



Brentwood School District  
Early Childhood Center

PARENT HANDBOOK

2020-2021

## **Letter from the Director**

I am honored that you chose the Brentwood School District Early Childhood Center for your child's education. We will make every effort to inspire your child to continue with his/her love of learning.

The goal of our program is to provide a strong educational curriculum that guides children in their construction of meaning and quest for knowledge. The Brentwood School District Early Childhood Center is a place where each child's intellectual, language, fine motor, gross motor, social, and emotional potentials are carefully cultivated and guided.

Our preschool curriculum is rooted in inquiry-based learning. Through a constructivist approach, we equip children to do more than memorize and repeat selected information. Offering open-ended experiences encourages critical thinking, which helps each child to discover and value his or her own abilities, experiences, and problem-solving skills. We want children's ideas, drive, and appropriate behaviors to come from within rather than from an external source.

A center-based environment is the best way to encourage children to interact with materials and engage in conversations with teachers and peers about what they are discovering. We believe each child comes to us with knowledge, curiosity, and the desire to have positive social interactions.

Each day, children are developing skills needed for academic success. They are also acquiring pre-kindergarten skills in ways that are *purposeful and meaningful to them*. When children learn new skills in this manner, they are able to retain and transfer their knowledge to other areas. If children are forced to learn in a way that does not have purpose or meaning to them, the motivation to learn will diminish. We are constantly searching to find ways that motivate each individual to learn new skills. The Brentwood School District strives to promote a life-long love of learning. The foundation for that learning begins in early childhood.

Children, parents, and teachers are all a community of learners growing together in our relationships and knowledge. If you ever have any questions or would like to learn more about our curriculum, please feel free to contact me.

Respectfully,

Kristin Clemons  
Director of Early Childhood Education

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## **Background Information**

The state-of-the-art Brentwood School District Early Childhood Center (BECC), located at 1201 Hanley Industrial Court, opened on January 4, 2010. The facility occupies over 21,000 square feet, and brings together under one roof the district's Preschool, Parents as Teachers (PAT) program, and its Early Childhood Special Education programs. Prior to the opening of the new center, the Brentwood School District Preschool was located in a classroom at Brentwood High School for 18 years.

Several years ago, Dr. Penberthy, the former Superintendent of the Brentwood School District, had the vision of bringing early childhood education to the forefront. After a district committee on student learning recommended increasing early childhood education as the best way to improve student achievement, Dr. Penberthy tasked a committee to bring back more in-depth research. Backed by this research, he drafted a proposal to the Brentwood Board of Education to expand the early childhood program in the district. Through presentations and community forums, he shared this information and gained community support. In November 2008, Brentwood residents overwhelmingly passed a bond issue to build a new early childhood center. In 2017, we welcomed our newest superintendent, Dr. Brian Lane who came to us with a wealth of experience.

The facility has been designed to fully support a child-centered curriculum that draws from Early Childhood Education approaches recommended by the Department of Elementary and Secondary Education (DESE) and the National Association for the Education of Young Children. Just as in the K-12 program, early childhood teachers are certified and trained in best practices in educating young children.

## **Tours of the BECC**

We strive to provide a safe, secure environment for all of our children. Virtual tours are available on our website.

## **Licensing Regulations**

The Brentwood School District Early Childhood Center is operated and located in a public school and is therefore exempt from licensure.

## **Our District's Vision**

Brentwood will become a regional leader in providing a personalized and dynamic educational experience to every student.

## **Our Mission**

We see each child and support them on their individual pathways.

## **Our Philosophy**

We believe...

- That education begins at birth and is a life-long process.
- That education must be a cooperative effort shared by students, families, staff, and community.
- That all students can learn.
- That education involves the physical, intellectual, social, and emotional development of the child.
- In education that addresses a variety of learning styles, and that promotes the individuality of each student.

- In education that is goal-oriented.
- In education that encourages the development of independent thinking and problem-solving skills.
- In education that encourages students to accept responsibility for personal decisions and actions.
- In education that is relevant to a student's everyday life and to his/ her role in a democratic society and the global community.
- In education that develops confidence to take appropriate risks in order to learn.
- In an invitational educational environment that promotes dignity, respect, acceptance of cultural diversity and equality for all.
- In an integrated approach to curriculum development.
- In the accountability of staff, students, and family.
- In a staff that is knowledgeable of current educational practices, and implements those that address the needs of the students.
- That it is essential for all students to develop positive self-esteem, and to realize their full-potential.
- That the pursuit of excellence is as important as its achievement.

### **Our Curriculum**

The Brentwood School District's Early Childhood Center provides a developmentally appropriate, constructivist program designed to meet the educational needs of young children from the age of two until they enter kindergarten. Our curriculum builds upon the interest of children. Topics for study emerge from teachers who are skilled at observing and listening to the child's interest and conversations. Activities and learning centers are designed around the child's interest, needs, abilities, and background knowledge that will put meaning and purpose into acquiring new skills. The curriculum contains many features advocated by the most recent research on young children, including real-life problem-solving among peers, with numerous opportunities for creative thinking and exploration.

The program offers the following unique opportunities:

- Project Construct, an Early Childhood Curriculum endorsed by the Missouri Department of Education.
- Our curriculum is grounded in the Constructivist philosophy reflecting views of John Dewey, Jean Piaget, Lev Vygotsky and Jerome Bruner, among others.
- Goals are set according to the Missouri Early Learning Standards and National Early Childhood Standards. These directly flow into the standards that are used by Missouri public schools to guide education from kindergarten through 12th grade.
- Certified Early Education Teachers and low student/teacher ratio.
- A state-of-the-art Early Childhood Center designed with children in mind.
- Bright classrooms that support the imagination and creativity of each child.
- Large, secured playground that meets safety standards.
- Indoor multi-purpose room for gross motor play, music, and movement.
- Project Room that is equipped with a grow lab for sensory play and experimentation.
- Outdoor Children's Sensory Garden.
- A full kitchen that allows for cooking exploration.
- On-site nurse.
- Early intervention services and resources offered in partnership with Special School District.
- Parent library and informal consultation with Parents as Teachers Educators.

## **Early Childhood Staff**

Our preschool teacher staff holds Project Construct certification and is trained in the Constructivist philosophy. Additionally, they hold numerous degrees and certifications including state certifications, undergraduate and graduate degrees and CPR/First Aid certification. All of our staff members are required to have child abuse and neglect screening for employment with the Brentwood School District. Staff members participate in numerous professional development opportunities throughout the year to enhance research-based knowledge in Early Childhood Education. Our staff members are selected because of their commitment to early childhood education, and are carefully screened to align with the Brentwood School District's high standards and excellence in education.

In addition, the BECC has an on-site nurse to accommodate the health needs of our children.

The BECC has a strong partnership with the Special School District which enables us to provide additional resources for all children.

## **Program Options and Tuition**

In order to meet the needs of the families in our community, we offer many different program options. You may choose a combination of any of the programs offered to meet your needs. For example, you may enroll in a Monday-Wednesday-Friday full-day program, and a Tuesday-Thursday half-day program. We also offer before and after care for those families that need extended hours.

- **Part-time Program** Our part-time program for children in our 2 and 3 year old classrooms will be three hours in the mornings from 8:25 a.m. to 11:30 a.m. Our part-time program for 4 year old children will be in the morning from 8:25 a.m. to 11:30 a.m. and in the afternoon from 12:30 p.m. to 3:35 p.m. All children turning 2 before July 31<sup>st</sup> will be in the two year old classroom. All preschoolers turning 3 before July 31<sup>st</sup> will be in the three year old classroom; all preschoolers turning 4 before July 31<sup>st</sup> will be in the four year old classroom. Subsequently, all children will be entering kindergarten with the same group of children according to the Department of Secondary and Elementary Education (DESE). The core Project Construct curriculum will be conducted in the part-time program.
- **Full Day Program** Our full-day class may be with some of the children that are in the part-time morning program. In the mornings, children will be engaged in the core Project Construct curriculum. At 11:30 a.m., all full- day preschool children will have lunch together with their teachers in a social setting. After lunch, children from our 2 and 3 year old classrooms will have rest/nap time. Our children in the 4-year-old full day program take a short rest time after lunch, then they go outside to our playground. In the afternoon, children will be engaged in extended, experiential constructivist learning. Our afternoons are centered around inquiry-based learning. Children have the opportunity to spend an extended amount of time in the outdoor sensory garden, motor room, multipurpose room, art studio, kitchen, or classroom centers.
- **Before and After Care** The BECC offers extended care hours led by our own staff. Parents/ guardians may register for the hours in which they need child care before and/ or after full-day preschool. The BECC has options available from 7:30 a.m. to 5:30 p.m. Before/ After school care is available if minimal enrollment is met.

## **Tuition Policy**

Tuition rates vary according to the program option(s) selected. The Brentwood Early Childhood Center is

a self-funded operation and as such it is important for tuition payments to be made in a timely fashion. For us to pay our staff, we depend upon the monthly payments from the individuals using our facilities. Tuition is billed one month ahead and is due by the 10<sup>th</sup> of the month. Tuition is considered delinquent if not paid by the 25<sup>th</sup>, and a \$25.00 late fee will automatically be charged to your next tuition statement, unless previous arrangements have been made with the director. Please be reminded of your registration agreement that was signed when you enrolled your child in the Brentwood School District Early Childhood Center. Our registration agreement states that the tuition payment is due on the 10th of each month for the succeeding month. Students for whom payment is delinquent will be removed from the program on the 1st of the month when the tuition is not paid in full or if a payment plan has not been made with the director or the accountant. If you are experiencing a financial hardship please speak to the director or our Chief Financial Officer to see if arrangements can be made.

Forms of payment can include cash, money order, personal check, direct deposit, and online using an E-check. All forms of payment are free of fees except the online option. A 0.8% convenience fee is charged on all online payments. Due to the process and the safety of all our children, we are unable to accept cash payments between 8:20a.m.- 8:45a.m. and between 3:20p.m.- 3:35p.m.

**Sibling Discount:** A sibling discount is given if you have two or more children enrolled in the center. A 10% reduction in tuition is given to the child(ren) with the lowest tuition. This arrangement is based on the assumption that all children are being assessed the full tuition rates.

### **Change in Enrollment**

If you need to request a change in your child's enrollment that would result in a change in the tuition charged to your account, you will need to fill out a *Change in Enrollment Form* and have it signed by the director or receptionist.

There is no charge for the first request to change your child's enrollment; however, there will be a \$25.00 per child charge assessed to all subsequent requests.

### **Admission**

Current students, Brentwood residents, Brentwood School District employees are offered enrollment options based on a first come first serve basis. Once classes are filled, new enrollments will be placed on a wait list for their selected options to open up.

### **Registration**

A one-time, non-refundable registration fee of \$100.00 is required *for each child* when submitting the completed registration form. A child may register for several options, combining full or part-time programs and/or before/after care. Once your registration check is deposited, your child will be guaranteed a space in the BECC. Classes and before/after care programs require a minimum enrollment; families will be kept informed of enrollment status. Depending on final enrollment, certain program options may not be available. If your child is enrolled in a particular program option that did not meet enrollment requirements, they will be offered a place in a similar program. If you do not want the program option that is available at that time, your registration payment will be refunded.

Once enrollment packets are received, all forms must be returned within two weeks to ensure enrollment in the BECC. Any new families enrolling after our initial enrollment period and any change of enrollments through the school year will need to allow for 3 business days in order for staff to process billing and all



paperwork.

## **Enrollment**

Enrollment packets will be given in advance of the start of the new school year and the following documents will be required to complete the registration process:

- Completed enrollment forms.
- Appropriate non-refundable registration fee.
- Proof of residency is required to receive resident tuition rates.
- Record of current immunizations. Immunizations must be in compliance with Missouri State Law.
  - All children must be fully immunized or in the process of being fully immunized. To remain in school, children that are “In Progress” must have an Immunization in Progress form which includes the appointment date for needed immunizations on file and must receive immunizations as soon as they become due. As your child’s immunizations are updated, please make sure we have documentation of these records.
- Physical examination signed by a physician.
- Allergy Action Plan (if applicable). Please provide written documentation from your child’s doctor regarding any allergies or dietary restrictions. It is important that the family inform our staff, in particular the School Nurse, of any allergies and provide doctors’ orders for the actions the staff would need to take if the child has an allergic reaction, ie. Food Allergy Action Plan.
- Inform the School Nurse and Classroom Teachers of special medical situations that need to be addressed. Please have these noted on the physical with supporting documentation so the staff can be informed and trained in the case of an emergency.
- Please share other information with the staff that you feel would be beneficial to help the BECC best understand your child. All of this information will be kept confidential and will be considered on a need to know basis following The Family Educational Rights and Privacy Act (FERPA) confidentiality laws and regulations.

## **Hours and Days of Operation**

The BECC will be open from 7:30 a.m. to 5:30 p.m., following the Brentwood School District calendar for scheduled attendance days. However, we will follow our regularly scheduled hours on district early release days. (You can view this calendar on our district website, [www.brentwoodmoschools.org](http://www.brentwoodmoschools.org)).

## **School Cancellation Procedures**

Every reasonable effort will be made to keep the Brentwood schools open during severe weather. If hazardous weather conditions make it necessary to close school for the day, the announcement of school closing will be broadcast over the following stations:

- KMOX (1120 A.M.)
- KSDK Channel 5 News
- KTVI/Fox 2 News

We will also make every attempt to notify you with our automated alert phone system. Please let the staff know if your phone numbers change during the school year or if you feel you are missing a phone call.

If a snow schedule is announced for our district, school will begin at 9:30 a.m. and will close at 3:35 p.m. (after-care will continue normally). In the event of a snow schedule, students may begin arriving at 9:20 a.m. If we have snow on the ground, please park in the front BECC parking lot only as our back entrance will be closed.

It would be unusual for students to be sent home once the school day has started. However, it would be wise for parents who are not home during the day to make prior arrangements for their child to be cared for in case of an emergency situation which would require closing school early.

### **Withdrawal from the Program**

A child may be withdrawn from our program at any time with a 30 day written notice submitted by the parents or guardians. If you would like your child to reenter the BECC at a later date, please contact the office for space availability and you will need to go through the registration process again. Unfortunately, we are not able to hold a space for a child unless the monthly tuition is paid.

If the BECC feels a child is exhibiting behaviors that impede the learning of other children, every effort will be made to help provide resources to the child and family. In the *extreme* event that we feel we do not have the resources or the required expertise to help the child, or the family is not willing to work with our staff, a child may be asked to leave our program. (Please see section entitled Development of Social Skills).

### **Teacher-Child Ratio**

In our 4/5-year-old Pre-K preschool program, the adult-to-child ratio is 1 adult for every 9 children. The 3/4-year-old preschool program, the adult-to-child ratio is 1 adult for every 8 children. The 2/3-year-old program has an adult-to-child ratio of 1 adult for 7 children.

### **Drop Off**

Children will be greeted and welcomed into the BECC at 8:20 a.m. every morning at the back entrance (South). Please make every effort to arrive on time to minimize classroom interruptions. The yellow sign on the door lets you know that it's time to drop off. Parents or guardians must accompany their child to their classroom door. Our staff will sign in your child each morning. If you arrive late, and see the purple sign on the doors, you will have to go around front to park. Please wait for the front entrance to be clear of other families/drop off. This process is to minimize interruption of classroom teaching. One of the office staff will meet you at the front entrance and escort your child to their classroom.

### **Pick Up**

At dismissal, your child's classroom staff will meet you at the classroom back door (South) at the end of your child's school day at 11:30 a.m. or 3:35 p.m. The teacher will release the child into the care of the child's custodial parent or guardian, or to the adult listed on the Emergency Contact Form. Once the teacher releases the child, the responsibility for the child lies with the person receiving the child. Please hold hands in the parking lot and follow the designated walking areas to your car.

### **Before Care and After Care Pickup:**

For parents using before or after care, or parents who want to pick up their child early, please ring the buzzer at our front entrance in order for a BECC staff member to identify them on our security cameras. The *only* entrance for our before and aftercare is the front entrance.

### **Parking**

You will be parking in the back (South) parking lot for morning drop-off and afternoon pick-up. Please park in the designated areas assigned to your child's classroom. From **8:20 a.m. to 8:35 a.m. and from 3:25 p.m. to 3:40 p.m.**, we will have a staff member opening the door for parents to enter through the classroom entrances.

### **Emergency/Alternate Pick-up**

Anyone picking up a child must be listed on the enrollment or emergency contact forms that are completed before the child begins at the Brentwood School District Early Childhood Center. Parents may add to their emergency contact form throughout the year at the receptionist desk.

### **Important Safety Information**

- If you need to have someone other than who is listed as an emergency contact pick up your child, please inform your child's teacher, receptionist or director.
- For safety reasons, parents/guardians **are required to hold their child's hand** when they are in the parking lot. If you have more than one child and you need assistance, please ask a staff member to help you to the car.
- Please be alert in our parking lots and drive *extremely slowly* since we have a ton of precious little ones!
- Refrain from cell phone usage when your car is not parked.
- All entrances to the BECC will remain locked at all times.

### **Late Pick Up Fees**

If you are late and haven't picked up your child within 6 minutes of their normal dismissal time, a late fee of \$6.00 is charged and an additional \$1.00 for every minute thereafter. We will be using our cell phone clocks to make this determination. Late fees will be added to your next tuition statement. Often children become nervous and frightened when they have to wait for a parent/guardian, and they are unsure as to who will be picking them up. In the event of an emergency and you will be late, please notify us in advance so we can reassure your child. Even if you call, you will still be responsible for paying the late fee. We realize emergencies do occur; therefore, each student is allowed one late pick-up (up to 10 minutes) each school year before being assessed a late fee.

### **Emergency Contact Information**

In the event we need to contact you regarding your child, please make sure that all emergency contacts and accurate phone numbers are up to date at all times. All contacts listed on the Demographic form may be contacted in the event the parent or guardian cannot be reached.

### **Reporting Absences**

If your child is unable to attend the BECC, please call the office at 314-262-8521. A child who is ill upon arrival will not be allowed to attend, and will be taken to the nurse's office until the parent or guardian can pick up the child.

### **Health Policies and Illness**

If your child should become ill at school, the parent or guardian is contacted and expected to pick the child immediately. While waiting, every effort is made to keep the child as comfortable as possible.

Your child will be allowed to return to class only when he/ she has been without a fever or has not been given pain medication/ fever reducing medication, such as Tylenol or Ibuprofen, and is **symptom-free** for a minimum of 24 hours. Please do not administer fever medication to your child before bringing him/ her to the BECC.

- Please notify our Nurse or Director as soon as possible if your child is diagnosed with a communicable

disease. For the protection of all our students, we will notify all BECC families that a fellow preschool student has been diagnosed as contagious with a communicable disease following all FERPA confidential laws. If your child has been diagnosed or has suspected symptoms of a communicable disease, you may be required to provide a written notice from your child's physician before your child can return to school. *Please note: a physician's certification to return to school will be required after hospitalization or serious illness.*

**Your child's school attendance is very important.** In order for him/her to benefit from the planned educational program, wellness is essential. In order to prevent the spread of any suspected contagious disease or illness, it is important that your child stay home if he or she has any of the following symptoms:

- Fever of 100 degrees and above
- Coughing
- Abnormal/ discolored nasal drainage
- Complaining of sore throat, difficulty swallowing
- Vomiting
- Diarrhea; unusually loose and/ or watery stools
- Rash of unknown cause
- Suspected communicable disease such as chicken pox, measles, strep throat, pertussis etc.
- Pain
- A skin sore that is draining or looks infected
- Red, crusty or draining eyes
- Head lice – must begin treatment before returning to school

If these symptoms are present while the child is in school, you will be required to take your child home per CDC recommendations for a safe and healthy school environment. The contact information of a person who will provide transportation in the event we are unable to reach you must be on file in the BECC office.

By working together and following these guidelines, we can maintain our school as a healthy learning environment for our children and staff.

## **Meals and Snacks**

**Preschool Full and Part-Time Lunch and Snack:** For the full day preschool program, a nutritious lunch and two small snacks will be provided. Brentwood School District lunches are provided by Chartwells. Our half day preschool programs have a small nutritional snack provided. Meals and snacks provide opportunities for development of social skills along with providing a natural setting for developing other skills, such as cognitive and fine motor, while encouraging and modeling healthy nutrition habits. For this to occur, adults eat with the children including teachers and other staff members such as the nurse or director.

The State of Missouri Department of Health regulations prohibit us from serving food brought in from home. This protects the children in our school who have food allergies. This also protects children from consuming food that may have been improperly prepared or stored. It is also very hard for one child to see another child eating food from home when they cannot have that food. If a specific child does have certain food allergies, they will be required to have a doctor's note on file with the School Nurse that allows that particular child to have their own specific safe foods at school. Please do not allow your child to bring breakfast food to school. If your child is eating something on the way to school, please stay outside of the classroom until your child has eaten the item, then walk your child to his/her room.

**Birthday or Special Celebrations:** In early childhood, we feel it is important to celebrate special days with your child. Please inform your child's teacher in advance of any special days in your child's life. Children may celebrate their birthdays with their classmates. However, due to the ever increasing

food allergy situation, in an effort to keep **all** children safe, we are asking families to refrain from bringing any birthday treats to school (including store-bought and homemade). Please know that our staff understands the importance of a young child's birthday and your child will most certainly be celebrated on their special day. If you would like to share in the birthday celebration in some way, please contact your child's individual teacher. Additionally, if you are planning to invite classmates to your child's birthday party, you are welcome to pass out the invitations at school if every child in the class will receive one.

### **Class Parties**

There will be several class parties throughout the year. The parties are organized by the classroom teachers. The Special Celebration guidelines, above, will be followed for treats. If you have a special celebration that you would like your child's classroom to learn about, please speak with the teacher so arrangements can be made. We welcome all cultural traditions to our center. The BECC tries to respect all families' customs and beliefs of celebrations. All classroom parents and volunteers must follow the district policy for volunteering in the classroom.

### **Change of Clothes**

A complete change of clothes, including underwear, socks, pants, shirt and garden shoes must be left at school. Please enclose them in a labeled gallon size ziploc bag. The bag will remain at school on a permanent basis. You may need to change bags for the season. Children new to potty training will most likely need more than one set of clothes to be left at school. If your child borrows any article of clothing from the BECC, please wash and return them as soon as possible.

Please dress your child in comfortable clothing. Your child will be engaging in many sensory activities that are messy. We recommend children wear clothes that are practical and washable. If your child wears a dress or skirt, we recommend shorts or leggings underneath. Please have your child wear non-slippery shoes (no flip-flops or Crocs) that allow them to run and climb safely. We recommend that your child dress only in clothing they can zip, snap or unbutton. Children need to be as independent as possible when removing clothing for their toileting needs.

Children need to come to school prepared to go outside on most days. Weather is unpredictable in St. Louis, so please make sure your child brings outerwear when the temperature drops including hats and gloves or mittens. Please teach your child how to zip, button, or fasten their jacket or coat. However, we do realize that most children are not independent in these skills until at least the age of 4 and we are here to help them when needed.

### **Orientation Process**

We would like the transition to our Early Childhood Center to be a pleasant experience and a smooth one. There is a virtual Open House that has been created so that you and your child can watch the video many times before they return to school.

It is important to remember to never leave your child without telling them goodbye. If you sneak out, it diminishes the trust the child has that you will return. It will help if you talk about your **child's** schedule (keeping it positive) and tell him/her when **you** will return. It is best to keep it simple, for example:

- You get to meet new friends.
- You get to explore your classroom that has centers with exciting new toys.
- Your teacher will read you stories and you will sing songs together.
- You will have a snack time with your classmates.

- You get to play outside on the new playground.
- I will be back to pick you up when you are finished.

Children at this age are mostly concerned with what will happen to them and when you will be back. You are always welcome to call and check on your child any time throughout their day. When you are home, ask your child specific questions about his or her day to help with the home/ school transition. Good questions to ask are: “What did you talk about in meeting time?”, “What was your favorite center today?”, “What did you do when you went outside?”

As the school year progresses, your child will share more and more about his/ her day. Please read your daily journal to facilitate these important conversations.

### **Communication**

A pictorial journal is emailed or sent home with your child from your child’s teacher on most Mondays through Thursdays. This tool is extremely useful with the home/ school connection, and will aid as a conversation starter with your child. By going over events in this journal with your child, you will help solidify their learning. The journals also help parents understand the curriculum and their child’s learning.

### **Confidentiality**

In order to respect each family’s privacy and special needs and in accordance with state and federal FERPA laws, staff members are not permitted to give out information about another child or family in the program. If you have questions or concerns about **your** child in relation to another child, please talk with your child’s teacher or the director. Out of respect for all of our children, please do not talk with another parent about a child enrolled in the BECC.

### **Development of Social Skills**

Children are not born with social skills. We firmly believe these are the crucial years in which children are learning and developing social skills. Discipline is derived from the Latin word meaning “to teach.” We strive to have each child develop the intrinsic motivation to be responsible members of our society. Our goal is to promote self-regulation in which children learn to control their emotional and cognitive impulses. Through self-regulation, children develop a sense of autonomy.

Children help develop the rules of the classroom through the guidance of the teachers. The BECC tries to maintain a limit of approximately 3 to 5 classroom rules that a child can understand and have ownership. These rules are based on respecting the rights of others and themselves, not hurting themselves or others, while helping children learn to be children of character and take on the perspective of others.

The BECC assists children as they develop an understanding of limits and natural consequences. The teachers are often found role playing various social scenarios and asking children how they would react in the various situations during meeting times. Social stories are also developed and utilized. Helping a child develop the language/communication skills to interact with other children is imperative at this age. The BECC finds the child’s social emotional development to be the strongest foundation for the future success of the child’s academic career and throughout life.

Teaching a child social skills involves a strong partnership with parents. Parents will be kept informed of their child’s social development. If a child’s social/ emotional development is a concern to the classroom teachers, we may need to have a parent-teacher conference to help us better understand and help your child. In that meeting, we may, as a team, develop a positive behavior plan to help your child’s development. If the BECC feels it is necessary, we may refer parents to other resources, including Special

School District. In extreme cases, a child may be withdrawn from the program if numerous interventions are not working to help the child, and if parents choose not to utilize the assistance of the BECC.

Please do not hesitate to ask further questions about your child's social emotional development. Again, this is the most important area of development in the early years, and the foundation for all other areas of development.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled in the fall and spring for preschool children. This is a time to share information about your child's progress and for you, as parents, to ask questions about your child's development. However, if you would like to talk to your teacher or the director at any time throughout the year, please feel free to make an appointment.

If you need to speak to the teacher at other times, please schedule a meeting time with them.

We welcome any helpful information you have to share about your child, such as health needs, special interests, feelings about school, etc. It is imperative to have open communication between teachers and parents/guardians. If there is any change in a child's home life, whether it is positive or negative, please let us know so that we may help your child.

### **Student Assessment**

Student assessment is crucial to determine if children are developing to their fullest potential. Assessments are the tools to guide the lesson planning and individualize curriculum for each child's needs. Assessments occur through daily observations and interactions with the child in their natural setting. In this way, we are able to provide a more accurate picture of each child's ability, which we formally share with you during parent-teacher conferences. We will, however, share information throughout the year to keep families updated on their child's progress.

### **Screenings**

Developmental screenings are conducted once a year, and are offered in general development, language, hearing, vision, and motor development. These screenings are conducted by Parents As Teachers Certified Parent Educators and the School Nurse. Early intervention is crucial to a child's healthy development. If a delay is noted, upon a parent's request we may recommend further diagnostic testing.

### **Children with Special Needs**

We believe all children grow and learn from each other, and the inclusion model is beneficial to **all** children. Often a child needing early intervention services can be supported in any of our BECC classes, when reasonable accommodation can be made without significant modifications to our curriculum. We realize that some children will not have as much success in a large setting, and therefore they may be better served in our special education inclusive program. If a child should qualify through state guidelines, this program has a lower teacher/ child ratio, and there are extra supports and resources available for a child's success. Our Special School District partnership allows us to offer a part-time 3-year old classroom and a part-time 4-year old classroom for children who qualify for early intervention services. These services can include direct or consultative services with a Physical or Occupational Therapist, Speech and Language Pathologist, Early Childhood Special Education Teachers, Behavior Specialists, Social Workers, Child Psychiatrist and a variety of other resources.

Spaces in our Early Childhood Special Education classes are determined after a referral by a parent or

teacher, through DESE guidelines, and through a child's Individualized Education Plan (IEP). These classrooms are integrated with children who have a variety of abilities. Free tuition spaces in the ECSE preschool classroom are available for children who qualify through an IEP. Free tuition spaces are also available through a lottery for children with typical developing skills to benefit from this amazing inclusive opportunity in a smaller class setting.

Children in our 2-year-old program who qualify for special need services can be supported through an Individual Family Service Plan (IFSP) with the Missouri's First Steps program (IFSP).

Through early intervention, an IEP or IFSP will guide the support services that are necessary for a child to reach his or her full potential. Please see the director if you feel your child may need accommodations, or if you are interested in learning more about this important opportunity for your young child.

### **Toys**

As a general rule, children should not bring toys from home. If the child has a special blanket or "security" item, they are welcome to bring that but it will remain in the napping items bag until rest time. The BECC is not responsible for damaged or misplaced toys. We would like you to limit the number of toys brought from home to one.

### **Rest Time**

For children who are enrolled for a full day, a rest period will be required after lunch. If your child is in the 4-year-old room, they will need to bring in a vinyl nap mat along with a blanket. This will be used for the half hour of rest time. We do not allow camping type sleeping blankets for safety reasons. If your child is under 4 years of age or is 4 but still takes naps, please have your child bring a small crib sheet and blanket for their cot. Rest time will be in the multipurpose room. Once again, if your child naps with a blanket or special soft toy, please have them bring it with them. Please label all nap mats, sheets, blankets, and napping items with your child's name on it. These items will need to be taken home once a week to be laundered. If after a period of time, your child has not fallen asleep, they will begin to engage in other activities while the rest of the children continue their naps. If a parent requests a special nap schedule, the BECC will follow that request as much as possible. However, research suggests it is best to allow a child to sleep as long as they need to during naptime.

### **Family Resources**

We strongly recommend that you participate in the **FREE Brentwood Parents As Teachers** program. From the time you are expecting a baby until your child enters kindergarten, you will be able to take advantage of personal visits with a Certified Parent Educator. They will provide you with valuable information to enhance your child's development. Research-based neuroscience information is offered to enable parents to maximize their child's learning potential. Resource materials and age-appropriate child development information is shared at each personal visit. Your Parent Educator will support you in your child's social, emotional, cognitive, language and motor skills development, along with sleep, nutrition, discipline, and other parenting concerns. Please contact the coordinator, Beth Clay, to learn more about this valuable free Parents As Teachers program, 314-262-8521.

### **Crisis Plan**

Practicing personal safety is an important task for all of us. Students in Brentwood School District practice



fire drills, active intruder drills, earthquake drills, and tornado drills throughout the school year. The director, teachers, and staff will help students learn how to think and react in an emergency situations.

The Brentwood School District has adopted options-based active intruder protocols based on the recommendations of the U.S. Department of Education and the U.S. Department of Homeland Security. These agencies recommend all schools teach students and staff options that may be available to them in an intruder situation. The Brentwood School District will initiate communication as quickly as possible, providing instructions reuniting you with your child through our secure process. Please make sure your contact information is up to date and accurate with the front desk.

Please be aware of the terminology we will use to communicate events to families.

- **Evacuate:** We would evacuate the students in situations such as a gas leak or a fire in the building. The students would be kept in a designated outside location until the building is safe to re-enter.
- **Lockout:** We would activate a lockout when the potential concern is outside and not in close proximity to the school. An example of this would be criminal activity or dangerous events in the community. In a lockout the building will be secured and students will not be allowed outside for recess or PE class. The classroom activities will continue without interruption.
- **Lockdown:** A lockdown will be initiated when the threat is near or inside the school. In a lockdown the building will be fully secured with no one allowed to leave or enter except for first responders. Staff will implement lockdown procedures and classroom activities will be suspended until the school is safe.
- **Rally Point:** An off campus site location predetermined for students and staff to escape to when there is an emergency situation inside the school. Students will be taught and shown about this rally point. In the event a crisis arises, the school and rally point will be inaccessible except to first responders.
- **ReUnification Point (RUP):** An off-site and away from the commotion to aid in reuniting students with their families. Our reunification point will be at the Brentwood Community Center, 2505 Brentwood Blvd., Brentwood MO.

### **Finally**

The parent partnership is essential for these early years of development and throughout your child's education in the Brentwood School District. We welcome parents to come to our center whenever possible. If you have a talent, cultural custom, or career experience you would like to share, please let your teacher know and she will try to incorporate it into lesson plans. There are also many opportunities for parent volunteers throughout the school year. We value our parent/ child/ teacher partnerships, and welcome any time you can give to our center. Your teachers and the director will provide you a list of volunteer opportunities.

## **FAQ COVID-19**

This is a list of frequently asked questions. Many responses have been taken from the comprehensive district Re-Entry plan, which houses thorough information regarding each topic. Please refer to that plan for more in-depth information.

### **What will Open House look like?**

In tandem with other district schools, Open House this year will be virtual. The BECC website will soon house classroom specific information as well as overall school information regarding Open House. We are creating a video of BECC with contributions from your child's specific classroom and staff (with and without masks). These videos will soon be posted on our website so that you and your child can view them prior to school. We will also provide a schedule to drop off materials prior to school.

### **Will there continue to be on site Parents as Teachers visits?**

At this time PAT visits are performed virtually. There will not be in-person group meetings or in-center visiting.

### **Is the air filtration system safe?**

The air filtration system is safe. The filters are changed monthly and during the summer all air ducts and air inlets/outlets were scrubbed.

### **What/where will drop off and pick up be?**

We will be meeting you and your children at the classroom back doors. Please follow the traffic pattern to your child's room. Parking will be labeled so as to minimize danger in the lot. Please follow the signage and use caution when in the parking lot.

### **Will there be social distancing in the classroom?**

The nature of early childhood student development does not allow for traditional social distancing, however, our classrooms are large and the children will have space to interact around the room. We will be classroom distancing, meaning our classroom as a whole will function distanced from other classrooms. Very few students are in more than one class.

### **Will the early childhood students be required to wear masks?**

We will not be requiring masks for our early childhood students. We encourage you to send your child in a mask to practice.

### **Handwashing**

Our standard procedure is that students wash their hands every time they enter the classroom and before/after eating. Additional hand washing will be recommended throughout the day as classroom staff deem appropriate.

### **Hand Sanitizers**

We are adding hand sanitizers to every room and to each building entrance. Because the sanitizer has to be alcohol based, out of abundance of safety to the students, we are placing those that are in

the rooms out of the children's reach, but accessible by the staff to pump the sanitizer to the children's hands.

**What if my child has symptoms?**

Please do not medicate your child and send them to the center.

Please keep your child home if any of the following symptoms are present

- A new fever (100.4 or higher) or a sense of having a fever
- A new cough that you cannot attribute to another health condition
- New shortness of breath that you cannot attribute to another health condition
- Have you lost any sense of smell or taste
- A new sore throat that you cannot attribute to another health condition
- New muscle aches that cannot attribute to another health condition, or that were caused by a specific activity such as physical exercise
- Have you had any close contact with a person that has a suspected or confirmed case of COVID19 or demonstrated any of the above symptoms

**What if I have symptoms?**

Please use your best judgment and communicate with the program nurses Emily/Elena/Ann or the Director of Early Childhood, Kristin Clemons, to discuss the circumstances.

**What if someone we know and were around tests positive? Will the center close?**

Each situation will be handled individually. Please communicate with the center director, Kristin Clemons, to discuss the circumstances.

**What if a student gets sick while at school? Will they stay around the other children?**

We will have a second location for students that may be symptomatic.

**What if I get a call to pick up my child?**

Please come immediately. In the past we could accommodate your sick child for an hour or more, but with the concern around this virus, it is very important that you arrive very quickly. If you are unable to arrive within 20 minutes or less, please have a dependable backup person ready to do so.

**What will the shared space procedures be?**

Shared spaces will be minimized and will likely be limited to the large center big room (for before and after care and spaced/distanced nap times), the playground and the garden. The playground/garden will each be used by one class at a time. We are following all CDC recommended cleaning practices.

**Will our children share materials with others in the classroom?**

Some materials can be shared and cleaned, whereas others may not be able to be cleaned. We are taking all of this into consideration as we select materials. We will be providing individual portions of any play dough used.

**Will the students be eating together centrally, as a large group, or in their classrooms?**

Students will eat in their classrooms.

**What will nap/rest time look like?**

Nap time will be spread apart at a six foot distance. Students will be grouped together by classroom, at least six feet apart on their cots. They will return to their respective classrooms.

**Are the water fountains in use?**

The water fountains have all been turned off. If you prefer, please send your child with a water bottle. We will also provide cups for student use that can be used and then sanitized or disposed of.

**Will there be additional outside time?**

While we realize the importance of outside time, we are also balancing that with the desire to keep one classroom of students out at a time. We are using both the garden and playground to assure that students experience ample outside time each day.

**Will adults all be wearing masks?**

All adults will be following all CDC/county and state guidelines regarding wearing masks.

**What should I do if I see someone not following protocols?**

Please talk to Kristin Clemons, Director of Early Childhood Education.

**Will I get tuition reimbursement if I un-enroll my child?**

Tuition will be reimbursed if you un-enroll your child, however, we cannot hold a spot for your child to re-enroll at another time. We will determine availability when you decide to re-enroll.

**Will I be refunded tuition if the school or district closes for an extended period of time?**

The Brentwood School Board will determine if, and/or to what extent, tuition can be refunded if the school or district closes for an extended period of time.

**Will my child be participating in field trips?**

At this time, we do not have any planned trips, but we will assess the ability to participate based on the current information at the time of the request.

**Will the center be doing special events that require volunteers or visitors?**

The district is doing everything possible to limit the spread, and as part of that effort, we are not accepting volunteers and visitors at this time. Future communications will be provided regarding events and volunteers.

**Can I send my child's belongings daily? If so, what should I consider?**

In tandem with the elementary schools, backpacks will not be entering the building. At drop off on your child's first day each week, please bring their nap belongings clean, and we will store them in your child's cubby/reusable grocery bag. This will keep their blankies and sheets clean in between uses. Please clean your child's nap belongings as per the classroom schedule. Classroom creations can be provided to parents when the students are picked up.

**Will staff be screening their health?**

Each day staff will be conducting a self-screening for covid symptoms before entering the building.

**Will parents be required to wear masks at drop off and pick up?**

Parents will be required to follow all CDC county/state guidelines provided, which at this time is to wear a mask at drop-off/pick-up.

**What if there is another “shut down”? What will be available to my child educationally?**

If the CDC requires school closure, the program will provide in-home activities to you so that you can help facilitate the children’s continued learning.

**Are the cleaning agents safe?**

The disinfectant used by the district is not harmful when used properly. Each of our cleaning products comes with a Safety Data Sheet that provides guidelines on use. When intentionally swallowed or spilled on skin or in eyes, it may cause irritation per the Safety Data Sheet, but normal use has not been shown to cause any adverse health effects. All cleaning materials are stored out of reach of children. Staff members are instructed to use disinfectant only when children are not present. Many of the cleaning materials we use are standard and contain the same ingredients that are typically found in cleaning supplies used to clean other public spaces as well as homes.

**What specific additional cleaning measures are being done?**

District custodial using an electrostatic cleaner at BECC, daily. We also have additional staff in each room which will allow for frequent cleaning throughout the day. Any items that are mouthed, or come into contact with children in a manner that may spread germs, will be set aside and sanitized prior to re-entering the children’s play space.

**How are the staff/student exposures to others limited?**

We are keeping staff and students in single rooms, which reduces exposure. We will not be congregating in common spaces. We have shifted some staff in the program.

**Where can I find Open House information?**

Next week you will receive Open House video information which will be found on the BECC website. We will also be scheduling a virtual call with you on the **24-26** to discuss your individual child. We look forward to talking with you.

**When and How can I drop off supplies?**

We will have supply drop off from the 17-20 during the school day. Please ring the front door bell and we will come out to gather the supplies and deliver them to the correct room.

**Are staff and classes all the same from when I got my packet?**

To best meet the needs of the students and staff, we have shifted some students and staff within the program. You will soon receive that information from your child’s teacher. In most cases the students and staff stayed together.

**What are class sizes?**

We have reduced class sizes and we have large rooms, which allows for natural distancing and frequent cleaning.

**Where can I find updated information regarding center processes?**

Please go to the BECC website <http://ecc.brentwoodmoschools.org/>



## **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Brentwood School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

## **Commitment to Compliance under the American With Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Brentwood School District ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR**  
**Steven Rettke PHR, SHRM-CP**  
**Human Resources/Operations Excellence Manager**  
**1201 Hanley Industrial Court**  
**Brentwood, MO 63144**  
**314-962-4507**