



# Parent and Student Handbook 2023-2024

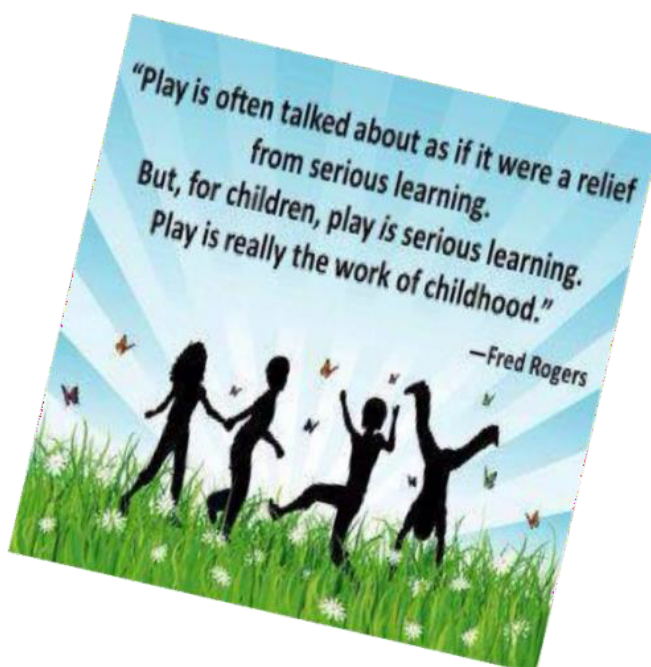


*The Eufaula City Schools Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Jan Bowen or Deltonya Warren may be contacted at (334) 687-1100 or in writing at 333 State Docks Road, Eufaula, AL 36027 or email [jan.bowen@ecsk12.org](mailto:jan.bowen@ecsk12.org) or [deltonya.warren@ecsk12.org](mailto:deltonya.warren@ecsk12.org).*

## Mission Statement

The mission of the Eufaula Early Learning Center is to ensure that children are healthy, self-confident, enthusiastic learners who have the skills necessary for success in life. This will be accomplished by a committed, highly-qualified staff in a safe, nurturing, and stimulating environment which fosters exploration, creative learning, and problem solving through the use of real-life experiences.

The vision of the Eufaula Early Learning Center  
Preschool Program is to  
prepare our  
children to enter  
kindergarten with a  
solid sense of security,  
positive self-esteem,  
and a love for learning.



### Office Staff

687-1100, extension 1018

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### CERTIFIED TEACHERS

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### AUXILIARY TEACHERS

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Antwanique Haigler

Mary Rucker  
Morgan Barnette

Abby Thomas  
Annie Justice



## Safety - Please share this information with anyone who will be transporting your child.

The safety of children comes first! They are as precious to us as they are to you. We kindly ask for your cooperation in adhering to the following:

- While on campus, which includes the parking lot, please **do not use your cell phone**. Morning arrival times and afternoon dismissal times are crucial transition times and require your full attention. We want your child and you to be safe at all times.
- When you are visiting our campus, we must ask that you **respect the privacy of other families and children** and not use your phone to video or photograph children.
- **No tobacco, e-cigarettes, vapes, alcohol, or weapons** are allowed on our campus.
- Always report to the office first when you visit our campus to get a visitor's pass. You will need your driver's license or state issued identification to obtain a visitor's pass EACH time you enter the ELC.



# Arrival Procedures 7:30 am -7:50 am

Arrival begins at 7:30 am (when our doors will be opened) and ends at 7:50 am. Upon arriving at the ELC, enter the parking lot from State Docks Road at the sign marked “Enter” from the west end of the parking lot. Anytime you come to the ELC, please park only in the area designated for the ELC. Do not park in front of the Central Office or any other area on the campus. Upon leaving the ELC, please exit the parking lot at the “Exit” sign, and turn right toward the industrial park. Cars will not be allowed to turn left back onto State Docks Road when exiting the parking lot per the Eufaula Police Department.

When parking, please park in one designated parking space and be respectful of other parents (do not block them in or park in a manner that inhibits them entering or exiting their vehicle). For everyone’s safety, **NO ONE will be allowed to back into a parking space.** For persons with disabilities, designated parking is available for use with the proper disabled/handicapped placard or tag issued to you for your use. Please be mindful that we have people who TRULY do need those parking spaces.

You, or an adult designated by you, are expected to hold your child’s hand, and walk to the front of your vehicle to one of the two designated walking paths. If you park on the first row facing the fence and the school, you will walk on the path between your vehicle and the fence which takes you directly to a sidewalk that leads to the ELC. If you park on the second or third row (which face each other), there is a designated walking path between the concrete bumpers. You will follow the path to the “crosswalk” where a staff member will be directing traffic and allow you to cross to the sidewalk safely. **Please hold your child’s hand at all times.**

Follow the sidewalk to the last entrance which leads into the hallway where classrooms are located. **Staff will open the doors at 7:30 a.m. each morning** to begin welcoming students into the building. **Parents/guardians will escort children into their classroom to sign in.**

**Please refer to the attendance policy below. BEING ON TIME IS VERY IMPORTANT! The first bell rings at 7:45 a.m., and the tardy bell rings at 7:50 a.m.** Once the tardy bell rings, the adult bringing the student to school must report to the ELC office to check the child into school. Under no circumstances should a pre-k child be dropped off at any point on the campus and expected to walk into the building ALONE. All entry points to interior doors are enclosed by gates, and ALL doors will remain locked throughout the school day. The only access into the building is through the office.

**Our day begins precisely at 7:50 am.** Faculty and staff will close the doors precisely at 7:50 as they are needed to fulfill breakfast and morning responsibilities. If you are arriving “just in time”, please don’t expect staff to wait for you to get from the parking to the entrance. If the doors are closed to the classroom hall, please do not knock or expect someone to let you in. Routine and predictability are important to children. Arriving late to school results in stress and confusion for your child and the class. Breakfast time is a prime opportunity to work on social and academic skills. Therefore, all pre-k students will eat breakfast together each morning beginning at 7:50 a.m. in their classrooms. Breakfast service ends at 8 a.m.

## **Check-ins will end at 9:00 a.m.**

No child will be admitted to school after 9:00 a.m. without a written doctor’s excuse.

# Dismissal Procedures 2:30 pm - 2:45 pm

**Dismissal begins at 2:30 p.m. and ends promptly at 2:45 p.m.** Parents or designees picking up children in the afternoons follow the same traffic procedures used in the mornings.

Once you are parked, please form a line at the covered area. The line may not form before 2:15. For safety reasons, please remain in your vehicle until this time. Students will be seated with their partner class or “pod” under the large covered area. Once you advance in the line, the teacher will scan your QR Code, and you will pick up your child from his/her teacher at a designated “colored spot”.

For the safety of all students and staff, **EVERYONE** who will pick up your child must be listed on his/her emergency card along with ID information in order for the ELC to release the student. We are going with this process as opposed to the HANG TAG.

Children will NOT be released, under any circumstance, to a person not listed on the emergency card and/or to persons who do not present a valid state issued ID.

If you utilize the services of a local day care center for morning drop-off or afternoon pick-up, please make sure you share the arrival and dismissal expectations with them. Be sure that they are listed on the Emergency Card. We will only dismiss the students to individuals who are listed on the Emergency Card. Remember, safety is our number one priority during these crucial transition times.

Dismissal ends at 2:45 pm. **If a child is not picked up by 2:45 pm, there is a \$5 late pick-up fee for the first and second occurrence. Any further late pick-ups will result in a \$10 late pick-up fee.** If on any day your child is assigned to the late pick-up location, and you do not pay the late pick-up fee, you will be required to meet with one of the administrators before your child returns to class the following school day. After the third instance of your child not being picked up on time, a conference with one of our administrators will be required and may result in dismissal from the program.

We realize that there are extenuating circumstances from time to time. If you see that you will not be at school by 2:45 pm, call the office at 687-1100, Extension 1018. It is important that arrangements are made for your child to be picked up daily by 2:45 p.m. (Please refer to the attendance policy below.)

## Student Checkouts end at 1:00 pm

All students will have a short rest time from 1:15 until 2:00 p.m. Most of our students use this time to nap. Please understand that when we use the intercom to call for students, it disrupts the entire class. Therefore, if your child has an afternoon appointment or needs to be checked out, please do so by 1:00 p.m. Check-outs for any reason are not allowed after 1:00 p.m. We begin dismissal at 2:30 p.m.



Research supports that one of the most important things you can do to ensure your child is successful in school is also one of the most basic: be sure they attend school every day and that they are on time. In fact, research has shown that your child's attendance record may be the biggest factor influencing his/her academic success.

As part of the parent responsibilities associated with Pre-k, you agree to the following:

- **Avoid Chronic Tardiness** which is defined as a late arrival or early departure more than 2 days per week.
- **Avoid Chronic Absences** which are defined as missing more than 4 days per month without medical or other reasonable explanation. This could also be defined as an established regular attendance pattern. (Late every Monday or absent every Tuesday or leave early every Friday for example)
- In such situations, parent conference with administration will be required. The regional monitor for the Department of Early Childhood Education will be consulted. The truancy officer for Eufaula City Schools will be consulted. The possibility of dismissal from the program will be considered.



### **Extra Clothing**

Please send a complete change of clothes, including underwear and socks, to be left at school. Be sure to replenish the supply of extra clothing at school often.

### **Toileting Accidents/Potty Training**

Please note that children must be **completely potty-trained** when entering Pre-K. This includes being able to clean themselves following toileting. Faculty and staff are not allowed to change and/or to clean children due to toileting accidents or toileting needs. If a child wets his/her pants, staff can offer baby wipes and coach them on getting cleaned up, changing the wet underwear and clothing, and washing their hands. However, if a child has a bowel movement in their pants, parents will be called to come to school to change the child's clothing or to take them home if necessary to clean them properly.

## **Dress Code**

For safety reasons, tennis shoes must be worn to participate in P.E. and outside playtimes. We strongly encourage you to consider purchasing tennis shoes with Velcro. Preschool students' fine motor skills typically are not ready to tie shoes especially at the beginning of preschool.

Preschoolers are very active at school and spend time sitting on the group rug, playing on the playground, painting and other art activities that may be considered "messy". Please dress them comfortably and in a manner that does not interfere with their learning and participation at school. **Preschool students may not wear spaghetti strap shirts or halter tops. Shorts should be worn underneath dresses** due to the activities typical in a preschoolers' day. Further information on the dress code may be found in the Eufaula City Schools' Code of Conduct Handbook.

## **Rest Time**

Preschool students have 45 minutes of rest time each day. We provide cots for each child. Parents are asked to send a clean child-sized blanket, cot-cover, or towel each Monday. These will be returned on Friday to be washed over the weekend.

## **Toys**

Please do not send toys to school with your child. Toys can get broken, are difficult to share, may get misplaced, and may cause unnecessary distractions. Occasionally, we will have special days when children can bring an item that pertains to what we are learning. Also, no lip gloss or lip balm as these tend to be passed around and shared.

## **Parties**

Each class may have several parties during the school year. Your assistance, as requested by the teacher, is appreciated. Birthdays are very important to young children, and we like to make them special here at school. Let your child's teacher know, in advance, if you are going to send goodies to celebrate your child's birthday at school. Individually wrapped treats of your choice may be sent to school with your child to be served at the regular snack time. Please do not send party invitations to school unless you send one for each child in the class. Also, gifts, flowers and/or balloons should not be brought to or delivered to school for students.

## **Breakfast**

All children will have breakfast in the classroom each morning. Breakfast will end at 8 a.m. This time is one of our daily learning experiences, and it is very important for your child to be here on time to benefit. Breakfast is served at no charge.

## **Lunch**

We are participating in the Community Eligibility Program. There is NO charge to students for lunch. If you choose to send lunch from home, we encourage you to send a healthy lunch and ask that you do not send candy, sodas, or glass bottles. We also ask that you practice with your child opening (especially Lunchables) and organizing their lunch. This whole process can be overwhelming to small children. **Breakfast or lunch from fast food restaurants may not be brought into the school lunchroom or classroom. Teachers are not permitted to refrigerate or to heat up foods for students.**

## Snack

Please send a snack and a drink for your child each day. We encourage you to send healthy snacks and ask that you do not send candy, sodas or glass bottles.

## Water bottles

Water bottles (already filled with fresh water) should be sent to school daily with your child. We highly recommend the re-usable type with a small drinking spout or straw that is closable, but a disposable type is acceptable. Please be sure to label it with your child's name. Young children need to stay hydrated, especially in the warmer months at the beginning of the school year (and again in the spring).

## Handwashing

Research shows that regular and proper handwashing are imperative to reduce the spread of illnesses. Students and staff will wash hands NUMEROUS times each day. Teachers and Nurse Carly will teach proper handwashing techniques as well as other important health and safety routines and practices (i.e. cover your mouth when you cough or sneeze, and more). Teachers will facilitate and monitor handwashing at all restroom times, before meals, after meals and throughout the school day.

## Cleaning and Sanitizing

Our faculty and staff are committed to providing a clean and safe learning environment at the ELC while striving to protect everyone. Surfaces, restrooms, door handles, playground structures, tables, toys, play areas, and learning materials will be cleaned throughout the school day. Our custodial staff will sanitize all classrooms, restrooms, and common areas after students leave each day.

## Too Sick for School

As mentioned in the parent responsibilities, if a child has a fever (100.4 degrees and higher), diarrhea, vomiting, pinkeye or any illness deemed contagious by our school nurse or a physician, parents should keep the child at home until they are symptom free. When Nurse Carly calls a parent to come and pick up a child for any of the above symptoms, the child will not be allowed to return to school for 24 hours. In an effort to keep everyone healthy, we ask that you not send your child back to school until they are symptom free for a 24-hour period without medications to control or lessen symptoms (fever, diarrhea, vomiting, etc...).

With COVID concerns and practices, the above guidelines for "Too Sick for School" will be strictly followed. Students can be denied entry to school due to a screening and/or temperature concern. Nurse Carly will work closely with you if your child exhibits any symptoms to get them the medical care needed.

Nurse Carly and all of our nurses in the system keep up to date with the on-going changes in guidelines from the Alabama Department of Public Health. We will send out updates as they pertain to our practices.

### How does your child feel today?

Is there new onset of runny nose, cough, or shortness of breath?

Is there new onset of diarrhea or stomach irritability?

Has there been a change in energy level or overall wellness?

Has there been a change in taste or smell?

Has your child taken any fever reducing medications in the past 24 hours?

Has your child been within 6 feet of anyone who is COVID positive?

If you answered "YES" to any of these questions, please call Nurse Carly before coming to school.

Her number is 687-1100 Extension 1024.



## **Pre-K Discipline Plan**

Teachers and staff of the Early Learning Center model and support children in the process of learning to solve their own problems and conflicts using redirection and self-regulation techniques by:

1. Acknowledging the conflict and the feelings of the children;
2. Allowing each child to speak and explain his/her perspective;
3. Helping the children decide on and implement a solution and plan different ways to behave in the future.

Teachers and staff establish routines and procedures for all aspects of the Pre-k day which increases the likelihood of success for all the children in the class. Teachers are proactive and provide clear expectations and use effective methods to prevent and redirect challenging behaviors by fully planning and preparing for the Pre-K day with materials readily accessible. Effective verbal acknowledgement that describes a child's appropriate words and actions is given rather than only addressing the negative behaviors and actions. Time-out or isolation, threats, and/or loss of playtime all lack the reflection and follow-up needed to bring about change in behavior and are not utilized at the ELC.

Specific consequences for incidents of aggressive behavior may be used. In these cases, the teacher may provide a space and materials that will help a child regain control of emotions, words, and actions. When the child is calm, the teacher will facilitate a discussion with the child to give him the opportunity and support to discuss his feelings and how to handle such situations differently in the future. No form of physical or mental punishment is permitted. The belief and practice of the ELC is that children should always feel safe and valued. All teacher interactions with children should support the child's development of trusting relationships and sense of security in their surroundings.

Occasionally, chronic behavior problems may persist. In cases where challenging behaviors (tantrums, physical aggression, bullying, biting) pose a risk to the child or to others, the family is expected to meet with the teacher, ELC/ECS administration, and other appropriate professionals (behavior specialist, guidance counselor, school psychologist, school nurse, and/or mental health professionals). This team will make decisions based upon individual needs and best practices.

## **Daily Folders**

Your child will be provided with a folder for class work, notes to and from school, and money. Anything you send to school (notes, money, etc.) needs to be in their folder. A two-way communication sheet will be included in the folder. Please make notes on this sheet to communicate with your child's teachers.

Folders are checked daily. It is also important that you check the folder each day for notes from school. Newsletters are sent home each week in the folder. It is important that you read the newsletter so that you are aware of what is going on and what is expected of your child and of you. Should you damage or misplace your child's communication folder, you will need to purchase one from our office for \$5.

## **Messages**

Oral messages brought by your child cannot be accepted by the teacher or staff. Please send written correspondence only. These should be put in your child's daily folder.

## Money

Any money that is sent to school should always be placed in a sealed envelope, labeled with your child's name, teacher's name, and purpose for the money and be placed in the daily folder. This is where teachers will check each morning. Money for separate purposes should be placed in separate, labeled envelopes. Unlabeled and/or loose money can get lost or sent to the wrong place. Please do not give your child money to keep in his/her pocket or to give the teacher. Children of this age use money as a toy and it distracts them during our learning activities and coins can be a choking hazard.

## Progress Reports

Progress reports are given each nine weeks for Pre-k students. The first progress report will be given to parents during the **mandatory parent conference in October**. The final Progress Report will be given to parents during the **mandatory parent conference in May**. The progress report will show how your child is progressing academically, socially and developmentally. The ELC staff will make every effort to schedule your conferences during a time that is convenient for you. **Additional conferences may be required as determined by administration and/or teachers.**

Assessments Teaching Strategies GOLD is the on-going yearly assessment system used by all Pre-k teachers. Students are observed and anecdotal notes are recorded daily to give a summative report at three checkpoints on student growth. Work samples are also collected along with checklists and reports. Do not be alarmed if samples are not in the folder weekly as they may be saved in a journal to show parents at conference time.

## Parent Responsibilities

### I understand that as a parent of a Pre-k student enrolled in the ELC, I will:

- ☐ Attend orientation at the beginning of the year.
- ☐ Provide proof of residency prior to the start of school.
- ☐ Walk with my child to the arrival point each morning and arrive before 7:45 am.
- ☐ Pick my child up from school each afternoon between 2:30—2:45 pm.
- ☐ Check my child out before 1:00 p.m. in the event of an afternoon appointment or commitment, understanding that nap time is 1:15-2:00 p.m.
- ☐ Attend two parent conferences per year.
- ☐ Meet with my child's teacher or designee in my home or at school if requested.
- ☐ Complete 12 hours of parental involvement this school year. Six hours of parental engagement must be completed by December 15, 2023, to be eligible for preschool services the second semester.
- ☐ **Notify my child's teacher and office staff of address changes or phone number changes during the school year.**
- ☐ Answer and respond to the safety call that I will receive each day my child is absent.
- ☐ Send a written excuse for every absence within 2 days of the absence (After 2 days or 48 hours, if no note has been received, the absence is considered "unexcused".)
- ☐ Answer health screening questions each day and make the school staff aware of any COVID symptoms, exposures, or positive tests.
- ☐ Check/read and return my child's folder every day.
- ☐ Keep children home from school for at least 24 hours or until they are fever free for 24 hours without medication and free from virus symptoms such as diarrhea and vomiting or persistent coughing.
- ☐ Assume responsibility for my child's conduct.
- ☐ Work respectfully AND cooperatively with my child's teachers and other school personnel.

### **Ensure that my child arrives to school on time each day.**

\_\_\_Avoid Chronic Tardiness which is defined as a late arrival or early departure more than 2 days per week.

\_\_\_Avoid Chronic Absences which are defined as missing more than 4 days per month without medical or other reasonable explanation. This could also be defined as an established regular attendance pattern. (Late every Monday or absent every Tuesday or leave early every Friday for example)

In such situations, parent conference with administration will be required, the regional monitor for the Department of Early Childhood Education will be consulted, the truancy office for Eufaula City Schools will be consulted and possibility of dismissal from the program will be considered.

## **Hands-on Learning**

Young children learn by interacting with people and things, working with their hands, and being creative. While we do some paper-and-pencil activities in Pre-k, you will not see your child writing rows of letters or doing other worksheets at school. The children will learn to identify and to attempt to write letters, and this will be accomplished in a manner that is meaningful to them. If your child does not bring home any paper activities, this means we did activities involving learning manipulatives. For example, children will be taught to identify letters using a set of letters they can touch and move around, using an alphabet bingo game, through morning message, and other methods. Children will learn to count using objects, such as counting bears or buttons in addition to so many other developmentally appropriate activities!

## **The Preschool Curriculum**

The core of the curriculum is designed around Thematic Teaching. To ensure that our instruction is rich and meaningful several resources are used when planning units: The World of Wonders Curriculum, Creative Curriculum, and HighScope Curriculum. This approach promotes active learning, allowing children the opportunity to search, explore, and reflect on learning.

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## **Daily activities are based on the following key experiences:**

### **Creative Representation**

- Recognizing objects by sight, sound, touch, taste, and smell
- Imitating actions and sounds
- Relating models, pictures, and photographs to real places and things
- Pretending and role playing
- Making models out of clay, blocks, and other materials
- Drawing and painting

### **Language and Literacy**

- Talking with others about personally meaningful experiences
- Describing objects, events, and relations
- Having fun with language; listening to stories and poems
- Making up stories and rhymes
- Writing in various ways: writing story-books, signs and symbols, one's own writing
- Dictating stories

## **Music**

- Moving to music
- Exploring and identifying sounds
- Exploring the singing voice
- Exploring melody

## **Movement**

- Moving in non-locomotor ways (anchored movement: bending, twisting, rocking, swinging one's arms)
- Moving in locomotor ways (non-anchored movement: running, jumping, hopping, skipping, marching, climbing)
- Moving with objects
- Expressing creativity in movement
- Describing movement
- Acting upon movement directions
- Feeling and expressing steady beat
- Moving in sequences to a common beat

## **Classification**

- Exploring and describing similarities, differences, and the attributes of things
- Distinguishing and describing shapes
- Sorting and matching
- Using and describing something in several ways
- Holding more than one attribute in mind at one time
- Distinguishing between "some" and "all"
- Describing characteristics something does not possess or what class it does not belong to
- Comparing attributes (longer/shorter, bigger/smaller)
- Arranging several things one after another in a series or pattern and describing the relationships (big/bigger/biggest; red/blue/red/blue)
- Fitting one ordered set of objects to another through trial and error (small cup-small saucer/big cup-big saucer)
- Seriation (organizing in a series or in rows)

## **Number**

- Comparing the number of things in two sets to determine "more", "fewer", "same number"
- Arranging two sets of objects in one-to-one correspondence
- Counting objects

## **Space**

- Filling and emptying
- Fitting things together and taking them apart
- Changing the shape and arrangement of objects (wrapping, twisting, stretching, stacking, enclosing)
- Observing people, places, and things from different spatial viewpoints (the amount of space between)
- Experiencing and describing positions direction, and distances in the play space, building, and neighborhood
- Interpreting spatial relations in drawings, pictures, and photographs

## **Time**

- Starting and stopping an action on signal
- Experiencing and describing rates of movement
- Experiencing and comparing time intervals
- Anticipating, remembering, and describing sequences of events



# AFTERSCHOOL PROGRAM

## **Initiative and Social Relations**

- Making and expressing choices, plans and decisions
- Solving problems encountered in play
- Taking care of one's own needs
- Expressing feelings in words
- Participating in group routines
- Being sensitive to the feelings, interests, and needs of others
- Building relationships with children and adults
- Creating and experiencing collaborative play
- Dealing with social conflict

Extended Day services are provided on a **FULL-TIME BASIS ONLY** and begin on August 14, 2023. The program operates daily from dismissal at 2:30 p.m. until 5:15 p.m. as indicated on the ELC Calendar. Services will not be provided if school is dismissed early due to inclement weather or an emergency.

During Extended Day, children are provided a snack and drink, enrichment in both math and reading, and free play time including gross motor time outside daily.

## **FEES and PAYMENTS- \$25 registration fee and \$50 weekly fee**

There is a one-time \$25 registration fee to secure your child's spot in Extended Day. The fee, the completed registration form and the signed parental contract should be turned in together prior to the child beginning Extended Day. The weekly fee of \$50 is due on Friday prior to the week of service. Failure to pay on Fridays will result in your child NOT being allowed to stay in Extended Day the upcoming week until the fees are paid. Please note that you will still incur the fees. Extended Day is planned for and operated based on FULL-TIME enrollment. Whether your child attends one day or he/she attends all five days in a week, the fee is \$50.

## **LATE PICK-UP FEES**

**Students not picked up at or before 5:15, will incur a \$5 late fee for every 10 minutes or part thereof.** ELC uses cell phone time to determine exact times. After the third late pick-up, Extended Day services will be terminated due to late pick-ups.

## **PAYMENTS**

Checks may be made payable to Eufaula Early Learning Center and must have the child's name and be given directly to an Extended Day teacher. ALL CHECKS MUST INCLUDE YOUR DRIVER'S LICENSE NUMBER, PHYSICAL ADDRESS AND 2 WORKING PHONE NUMBERS. A non-sufficient funds fee will be assessed for returned checks.

\*\*\*TAX TIME INFORMATION\*\*\* It is your responsibility to keep up with your receipts for tax purposes. For your use on your return, our tax id number is 63-6000880.

## **DISCIPLINE**

Students enrolled in Extended Day will be expected to act in an appropriate manner and follow school expectations. Corporal punishment will NOT be allowed in the program. The Extended Day staff, with the approval of the principal or designated administrator, reserve the right to dismiss a child from extended day for repeated failure to comply with the regulations after two written notifications.

## **DEPARTURE**

All parents/guardians must sign their child out each day. Parents/Guardians must be listed on the School Emergency Card and/or Extended Day Registration. Pickup will now occur from the Multipurpose Room on the Pre-K wing. If your child is not picked up by 5:15, every effort will be made to contact the parents. After using all contacts, staff will contact the Eufaula Police Department for assistance. (A \$10 late fee will be assessed as well). After three times of being late for pick-up, your child will be dismissed from the program for the remainder of the school year.

## **WITHDRAWAL**

Please give a one-week notice to withdraw from Extended Day. Notice should be in written form and turned into the Extended Staff directly. Weekly fees will accrue until official written withdrawal notice is received.

## **ACCIDENT AND ILLNESS**

In the event of an accident or illness, the staff will decide whether the symptoms warrant notifying parents. No child who appears to be ill will be permitted to attend Extended Day. NO MEDICATIONS WILL BE ADMINISTERED.

**\*All fees are due on Friday or the last day of the school week for services for the following week.**

Accounts are expected to be paid in advance of services and stay current. If your account is not paid on Friday or by noon on Monday or the first day of the school week, the student will be assigned to be a Car Rider and will not be eligible for Extended Day services. You will be expected to make prior arrangements to have them picked up at regular dismissal as a car rider and will follow the expectations of ELC for car riders.

**\*Car rider students who are not picked up by 2:30 WILL NOT go to Extended Day.** Guardians and emergency contacts will be called to come pick up the student. Upon the third time that your child is not picked up on time, a report will be filed with the proper authorities.

## **Social Media-Follow us for important information**

- <https://www.facebook.com/EufaulaEarlyLearningCenter>
- <https://Instagram.com/eufaulaearlylearningcenter>
- <https://www.facebook.com/EufaulaCitySchools>

**Disclaimer:** We no longer allow messages through our Facebook page. Negative comments will be removed from posts. If you have any questions, please email [catherine.chapman@ecsk12.org](mailto:catherine.chapman@ecsk12.org). Your questions will be answered or forwarded to the correct staff for a prompt response.

## **Always keep contact information current!**

- phone
- email
- address-if your address changes, we will need proof of residency updated as well.



## 2023-2024 ELC Attendance Policy

Please note that attendance is reported to the Pre-K Regional Director and to our District Truancy Officer.

<b>7:30-7:50</b>	Arrival
<b>7:50 +</b>	Go to the office; Sign in on the iPad
	Attendance Clerk will check by 9:00 am
<b>2nd</b>	Teachers and/or Administration will call to discuss; Phone Conference
<b>4th</b>	Mandatory Conference; Cannot return until Mandatory Conference
<b>6th</b>	Same as above; Referral to Truancy Officer

<b>2:30-2:45</b>	Dismissal
<b>2:46 +</b>	Go to the office; Parents/Guardians are contacted; Sign out on iPad
	Late fee charged \$5
<b>2nd</b>	Teachers and/or Administration will call to discuss; Phone Conference; \$5
<b>4th</b>	Mandatory Conference; Cannot return until Mandatory Conference; \$10
<b>6th</b>	Same as above; Referral to Truancy Officer; \$10

# Eufaula Early Learning Center 2023-2024

## August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8-First Day of School

14-Extended Day begins

## February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19- E-Learning Day (No Ext. Day)

20- E-Learning Day (No Ext. Day)

30-Mandatory Fall Conference

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3-Last day for Fall Conference

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-22 End of Year Conferences

## December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			