

Rockwood School District Early Childhood Education

where the journey of
lifelong learning begins...

Family Handbook 2022-2023



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Welcome

Thank you for choosing Rockwood Early Childhood!

We are pleased you have enrolled your child in our preschool program and look forward to becoming better acquainted with you and your child.

This handbook has been designed to provide you with important information, policies, and procedures for our program. We ask that you read this booklet carefully and keep it for reference throughout the year.

If you have any questions or concerns, please ask your child's teacher.

Also, please feel free to call us at our early childhood centers...

Clarkson Valley	636-891-6200
Vandover	636-891-6260
Eureka	636-891-6275

David Herod
Director of Early Childhood Education

My Early Childhood Contacts

Teacher's Name(s) _____

Teacher's Email(s) _____

School Phone _____

School Address _____

Early Childhood Center Information

Clarkson Valley	Vandover	Eureka
2730 Valley Road Chesterfield, MO 63005	1900 Hawkins Road Fenton, MO 63026	442 West 4th Street Eureka, MO 63025
Phone: 636-891-6200 Fax: 636-891-8807	Phone: 636-891-6260 Fax: 636-891-8872	Phone: 636-891-6275 Fax: 636-891-8871

Early Childhood Key Staff Information

Role	Name	Contact	Main Location/Site
Director of Early Childhood	David Herod	636-891-6213 heroddavid@rsdmo.org	Clarkson Valley
Coordinator of ECSE Processes and Diagnostics	Loretta Dunkmann	636-891-6275 dunkmannloretta@rsdmo.org	Eureka
Coordinator of ECSE Processes & Behavior Services	Kim Gerth	636-891-6240 gerthkimberly@rsdmo.org	Clarkson Valley
Preschool Supervisor	Danielle Frolos	636-891-6260 x21522 frolsdanielle@rsdmo.org	Vandover
Parents As Teachers Supervisor	Stephanie Kane	636-891-6216 kanestephanie@rsdmo.org	Eureka
Screening Supervisor	Cindy Lewis	636-891-6217 lewiscynthia@rsdmo.org	Clarkson Valley

For More Information:

Mini-Preschool Clarkson Valley Early Childhood Center: 636-891-6200

Mini Preschool Eureka Early Childhood Center: 636-891-6260

Mini Preschool Vandover Early Childhood Center: 636-891-6260

Tuition Billing/Registrar Preschool: 636-891-6260

Parents as Teachers and Group Connections enrollment: 636-891-6276

Transportation: 636-733-8500

Transportation Secretary: 636-891-6203

Rockwood Early Childhood Shared Belief Statements

- We believe creating a classroom community that supports social emotional growth is the foundation to children's future success.
- We believe each child should have the opportunity to learn and grow in a safe, supportive, least restrictive environment.
- We believe that children need and deserve a safe and nurturing environment in order to learn.
- We believe building relationships with peers and staff prepare students for a positive lifelong learning experience.
- We believe in building positive relationships with families through collaboration, communication, and family connections.
- We believe in meaningful hands-on learning through play.
- We believe early intervention supports learning and development and is the key/ foundation to lifelong success. E.C.= E.I.

Curriculum

The Rockwood Preschool curriculum outlines long range goals for children in all learning domains – social/emotional, cognitive, and physical. We focus on fostering positive lifelong attitudes toward learning. Our curriculum emphasizes helping children develop the social and self-regulation skills to engage in learning and effectively function as members of a learning community. Our curriculum ensures a broad range of content that is relevant, engaging, and meaningful to children.

The early childhood curriculum emphasizes the development of children’s thinking, reasoning, decision making, creativity, and problem-solving abilities. Our curriculum ensures our children are engaged actively, so that children have opportunities to make meaningful choices and interact with objects and people in experimentation and exploration. The curriculum emphasizes the value of social and emotional interaction to learning in all units and provides opportunities to learn from caring adults and peers.

Guided by Missouri State Standards for pre-kindergarten education and by prevailing theory and research on how children learn, the curriculum outlines essential skills in the following seven learning units:



Approaches to Learning Unit, such as taking initiative, exhibiting creativity, demonstrating persistence, and using problem-solving skills.



Social Emotional and Social Studies Development Unit, such as developing self- control, developing responsibility for personal needs and belongings, building relationships of mutual trust and respect with others, and working cooperatively with children and adults.



Motor Development Unit, such as running with ease, balancing, jumping and hopping, and catching and throwing objects; skills such as drawing and writing with increasing control, developing scissor skills and pencil grasp, and using small manipulatives with increasing dexterity



Language and Literacy Unit, such as listening and responding appropriately, using expressive language for a variety of purposes, developing an understanding of books and print, phonemic awareness (sound discrimination), and recognizing and using written symbols/letters.



Representational Development Unit, such as using objects to represent other objects, creating models with self-selected materials, creating play scenarios through actions and words, and collaborating with peers to develop and extend pretend play.



Mathematics Unit, such as understanding numbers and the number relationships (which includes understanding more/less, counting objects, making 1:1 correspondence), sorting and classifying, imitating, extending and creating simple patterns, learning some shapes, colors, numbers, exploring measurement, formulating and testing hypotheses, and using math/science vocabulary to make comparisons.



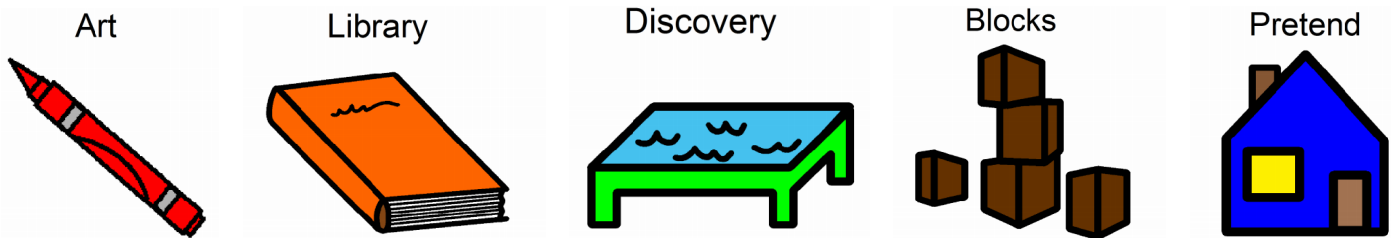
Science Unit, such as engaging in direct experiences in the areas of physical, life, and earth sciences with materials, events and open-ended inquiry based explorations.

Daily Schedule

The daily routine provides a variety of active learning periods for children with a range of experiences and interactions. The Rockwood preschool classroom will incorporate the following periods in their daily schedule:

Center Choice Time:

This is generally the longest period of the day. It is designed to build on and strengthen children's natural interests, capacity for initiative, and problem-solving skills. The children choose and work among the different areas of the room.



Small Group Time:

This time is reserved for activities that the staff has chosen for a particular purpose/curriculum objective. Small groups consist of 4-9 children.

Large Group Time:

This time builds a sense of community for children. Children and adults come together for singing, movement and music activities, storytelling, re-enactments of stories and events, and class voting and decision making.

Outside Time:

This time of the day is designed for vigorous, noisy, physical play.

Social/Emotional/Behavior Supports

The Rockwood Early Childhood program supports student's social/emotional/ behavior needs through Character Education and Response to Intervention. Universal supports are strategies available to all students to support their social/emotional/behavior development by teaching expected behaviors. Our goals are to create and maintain safe learning environments for the children in our program and to teach them the social skills they will need in school and in life.

Program wide expectations are reinforced throughout the curriculum by emphasizing the same four Superstar expectations:

The Superstar Code

we take care of

ourselves,



each other,



our school,



and our world.



Social skills are just like pre-academic skills -- they must be taught and practiced. Everyone teaches the children what appropriate behavior looks like throughout the day. For example, "We take care of ourselves in the hallway when we use our walking feet and keep our hands to ourselves."

Adults model the behavior for the children, give the children many opportunities to practice the behavior, and point out when the children are taking care of themselves, each other, their school, and their world.

Care Teams:

Care teams are a team of Early Childhood staff who meet regarding support for a child at school. Parents will be informed of the care team meetings about their child. The goal is for the team to offer supports through suggested strategies

Mentor Program:

The goal of the mentor program is to provide personal support and encouragement to a child in need. Research shows mentoring has a positive effect on academics and behavior. The mentor is always encouraging and positive.

Character Education:

Character Education is an intentional proactive process to provide a caring community that supports student achievement and promotes good character. Our Early Childhood Staff create a caring community to develop self-esteem, teach responsibility, and model good character. We are a caring community of staff, family, and community that works collaboratively and shares responsibilities for building character in students. Our commitment to Character Education has been recognized by the Character Education Partnership since 2008 through Promising Practices, and also recognized as National School of Character in 2015 and 2017.

Absences

If your child will be absent from school, arrive late, or needs to leave early, please let us know by calling the school or your child's teacher as early as possible. Parents, please make the Rockwood Early Childhood staff aware of plans to leave the country for more than ten days.

Change of Information

It is very important that the Rockwood School District Household Census Information Form be filled out on each child at enrollment and be kept up to date. Please report any changes including, change of address, place of employment, telephone number, doctor, dentist, e-mail, or emergency contacts to the Early Childhood Office (636-891-6200) via the Update Household Information Form

Communication



We want to keep in touch with you!

Please note the various ways that you might receive information from Rockwood Early Childhood:

Recorded telephone messages – This occurs if there is a change in your child's school day or an emergency.

Parent monthly e-mail communication from the Director.

The Rockwood App will keep you informed of the latest throughout Rockwood.

From the website the "My Neighborhood Connection" will allow you to see community events and activities in your area that pertain to preschool.

Peachjar: Eflyer for school and community events via e-mail.

Conferences: Rockwood Preschool has formal parent/teacher conferences two times during the school year. However, we understand that the education of children is a partnership between parents and teachers. We invite you to share your thoughts with us at any time, and we will make every effort to keep you informed about your child's growth at school.

Social Media: Follow us on Twitter at @RSDEarlyChild

Staffing



There are two or more staff members in each early childhood room. Depending on the classroom model, each classroom has one or two lead teachers and an assistant teacher. Lead teachers are certified in Early Childhood Education and/or Early Childhood Special Education by the Missouri Department of Elementary and Secondary Education. We are committed to ongoing professional development, so the staff attends classes, workshops and seminars on child development throughout the year.

Family Involvement



Families are encouraged to become involved in their child's education. We believe that a strong home-school relationship is essential to the successes of your child's future. Families, children and teachers benefit from learning and working together. Families are always welcome to visit. Please let your teacher know in advance of a classroom observation.

Meet Your Teacher is planned to familiarize families with the program. The family is invited to visit the classroom, meet the staff, and share information.

Rockwood Early Childhood PTO is for children who live in the Rockwood School District ages birth through pre-kindergarten. It was formed to enrich early childhood educational opportunities in the district. Rockwood Early Childhood PTO is a socially oriented group committed to offering opportunities for parents to enjoy activities together in the community. Rockwood Early Childhood PTO utilizes meetup.com

The Early Childhood website is a great way to obtain information regarding our early childhood program. Please visit the following website:

www.rsdmo.org/earlychildhood

Visitors to Schools



Parents (Guardians) and patrons of the district are encouraged to visit district schools. However, please know that all visitors during the day shall check in at the building office prior to proceeding elsewhere in the building. Parents (Guardians) and patrons visiting the classroom must be approved in advance by the teacher and/or administration. Those persons visiting that are not parents/guardians must have advance approval by administration including required parent release forms. A visitor's presence in our schools or classrooms must not disturb the class or activities of the class nor hinder the instructional process. Visitation by preschool children and/or children in the classroom from other schools is strongly discouraged. The school is not the appropriate place for non-custodial visitations.

Personal Items

The classrooms are adequately equipped with materials of special interest to young children. Personal toys, money and jewelry are to be left at home. It is difficult to be responsible for personal play items, as they can be easily damaged or misplaced at school.

At various times during the year your child will have opportunities to bring a special personal item for sharing.

Clothing



We recommend that children wear play clothes that are practical, comfortable, and washable. The National Safety Council advises “parents should avoid letting children wear shoes with sling backs or open toes.” They further advise that “tennis shoes are the better choice for children.” Therefore the wearing of “crocs”, flip-flops, or sandals is discouraged. The staff understands that children will have occasional toileting accidents. To assist children with self-help skills, we recommend dressing them in clothing they can zip, snap, and unbutton by themselves. If you would like you may put an extra set in your child’s backpack.

We will go outside for large muscle activities whenever the weather is not too severe. Be sure your child is adequately dressed so he/she may enjoy the outdoor play. All children are expected to participate in outside activities. Be sure to put the child’s name on all garments that are removable, as there will be many look-alikes. For safety purposes we recommend that children not wear loose dangling items (jewelry and long drawstrings on coats) that could get caught in playground equipment.

Special Occasions/Holiday Guidelines



Participating in periodic special events contributes towards building a bond and a sense of community for the children, their families, and the staff. To ensure that everyone feels included these celebrations will not center on exclusive themes.

Fall celebrations might include harvest or pumpkin themes. Winter events might focus on snow or mittens, and a February celebration will be focused around friendship. Other special occasions might include Read Across America Day, Literacy, Earth Day, or Teddy Bear Picnic.

Many efforts are made to value and demonstrate an appreciation for the diversity of all of our children and families in our program. We invite and encourage children and families to share customs and traditions with the class throughout the year. Through this, we learn to appreciate the differences among us and honor and affirm our similarities.

Confidentiality



An education record is maintained for each student. The parent/guardian of students who are attending or have attended the district's schools have the right to inspect and review the education records of their students.

The district has adopted procedures for the granting of parental requests for access to the education records of their student. All information contained in a student's educational record, except information designated as directory information by the district, shall be confidential.

Student educational records shall be accessible only as permitted under the federal regulations, as set forth in district Regulation 2400.

In respect of each family's special needs for privacy, families are to check with their child's teacher or the early childhood office before they take photos or videotape. See Board of Education Policy/Regulation #2400

Safety and Medications

The staff makes every effort to ensure the safety and well-being of all children.

However:

- If a child becomes ill after arrival, the parents will be notified and expected to pick up the child as soon as possible.
- Minor injuries, such as scratches, scrapes, insect bites, etc. will be treated by the early childhood staff if necessary. Typical first aid for abrasions and scratches is to wash the area with soap and water and then apply triple antibiotic and a Band-Aid. Notify the school nurse if your child has allergies to bandaids or triple antibiotic ointment.
- Any serious injury or head injury will be reported to the parents immediately so that appropriate action may be taken.
- If a major injury occurs, the staff will immediately call for professional help (school nurse and/or 911). Parents, designated emergency contacts, or the child's doctor will be notified immediately.
- If an emergency is such that immediate transportation to the hospital is necessary, a staff member will accompany the child and have the emergency consent form signed by the parent with them.
- If a child needs to take medication, including over-the-counter medications, the following procedure that is consistent with the District policy must be followed:
 1. Medications must be brought to school by the parent or another adult in the original container. Medications may not be transported in backpacks.
 2. Medications must be checked in by a school district nurse.
 3. Prescription medications must be in a prescription labeled container, the label stating the child's name, physician's name, date of prescription order, name of medication and directions for administered.
 4. Over-the-counter medications must be in their original containers.
 5. "Request for Medication to be Given at School" forms must accompany any kind of medication. Physician signatures are required for all over-the-counter medications.

Illness of a Student



All of our policies and procedures are developed with the goal of providing a safe, healthy, nurturing, and responsive setting for young children. Providing a safe and healthy environment requires establishing policies and procedures for handling childhood illness. When a child becomes seriously ill or hurt at school, parents are notified immediately. If the parent cannot be located, the emergency number is called. Illness is defined as having a temperature of 100° or above, vomiting, diarrhea or one of the items listed below. Please make arrangements with relatives, friends, neighbors, or a sitter to pick up your child when he/she is ill at school. It is always a good idea to have a back-up plan for sick childcare for days when children must be kept home from school.

Your child is to stay at home or may be sent home while at school if there is:

1. **Fever: 100° or greater.** Students who have been absent from school because of an elevated temperature should be kept home until they've been fever free for twenty-four (24) hours without fever-reducing medication (acetaminophen, ibuprofen).
2. **Vomiting:** A physician should be contacted if vomiting lasts longer than twenty-four (24) hours or becomes severe. A child must be symptom free for 24 hours before returning to school.
3. **Diarrhea (loose, frequent stools):** A physician should be contacted if there have been two or more episodes. A child must be symptom free for twenty-four (24) hours before returning to school.
4. **Strep throat:** or a sore throat that is accompanied by a fever and enlarged nodules in the neck. Child may return to school twenty-four (24) hours after antibiotic treatment is begun and is fever free.
5. **“Cold” and/or persistent cough:** If obviously ill – lethargic (very tired), nose running continuously, excessive coughing.
6. **Rash:** Unusual rash or spots that are spreading of an unknown cause. Children should remain home until the cause is determined. If due to chicken pox, the child is to remain home until all lesions are crusted.
7. **Impetigo (bacterial infections of the skin):** Exclude until 24 hours after medical treatment has been initiated and lesions are either dry or can be covered by a watertight dressing
8. **Conjunctivitis: “Pink Eye”** – If reddening of white of the eye or inner eyelids is observed that may be accompanied by drainage (pus), itching, or pain, child cannot attend school until medical attention has been received and medication has been administered for twenty-four (24) hours.
9. **Ringworm:** Can attend school once treatment is started and lesions are covered.
10. **Scabies:** A contagious skin disease caused by the “itch mite”. Child can return to school when adequately treated with the lotion prescribed by the health care provider

Communicable Diseases

Should symptoms of a possible communicable disease develop while at school, the child will be cared for while arrangements are made to have him/her picked up from school. If a symptom persists (such as a rash/cough) or if a communicable disease is confirmed (e.g. measles, chicken pox), admittance may require a statement from the child's physician declaring the condition non-contagious. If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the teacher. Information of possible exposure will be posted for the class(es) involved, as determined by a school district nurse. If a child will be absent from school because of illness, the early childhood office should be notified.

Head Lice Protocol

This protocol is based on best evidence in the school and home management of pediculosis (head lice.) While head lice are a nuisance, they do not carry or spread any illness or disease and are therefore NOT a reason to exclude from attending school, screen classrooms full of students, or notify staff or parents. Head lice do not jump or fly, and only occasionally are spread via objects. Typically they are spread by head to head contact, most often occurring during sleep overs, and other activities where children's heads are in close, prolonged contact.

A student who is scratching head is sent to RN and NITS only are discovered...

If nits are not viable, not close to scalp or light in color when removed from hair, return the student to class, but do report to parents that nits were found and for them to continue to screen for head lice and/or viable nits for the next 2-3 weeks. RN to re-check the student in 10 days. Screen any siblings in the building, and notify the nurse at other grade levels/buildings if siblings attend elsewhere in Rockwood.

A student sent to RN and live lice are discovered...

Notify the parent and offer that they may come get the student to start the treatment and laundry/cleaning process. We cannot exclude a student, even with live lice. Be sure the parent has information on effective products, cleaning procedures, and prevention methods. Encourage parents to also call primary health care provider for their recommendations. Screen siblings as above.

A student found to have live lice and/or viable nits AFTER completing treatment...

Notify the parent and ask that they contact their healthcare provider and ask about prescription treatments. Allow parents to come get their student, (as above), but we cannot mandate exclusion. Screen siblings as above.

A parent report of finding nits or lice on their student...

Confirm that appropriate treatment was completed for all family members who had infestation, and request to screen child(ren) as they return to school. Encourage parents to continue to comb for nits if still present, and to continue to screen for live lice for 2-3 weeks on all who were infested. RN to screen student(s) in 10 days.

Allergies



We strive to provide a safe environment for all students, including those with life threatening food allergies, to promote understanding of their needs to the wider school community, and provide guidelines that outline prevention strategies and treatment protocols that allow staff to respond to individual circumstances and provide necessary emergency treatment. Management of student allergies will be through a team approach, (e.g. parent or guardian, building administrator, nurse and classroom teacher).

Birthdays



Birthdays are important milestones in the lives of young children. Birthdays place children in the center of attention for one wonderful day each year.

A light healthy snack, a chorus of “Happy Birthday” and the attention of friends and teachers are the only ingredients needed to make this day special in an early childhood classroom.

If the teacher has provided a list of foods to avoid sending into the classroom (i.e. nuts), be sure to check food product labels to be sure it does not contain the item teacher specified. Otherwise the item will not be able to be served.

The preschool staff will hand out invitations for birthday parties, etc... only when (a) the entire class is invited, (b) all the boys are invited, or (c) all the girls are invited.

Snacks

We have had many questions concerning the selection of snacks for the preschool classrooms. Your teacher will let you know how many children and teachers are in your child’s class, AND IF THERE ARE ANY RESTRICTIONS DUE TO ALLERGIES. Please check the ingredients of snacks carefully. Rockwood Preschool provides cups and napkins for each room.

Reminder: *No homemade treats. Sealed items may be purchased from a store with the ingredient list attached.*

Building and Parking Lot Safety



A department-wide safety program is utilized to increase parking lot safety. Please help us model appropriate behavior and keep all children safe. Students practice safe walking to school and are reminded to hold a hand at the time of dismissal.

Our goal is to help our children learn to:

- **Drive SLOWLY and CAUTIOUSLY** in the parking lot when entering and exiting.
- Children must **ALWAYS HOLD AN ADULT’S HAND** in the parking lot and as you enter the school.
- Please use your Super Star **WALKING FEET** as you walk in the parking lot and hallway.
- **BACK UP CAUTIOUSLY**. Check all mirrors carefully and back out very slowly.
- **SUPERVISE YOUR CHILDREN**. Children should not be playing around cars or unattended on the sidewalks in front of the school
- **NEVER LEAVE A CHILD UNATTENDED IN YOUR CAR** while bringing a preschooler into school. On behalf of the child we will contact authorities if you do.
- Parents are expected to walk their children into the Vandover, Clarkson Valley, and Eureka Early Childhood Centers and wait with them until the teacher opens the classroom door. Children will not be released to anyone under age 16.

Hold a hand, use walking feet and stay with an adult while on school grounds!

Dismissal Procedures

1. A child shall be released from the facility only to the child's custodial parent(s) or guardian or the person(s) listed in Infinite Campus. Children will not be released to anyone under age 16. This policy is strictly enforced for your child's safety.
2. If your child is covered by a Court Order, we will abide by the Order provided we receive a certified copy of the Order. We cannot violate the terms of a Court Order, and we hope to work amicably with all family members to best serve the needs of the child.
3. Your child may be released to the custody of local authorities if not picked up within a reasonable time and the school is closed,
4. If your child requires transportation as a related service, an adult must be present (over the age of 16) for your child to be released. If an adult is not present, your child will be brought back to school and an adult will be called.

Outdoor Policy

Outdoor play is an important part of our daily routine. Rockwood Preschool follows these recommended guidelines of temperature and air quality. Please be sure to dress your child appropriately for the weather including sending a coat, hat, gloves/mittens, and scarves. All children benefit from outdoor play. A written physician's statement is required if a child is to be kept inside because of health reasons.

The outdoor playground is used everyday except in extreme weather. The RSD outdoor guideline are:

Under 20 degrees-Stay inside
20-95 degrees-Normal time outside
Over 95 degrees-Stay inside

TEMPERATURE GUIDELINES INCLUDE WIND CHILL & HEAT INDEX

Inclement Weather/Emergency Closing



The safety of all students and staff is Rockwood's first priority when inclement weather is forecasted for our area. Inclement weather includes snow storms, ice storms and other extreme natural events that pose a threat to the safety of students and staff.

Rockwood will notify the public when severe weather requires that school to close. School cancellations will be pushed to the Rockwood app via the notification icon. In addition, parents will find information on the Rockwood website and our social media sites. We will also send voice and text messages using School Messenger, our automatic notification system. In addition, we'll share this information with our local media and news stations.

If an individual school (i.e. elementary or high school that houses a preschool classroom) is canceled during the school day due to an emergency situation (i.e. power failure), preschool will also close. The office will contact families to pick up their child.

There is no reduction in fees due to inclement weather or emergency closings.

Parents as Teachers (PAT)

Parents as Teachers (PAT) is a partnership between the family and home, Rockwood School District, and the community to give all children the best possible start in life.

The Parents as Teachers program offers four important components of support for families:

- Personal Visits
- Group Connections
- Screenings
- Resource Network

Families may register by contacting the Parents As Teachers Supervisor. Additional information about Group Connections, Screenings, and resources are available on our website.

Developmental Screening

Children move through various developmental milestones throughout their life. Screenings provide an opportunity to determine how children are meeting these milestones. Children grow and change rapidly through the early years. A screening each year prior to kindergarten helps parents know if their child is developing within the normal range for his or her age. One annual screening appointment per child is available to families registered in the Rockwood School District.

Rockwood uses the Developmental Indicators for Assessment of Learning (DIAL-4) to evaluate communication, motor skills, and concepts. The screening includes a vision/hearing assessment by a registered nurse.

Where can I find more information about developmental milestones?

- Visit <https://www.cdc.gov>
 - Developmental Milestones
 - Download the "Milestone Tracker" mobile app
 - Free Materials

Preschool Tuition

1. Tuition invoices are emailed monthly. Tuition payments are due on the first day each attendance month. Payments can be made by ACH (Auto Debit), cash, check, or credit card. There will be a 2.54% Credit Card Convenience Fee per transaction when using your Credit or Debit Card. Checks are to be made payable to Rockwood School District and may be mailed or delivered to the Vandover, Clarkson Valley, or Eureka Early Childhood Centers. Please write your child's name on the check.

Rockwood classroom Preschool staff members are not able to accept tuition checks.

Payment boxes are located at the Clarkson Valley, Vandover, and Eureka Early Childhood Centers.

2. Your account will be considered delinquent if payment is not postmarked or delivered in person to the Early Childhood Office by the 10th of each month, with the exception of the May 1st payment. The child will be subject to dismissal if the account is thirty (30) days past due. If payment is not received, the account will be turned over to a collection agency. NOTICE: All accounts are due by May 10th for the end of the school year.
3. Written notice will be sent from the Early Childhood Department when a check is returned. The account will be charged a \$25 Return Check Fee. Payments must be made by money order or cash, after the second (2nd) returned check.
4. In the event of absence, fees for contracted days will still be payable.
5. In the event of school closing due to inclement weather, fees are still due.
6. The cost is based on the number of days that Rockwood Preschool is in session, and it is divided into equal monthly payments for your convenience. There are no charges for holidays or school breaks included in your monthly fees.
7. Children will not be allowed to start a new program (i.e. School Year Preschool, School Age Adventure Club, or Community Education Programs) until the current account is up to date or arrangements have been made with the Early Childhood Registrar to bring the account up to date.
8. Reimbursement vouchers will be signed upon receipt of payments indicated on the voucher. Please allow us a 48 hour notice to process your request.
9. All accounts will receive a year end statement in January. The Rockwood School District's Tax ID number is 43-6004215

Full-Day Preschool Information

1. There is an additional reservation form and charge for attendance during Spring Recess. The Spring school break Full-Day Preschool program is dependent on enrollment. The Full Day Preschool locations are not open during the District's winter break.
2. Vacation time is granted to families who are enrolled for 5 Full-Days per week.
3. 5 vacation days per school year session and 5 vacation days for Summer Session
4. Vacation days cannot be carried over; they start each new session.. Complete the vacation form, at the classroom to make vacation requests.

Full-Day Hours and Days of Operation

The Rockwood Full-Day Preschool operates in two sessions, school year and summer, Monday through Friday. Hours of operation are 7:30 a.m. to 4:30 p.m.

Children may not be dropped off any earlier than 7:30 a.m. and must be picked up by 4:30 p.m. Families who have not picked up their children by 4:30 p.m. are considered late. Continued abuse of this time will be cause for dismissal from the program.

There are four staff members assigned to each room: the Teacher and Activity Assistant in the morning and the Assistant Facilitator and Activity Assistant in the afternoon. The classroom maintains a 9 to 1 child/staff ratio. The teacher during the school year is Early Childhood certified. The teacher during the summer program has various levels of education and experience.

Full-Day Preschool at the High School

The Full-Day Preschool classroom is also a laboratory facility for childcare training for students enrolled in the High School Child Development classes, at the four high school sites. The high school students are always under supervision of the Full-Day Preschool staff.

Rest Time/Naps

A two-hour rest time is observed each day. The program provides a cot and sheet for each child. A blanket and soft doll or stuffed animal may be brought. Blankets will be sent home on Friday (or last day of the child's weekly attendance) for laundering and need to be brought back on the following Monday.

In each of our Full-Day Preschool classrooms, the children all rest on their cots for thirty minutes. Children who do not fall asleep after this time are then permitted to leave their cot to engage in quiet play.

It is not our policy to keep children awake, nor will staff do so upon a parent request. Also, if your child falls asleep during the mandatory thirty-minute rest time, staff will not awaken your child at the end of the thirty-minute rest time. On an individual basis, staff will discuss parental preferences regarding the length of time for a child to sleep.

Full-Day Lunches & Snacks

Breakfast: We encourage children to have breakfast at home with their family. If the family is having a "rushed" morning, the child/children may bring their breakfast to the classroom prior to 8:30a.m.

Snacks: A snack is provided in the morning and afternoon. The snack menu is posted on the family board.

Lunch: Full-Day Preschool children may bring their lunch or purchase lunch at school during the school year

(except at Vandover and Eureka Early Childhood). Purchased lunches are only available when district k-12 students are in school. If you want to purchase a school lunch for your child, you must pre-pay for it. <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> (The school maintains a lunch account for the child.) To meet sanitation guidelines, uneaten food brought from home for lunch will be discarded.

PUBLIC DISABILITY NOTICE

The Rockwood School District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

As a Missouri district, Rockwood is required to conduct an annual census of all children with disabilities under their jurisdiction from birth to age twenty-one (21). Required information includes the child's name, birth date, age, disability, services, and parent/guardian's name and address. Anyone with knowledge of a child with a disability not already receiving public school services may contact Rockwood's Coordinator of Special Education, 504, and Homebound Services.

The Rockwood School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Rockwood School District, in partnership with the Special School District (SSD) of St. Louis County, assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Individuals with Disabilities Education Improvement Act (IDEA-2004) educational disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Rockwood School District assures that it will provide FAPE to children attending its schools with disabilities under Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Rockwood School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual is available for public review.

The Rockwood School District and the Special School District (SSD) assure that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Rockwood School District and the Special School District (SSD) have each developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA), pursuant to their specific programs. The plan contain each agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). Each of the Local Compliance Plans are available for public review.

To review the stated documents, please contact the appropriate office:

- Rockwood Administrative Center, 111 East North Street, Eureka, Missouri 63025, Monday through Friday between the hours of 8:00am and 4:30pm.
- Special School District's Office of the Superintendent of Schools during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.



NONDISCRIMINATION STATEMENT

The Rockwood School District prohibits and will not tolerate discrimination against or harassment of any student, employee or applicant for employment, or in its programs and activities, because of race, color, national origin, religion, sex, age, genetic information, marital status, disability, handicapping conditions, or any other factor that is not a proper legal basis for an employment decision, and it provides equal access to the Boy Scouts and other designated youth groups. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business. Inquiries by students, parents, employees, or the public regarding Rockwood School District's nondiscrimination policies should be directed to the compliance coordinators listed below:

Dr. Katherine A. Reboulet, Compliance Coordinator for Title VI and VII of the Civil Rights Act of 1964 as amended, the Missouri Human Rights Act, the Age Discrimination in Employment Act, Title II of the Americans with Disabilities Act (for employees and members of the public), the Genetic Information Nondiscrimination Act and P.L. 92-318, Education Amendments of 1972, Title IX (race, color, national origin, religion, genetic information, marital status, sex, age, disability and handicapping conditions (for employees and members of the public) discrimination issues),

*Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025-1229
636.733.2034*

Dr. Dave Cobb, Compliance Coordinator for Title II of the Americans with Disabilities Act (for students), P.L. 93-112, Section 504 of the Rehabilitation Act of 1973 and P.L. 94-142, Education for all Disabled Children Act (disability and handicapping conditions (for students) discrimination issues),

*Rockwood Administrative Center
111 East North Street
Eureka, Missouri 63025-1229
636.733.2107*

Inquiries may also be directed to additional compliance coordinators for unlawful discrimination and harassment set forth in Rockwood Regulation 2130

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.