers will conference with the parent if she/he has concerns about a child's behavior. The communication between parent and classroom teacher is an important part of a child's success in school. We encourage parents to share any concerns they may have with early childhood education staff.

Cancellation of School

Weather – In the event that the weather conditions, weather forecasts and/or road conditions pose health or safety concerns then school will be closed. The superintendent of schools and the director of special operations, safety, and transportation make that decision. The district will attempt to make an announcement by 10 p.m. In most cases, a decision won't be made until morning. The goal is to make a decision by 6 a.m. if schools are to be closed. Tune into area radio and television stations for frequent school closing announcements.

Mechanical – Every effort will be made to notify parents if it is ever necessary to close school due to mechanical problems. Area radio and television stations will be notified to assist in informing the public.

Health

Please keep your child at home with a cold or fever. Children must be fever, diarrhea or vomit free for 24 hours prior to returning to school. We do not want to expose the other children, parents and teachers to these illnesses. Please let us know if chicken pox or other contagious diseases occur. These must be reported to the Health Department.

Attendance

It is very important that children come to school every day and arrive at school on time. When they are absent or late they miss out on valuable class activities. Many of our basics are learned or introduced during the opening activities. These activities are important to your child starting kindergarten feeling confident and being successful with the schoolwork he/she will be doing.

When your child is ill or an absence cannot be avoided, please make arrangements to call the office to report the absence. Excessive unexcused absences are not acceptable.

Tornado Warnings

In case of a severe storm that results in a tornado WARNING, the children will be taken to the designated area in the building for protection where they will remain until the ALL CLEAR signal is sounded. We will practice these drills and post our practice dates.

Fire Drills

We will practice leaving the building each month for our fire drills. These dates will be posted.

Dressing your Child

Please dress your child in comfortable play clothes. Children will have daily outdoor recess to play and enjoy all kinds of outdoor equipment. Recess is held indoors if the temperature or wind chill falls below 15 degrees. Children should always wear appropriate cold weather clothing, including winter coats, hats, gloves or mittens, and boots during the winter months.

Your child will be using a variety of art material, water and sand at preschool, and as careful as they may be, spills will happen. In the event that an accident may happen at preschool, parents are asked to provide a change of clothing for their child.



Family Educational Rights and Privacy Act **ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents* certain rights with respect to their student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents* should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent* of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent* believes are inaccurate.

Parents* may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent,* the school will notify the parents* of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

For purposes of FERPA, USD 497 has designated certain information as "directory information," which may be disclosed for any purpose without prior consent. The primary purpose of this designation is for district use of the information in school publications, such as newsletters, drama playbills, recognition listings, graduation programs, sports team rosters, and school yearbooks.

USD 497 considers the following "directory information:" student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, dates of attendance, honors received, the most recent previous school attended by the student, class designation, and photographs.

In addition, two federal laws: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), require educational agencies to provide military recruiters, upon request, students' names, addresses, and telephone listings.

Parents* have the right to refuse to permit the designation of the above information as "directory information" by filing written notification to this effect with the school on or before August 22, 2006, (or upon enrollment if enrolling a new student during the school year). If a refusal is not filed, USD 497 assumes that there is no objection to the release of the directory information.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by USD 497 to comply with these requirements. The name and address of the office that administers FERPA

are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

*parents, legal guardians, and students age 18 or older



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Lawrence Public Schools USD 497 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

USD 497 will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. USD 497 will also directly notify parents of students who are scheduled to participate in the specific activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.