



# Family Handbook

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Dardenne Prairie, 63368

(636) 561-5757  
Dr. Crystal Hunter, Director/Principal  
Nicole Myers, Assistant Director/Assistant Principal

Dear Barfield Early Childhood Families,

We are pleased that you have chosen the Barfield Early Childhood Center (ECC) as your child's academic and social foundation. We are committed to working with families as we assist in building the foundation for your child's road to both social and academic success. This year your child will participate in many new and exciting activities.

The purpose of this handbook is to serve as an informational guide to our programs, services, and most importantly, developmental approach to educating young children. Please keep this handbook in a safe place so you can easily refer to it throughout the school year. **It is especially important that you read the section on our policies as this outlines guidelines and expectations of the program.**

This school year will be an excellent one with your assistance. Thank you for sharing your child with us and we hope to see you often this year. Our environment is warm and welcoming. We look forward to sharing a close partnership with you as we move all our students to a higher level of academic and social success.

Sincerely,

Dr. Crystal Hunter, Director/Principal  
Nicole Myers, Assistant Director/Assistant Principal

#### **A Word About Our Namesake**

Mr. Kevin Barfield retired in 2015 from the Wentzville School District after 32 years of service. Kevin served as the custodian of the Early Childhood Center since its inception in 2003. While Kevin's primary responsibility was to ensure the building was clean and safe he was considered the patriarch of the school. As a result of his dedication he transcended his role and touched the lives of students and staff alike.

# Barfield Early Childhood Center

## ***Mission Statement***

***Our Mission is to provide a safe and nurturing environment where children come together to explore, learn, and grow.***

## **PROGRAM PHILOSOPHY**

Because we believe that children learn best by doing, our programs emphasize hands-on, creative exploration that enhances all areas of development: social, emotional, intellectual and physical. Play is a primary tool for learning as we provide a safe environment with activities to stimulate natural interest and promote discovery while building on children's strengths. Using developmentally appropriate practice guidelines, based on current child development knowledge, we are able to recognize and address the academic needs of each child.

## **WENTZVILLE R-IV PORTRAIT OF A LEARNER**



## **ABOUT OUR SCHOOL**

The Barfield Early Childhood Center of the Wentzville School District is an integrated preschool in which children with disabilities participate in classes with their typically developing peers. We believe that all children benefit when educated in an inclusive environment, regardless of their ability. It is through these interactions that children learn to accept differences, but more importantly, learn to recognize and appreciate similarities.

Our program is predicated upon the belief that early identification and intervention will positively alter the trajectory of each child's development. The Barfield Early Childhood Center offers a full range of early intervention services to help all children develop to their fullest potential and prepare for greater success when they start Kindergarten.

## **PURPOSE**

- To provide a quality educational program that promotes the well being of the child academically and socially in a safe, loving and supportive environment
- To support children as they grow and learn, by offering each child an opportunity to experience success and gain self-confidence
- To support families and their involvement through open communication, encouragement and mutual respect

## **PROGRAM GOALS**

- To provide an environment where children develop an enthusiasm for learning, exploring and creating
- To provide appropriate, engaging, meaningful and challenging activities that foster development and school age readiness
- To promote children's socially appropriate behavior consistently using explanation, redirection, and instruction
- To provide opportunities for children to become independent, responsible, and self-controlled in a variety of individual small and large group settings
- To establish an atmosphere of mutual respect for the environment, including equipment, materials and the property of others
- To support families in their role as the child's first teacher
- To develop a positive attitude in the child towards school and life-long learning

## **OBJECTIVES**

- All staff members will become proficient in knowledge and implementation of Missouri Early Learning Goals
- All students will be provided with academic experiences that will help develop the whole child – cognitively, symbolically and physically.
- Student attendance will reach and maintain an average of 90% or above.

## **GUIDING PRINCIPLES**

The following four principles of child development are considered integral to Project Construct:

- ***Children have an intrinsic desire to make sense of their world.*** They will learn what they genuinely need to know and are genuinely interested in knowing. When children have opportunities to plan and to select their own activities, they not only acquire knowledge and skills in the process, but also the inclination to use those skills. It is important to be flexible in one's expectation about when and how children will develop. Children have personal interests and needs, as well as personal styles of learning, just as adults do. Individuals

learn in different ways and at different rates. By encouraging children to identify and solve problems that interest them, adults can give young children a good start, on a lifelong learning experience.

- ***Children actively construct knowledge and values by acting upon the physical and social world.*** Because their thoughts are still closely tied to action, young children require a learning environment within which they can interact both physically and mentally. They need to act on objects and observe reactions to make predictions, and to attempt to produce desired effects through their own actions. They also need to share their findings with others and to compare ideas.
- ***In their universal efforts to understand the world, young children's thinking will contain predictable errors.*** These errors are considered necessary to the process of constructing knowledge. Often, they reflect advances in reasoning. When adults feel compelled to correct or eliminate children's errors, they do not allow children to think for themselves. It is important that children be given sufficient time to recognize and correct their own errors. In this way, children not only construct new knowledge, but they also gain confidence in their own ability to figure things out. Children who ask questions and who risk making incorrect predictions are invested in active thinking.
- ***Children's development is an interactive and interrelated process and spans the Socio-moral, Cognitive, Representational and Physical Development domains.*** As children explore and expand on their interests and construct understanding in a particular domain, that understanding influences their development in other domains as well. While all developmental domains thus influence each other, it is within the Socio-moral domain (the area of children's personal and social development) that children best further their cognition and language.

## **PRE-K CURRICULUM**

The Emerging Language and Literacy Curriculum (Ornes, Patterson, McMillan, & Thomas, 2007) provides the foundation for instruction, and the Missouri Pre-K Standards form the framework. The curriculum guides our instruction, while the IEP directs the specific programming for students receiving special education services.

Classrooms offer the following components: Writing-Drawing-Journal Time, Circle Time (large group instruction), Center Time (small group instruction), Snack Time, Outdoor Play, Fine/Gross Motor Activities, Music and Movement, and Individualized Instruction.

Our faculty will assess and document your child's development with the Desired Results Developmental Profile (DRDP). In addition work samples will be compiled in a portfolio that will also include photographs of your child engaged in a variety of educational and social activities. At the end of the school year you will receive the portfolio as a keepsake. Understand that your child may appear in photos included in other students' portfolios. If you wish for your child not to appear in any photos, please contact the office so that we can ensure your child is not photographed.

## **INSTRUCTION**

The school provides developmentally appropriate instruction for all students. Subject areas include: communication arts, mathematics, science, health, art, music, and motor development. These areas are evident in the themes that utilize interdisciplinary practices. In brief, all subject

matter is presented in such an exciting and fun way that children develop and foster a love for education.

## **READINESS SKILLS**

As a parent you are your child's most important teacher. Every day your child is learning from you and your role in the total process is vital.

Please connect to the following link to see the Missouri Early Learning Goals/Missouri Learning Standards:

Ages 3-5

<https://dese.mo.gov/sites/default/files/eel-el-2013-MELGoals.pdf>

Kindergarten

<https://dese.mo.gov/college-career-readiness/curriculum/mls-for-parents>

## **SCHOOLWIDE PROGRAMS**

The NELC provides a variety of programs that enable students to begin their education with the best possible start. These programs include:

- **Parents as Teachers (PAT)** – This nationally recognized program provides families with home visits, group meetings and parent/child support activities. Any resident of the Wentzville School District with children birth through five are eligible to participate in this program. Recognizing that all families can benefit from support, PAT families come in all configurations, from all socioeconomic levels, and from urban and suburban communities. The program is adaptable to fit community needs. It is a national model, but a local program.
- **Early Childhood Special Education –EARLY CHILDHOOD SPECIAL EDUCATION**  
The Early Childhood Special Education (ECSE) component of our school provides services to children ages 3 through 5 who have been identified with a significant delay or disability. An Individual Education Program (IEP) is developed with consideration of each child's unique strengths to remediate identified weaknesses. A wide range of intervention services are available for eligible children. Our program provides children the opportunity to work on their individualized goals within a child-centered environment that offers developmentally appropriate activities and a variety of language experiences.  
Our guiding principle is to provide children early intervention services in the least restrictive environment in the hope that over time they will excel without the need for such services. These services are free of charge for eligible children. Children that are ineligible for special education services may attend the Barfield Early Childhood Special Education Center on a tuition basis, until enrollment capacity is reached.
- **PreK Integrated**  
Students not eligible for special education services that wish to participate in our Integrated Preschool classrooms (classrooms composed of "typically developing" and special education students) may do so on a tuition basis. Children that turn 3 before August 1st are eligible to attend Barfield Early Childhood Special Education Center. Children that turn 5 before August 1<sup>st</sup> of the current school year are not eligible to attend the Barfield Early Childhood Special Education Center. Children that turn 5 before August 1<sup>st</sup> should be enrolled in their respective Kindergarten. **Please note, enrollment at Barfield is on an annual basis.**

**Tuition paying families must enroll their children each year.** The tuition rates are based on days of attendance.

| <b>DAYS PER WEEK</b>                           | <b>Monthly Tuition Fees</b> | <b>Multiple Sibling Discount</b> | <b>Full Payment</b> | <b>In District Employee</b> |
|--|-----------------------------|----------------------------------|---------------------|-----------------------------|
| AM<br>Tuesday/Wednesday/Thursday/Friday        | \$226.00                    | \$203.00                         | \$1,260.00          | \$147.00                    |
| PM<br>Monday/Tuesday/Wednesday/Thursday/Friday | \$280.00                    | \$252.00                         | \$1,556.00          | \$182.00                    |

**Multiple sibling rates:**

10% discount off highest fee, the second child would pay the full fee.

**Three or more sibling rates:**

10% discount off the highest child's fee, the second highest would pay the full fee, the third, fourth, etc., children would each get a 10% discount.

Full payment 5%

In District Employee 35%

**PAYMENT POLICY**

A non-refundable, non-transferable enrollment fee of \$75 for each new first time, \$35 for returning students and siblings is due at time of enrollment. Registration is valid for one school year. Parents must re-enroll for each new school year. We do not offer partial payment for days missed. There is no refund policy for weeks/days missed. If divorced, both parents will have access to account information unless we have court papers stating otherwise. We do not get involved in custody situations determining payment of preschool; the parent who registers the child is responsible for payment on the account.

The monthly tuition is due on the first day of each month. A \$15 late fee will be assessed if an account has a balance after the 10th of each month. Your payment must be received by the 10th. Parents will receive a notice that their account is delinquent, and an opportunity will be given to pay the account in full. If you are late on your payment for two consecutive months you will have to set up an automatic credit/debit on the first of each month thereafter. If the payment plan is not followed, your child could be removed from our program.

**TAX STATEMENTS**

Tax statements are mailed by the IRS deadline of January 31 of the tax year to the address of the responsible billing party on the Barfield Early Childhood Center account. We cannot send out separate

tax statements to more than one address, it is the parent(s) responsibility to forward that information to the correct person if it is someone other than who is listed on the account

### **DELINQUENT ACCOUNT POLICY**

Once a child has been terminated from the program due to non-payment of tuition, a letter will be sent to the parent responsible for the account and an opportunity will be given to pay the account in full. If the balance remains unpaid, a fine will be placed in your child's school account.

### **PAYMENT INSTRUCTIONS**

Payments can be in exact cash, check form payable to the Wentzville School District. We also accept Visa/MasterCard/American Express and Discover, which can be set up for automatic payment each month. Online payments may be paid on our website <http://wentzville.k12.mo.us/> under "School Information" then "Early Childhood Center". The "Pay Now" button is located in the top right corner of the homepage. There is a \$20 return check/debit fee that you will incur in the event your check/debit does not clear. Payment may be placed in the teacher's folder in your child's backpack, mailed, made via online bill pay, or delivered in person to the Early Childhood office.

### **ENROLLMENT**

All students that attend the Barfield Early Childhood Center must be properly enrolled in the Wentzville School District prior to their first day of attendance. In order to enroll you must provide the following information:

- ❖ Screening through Wentzville School District Parents As Teachers
- ❖ The child's most recent immunization records
- ❖ Two proofs of residence, one from Category A, and one from Category B
- ❖ Category A
  - o Paid Real Estate Tax Receipt
  - o Contract for Home
  - o Lease Agreement
- ❖ Category B
  - o Driver's License
  - o Utility Bill
- ❖ Official copy of the child's birth certificate is requested, but not required.
- ❖ All of the districts provided online enrollment forms in the SISK12 parent portal.

### **SOCIAL EMOTIONAL LEARNING (SEL)**

The Barfield Early Childhood (ECC) staff is committed to working in partnership with families to build academic excellence in a supportive climate that ensures and develops respect, safety, and responsibility in all students.

ECC is focused on promoting the social emotional development and school readiness of young children in four major areas:

- Building positive relationships with children, families, and colleagues
- Creating environments for children that support healthy development
- Practicing evidence-based strategies for teaching social skills
- Utilizing a Care Team approach to develop positive behavior support plans for those children with persistent challenging behavior, teachers help children to understand their feelings and the feelings of others.



Each year the class determines the classroom rules that they will have posted. The Wentzville School District Conduct expectations, PBIS, Second Steps curriculum, Conscious Discipline, and Leader in Me strategies will be taught by the teacher daily as these are universal practices at the Early Childhood Center.

The teacher will promote positive behaviors using strategies from PBIS, Second Steps, Conscious Discipline, and Leader in Me. It is our policy to **never** use punishments or verbally abusive language to resolve discipline situations. Likewise, we cannot allow children to engage in physically or verbally hurtful behaviors.

In cases, when a child's uncontrollable misbehavior requires immediate attention so the child does not hurt him/herself, others, damage property or disrupt the program, the teacher may seek help from his/her colleagues and the Director or Assistant Principal to continue with the class as she/he attempts to bring resolve to the matter at hand. Parents will be notified and are expected to immediately help resolve problems, and then must conference with the teacher, Director, Assistant Principal and/or school counselor. This conference will highlight techniques that will stimulate positive conduct/behavior and instill discipline.

Parental involvement and cooperation in the process are crucial, as we examine all avenues of support and services for the child that we anticipate will prove to be beneficial. If behavior concerns are not resolved, a referral to the Care Team and/or building administrator is possible.

School staff will deal with everyday social/emotional needs of children through the following steps:

1. Encourage the child to verbalize their feelings and give important details of the incident.
2. Discuss with the child the inappropriateness of the behavior that occurred and redirect to expected behavior.
3. Children will be encouraged to learn and use self-control.
4. Occasionally, children will experience the temporary loss of a privilege or activity as a consequence of their misbehavior.
5. Children who are involved in conflicts will be given opportunities and guidance to work out their differences in a friendly and constructive manner.

## **ARRIVAL & DISMISSAL FOR PRE-KINDERGARTEN STUDENTS**

- **DROP OFF/PICK UP PROCEDURES**

Our teachers receive students into their classrooms at 8:55 A.M. and 12:55 P.M. Parents are not ordinarily permitted to walk their child to their classroom. Typically, drop off occurs at curbside on the South side of the building. The first week of school is an exception to the rule and parents are permitted to walk their child to their classroom. Parents that choose to escort their child to their classroom the first week of school will not be permitted into the academic wings until 8:55 A.M. and 12:55 P.M. In order to reduce disruption, minimize congestion in the halls and to ease transitions, we request that parents vacate the academic halls no later than 9:05 A.M. and 1:05 P.M. (the official start of the instructional day). Students that arrive to school after 9:05 A.M. or 1:05 P.M. will be escorted to their classroom by a staff member. After these times, parents will not be permitted into the academic wings. This will eliminate disruption to the classroom.

|    | Drop off | Class Start Time | Early Pick Up Ends | Class End Time | End of Pick up Time |
|----|----------|------------------|--------------------|----------------|---------------------|
| AM | 8:55     | 9:05             | 11:45              | 12:05          | 12:20               |
| PM | 12:55    | 1:05             | 3:45               | 4:05           | 4:20                |

- Refer to the map illustrating the traffic pattern included. Please wait at your vehicle until a staff member takes responsibility for your child. **Hold your child's hand and make sure that they are properly supervised before you leave them. Please do not not move any cones that are placed on the parking lot.**

### PICKING UP STUDENTS BEFORE DISMISSAL

If you need to pick up your child early, please inform your child's teacher via a note, email or a phone call to the office. You must sign in at the office when you arrive to pick up your child. Individuals will be expected to present photo identification before a child will be permitted to leave school with them. Our staff will notify your child's teacher and your child will be escorted to meet you in the waiting room. These procedures are in place to minimize disruption to the classroom and to ensure your child's safety in the parking lot. We appreciate your compliance and patience with these procedures.

In order to effectively manage dismissal, to maximize student supervision and to ensure student safety please understand that once all of the classrooms have assembled in the staging area for parent pick up we will **not** escort your child from the staging area to the office. What does that mean? If you **decide to pick your child up before dismissal, you must arrive and sign out before 11:45 and 3:45**. If you sign your child out after 11:45 or 3:45 then they will be escorted to you in the office **after** their teacher has escorted each of her students to their parents that waited in the parent pick up line.

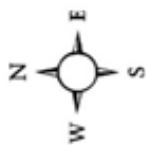
Here are additional requests to keep traffic flow running smoothly and most importantly to keep everyone safe:

1. Please avoid cell phone usage while picking up or dropping off.
2. If you are interested in carpooling, send your name, phone number and subdivision name to your child's teacher along with permission to publicize this information to other parents for carpooling purposes only.
3. Install your child's car seat on the driver side of your vehicle.
4. Your child must remain in their car seat until you have stopped your vehicle.

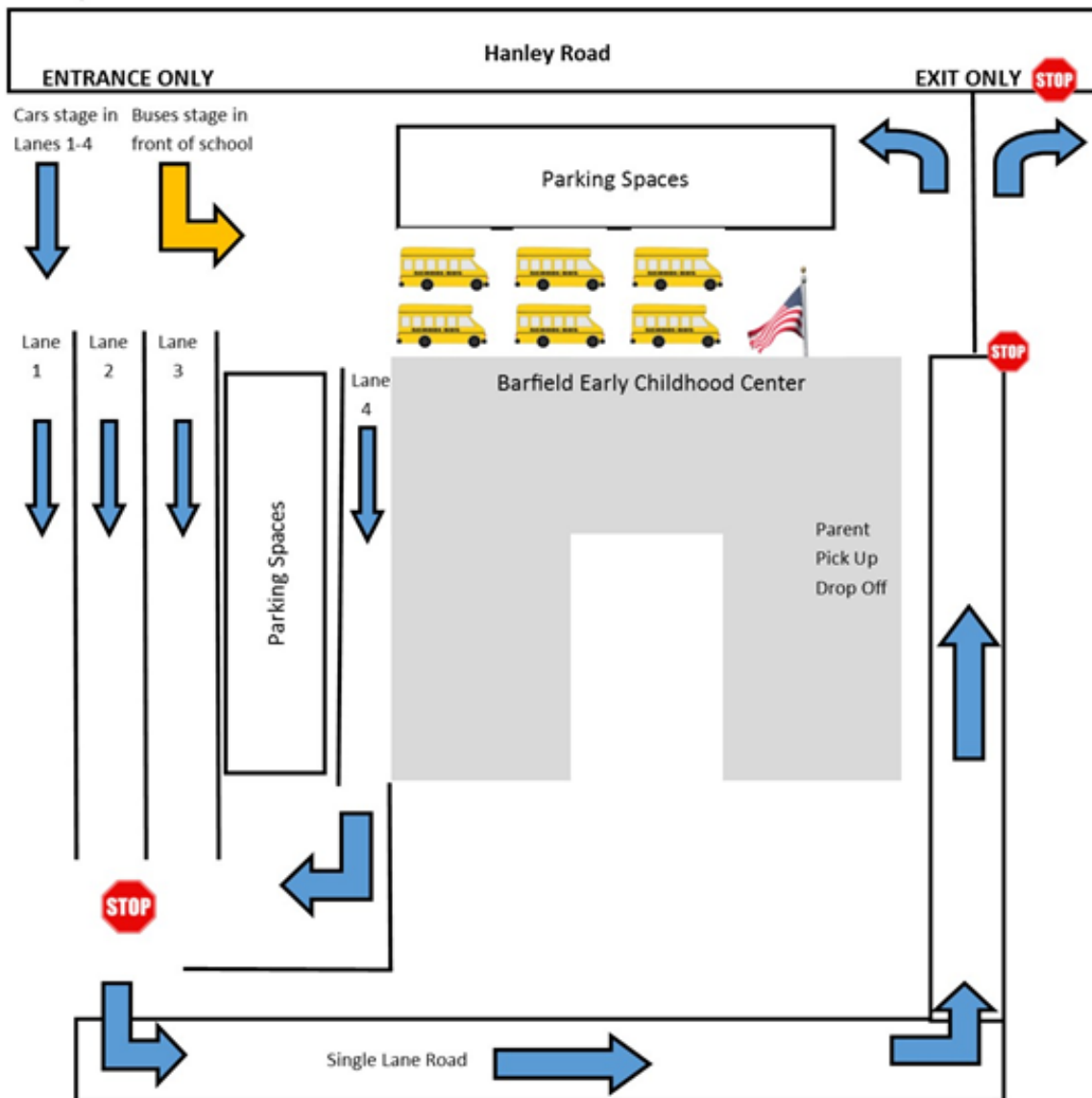
Your child should never be sitting in your lap behind the wheel of your vehicle as you approach the child drop-off area.

At dismissal time, please wait in your vehicle for a staff member to bring your child to you. In order to minimize wait time for everyone during departure, we respectfully request that you promptly secure your child. If you need to discuss a matter with your child's teacher, please contact them via phone call or email to establish a time for a meeting.

- The Early Childhood Center is closed ALL day on District Early Release Days.**



# Barfield Early Childhood Center Traffic Pattern



## **ATTENDANCE EXPECTATIONS & PROTOCOLS**

Punctuality and good attendance are essential to a student's success in school. When a student is tardy or absent, he/she misses instruction, and the understanding which comes from being a part of the classroom experience. In addition, it is critical that our children develop a habit of punctuality and good attendance which will serve them well in school and the world of work. We are asking that parents **strive for 90% attendance** at all times.

Be advised that it is your responsibility to contact your child's school each and every day your child is absent. In addition, if your contact information changes, i.e. phone number, address or emergency contacts, you must update the school immediately. This is for your child's safety and ours.

## **INFRACTIONS FOR TARDIES/ABSENCES (Tuition Paying Students)**

- Building staff will contact the family every time a child is absent.
- Pre-kindergarten students will be issued an excusal warning to families who are absent for five consecutive days. After ten days or two school weeks are missed, the administrative team has the authority to remove a student from the program.

Whether an absence is noted by a doctor statement or parent verbal statement, **ALL** absences are counted against the child's attendance. Please note that there are **NO** excused absences. **Tardiness and early dismissals count against perfect attendance.**

## **SNACKS**

A snack will be provided to your child each day. Each month a snack menu will be posted on our homepage. The menu is a list of foods that comply with the nutritional guidelines set forth by the Missouri Department of Health and Senior Services. The Barfield Early Childhood Center participates in the Child and Adult Care Food Program sponsored by the Missouri Department of Health and Senior Services in order to recoup a portion of the cost associated with providing a snack to our students. Great care was given to the creation of the approved snack items in order to reduce the number of possible allergens as well as to expose our students to a diverse diet. There is a significant and important difference between food allergies and food preferences. Students that are allergic to a specific food may have an anaphylactic response when the food is ingested. The fact is there are far too many allergies to permit the creation of a list of foods that all children could enjoy. Therefore we remain diligent in the preparation and serving of snacks to ensure that your child is not served food to which they may be allergic.

If your child is allergic to a specific food and requires a medical action plan please complete the Health Inventory Form included in your online enrollment forms and contact the school nurse.

**Due to health and safety concerns we ask that parents not send food to school. Only students with medical action plans that have been submitted, approved and on file with the school nurse will be permitted to send food to school. In such cases food must be sent in daily and not stored at school.** In the event that parents wish to provide a treat to their child's class to celebrate a birthday, we request that a non-food item be purchased or that parents utilize the birthday treat service provided by the Wentzville Child Nutrition Department. Please go to our homepage to download the WSD Healthy Treat form.

## **BIRTHDAYS AND OTHER CELEBRATIONS**

Due to the prevalence and risk associated with allergies we do not permit parents to send in food to school for classroom parties. Parents may send in non-consumable treats such as pencils or stickers to celebrate their child's birthday. The Wentzville Child Nutrition Services will provide and deliver a birthday treat to your child's classroom. Birthday treats may be pre-ordered and purchased a minimum of five school days in advance from Wentzville Child Nutrition Services. Healthy birthday treat forms are available for download from our homepage, from the school office, or you may contact Child Nutrition Services directly at (636)327-3858 ext. 21321 to make arrangements.

## **VISITORS**

We welcome and encourage visits by parents/guardians. For safety reasons, any person who is not a staff member **must** report to the office immediately upon entering the building. In order to confirm identity and to safeguard our students we will ask for a form of identification when you register at the front desk, so please bring identification with you when you visit our school. After registering at the front desk, a visitor's tag will be issued. This tag must be worn while in the building. In order to minimize the potential harm to staff and students, persons listed on the sex offenders list shall not be allowed in the school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities.

## **VOLUNTEERS**

The Wentzville School District values parents, guardians, and community members who take the time and effort to volunteer in our schools and classrooms. Volunteers are important resources that help our teachers, administrators, and support staff better serve our students. The District also strives to ensure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

## **STUDENT SAFETY**

Our school community is part of a society that is becoming increasingly complex and volatile. A crisis is an unexpected and uncontrollable event that cannot be predicted. Well-informed staff are better prepared to respond effectively during a crisis. The Barfield Early Childhood Center staff created a crisis management guide and we practice implementing that plan so that we will be prepared to manage a crisis event should it ever occur. Over the course of one school year we perform the following drills.

- 6 Fire Drills
- 2 Earthquake Drills
- 2 Tornado
- 2 Intruder Drills (when students are present)
- 2 Intruder Drills (when students are NOT present)

## **CLOTHING**

Preschool can be a fun and often messy experience. Although children wear smocks for many activities, they still seem to attract paint, glue, clay and other substances. Clothing suitable for play is most appropriate. We ask that children wear sneakers or rubber soled shoes in order to prevent falls. **We strongly discourage parents from dressing their children in flip-flops or sandals.**

## **WHAT YOUR CHILD NEEDS FOR SCHOOL**

We ask that children bring a backpack with a change of clothing each day in case of spills or other accidents. We will also use the backpack to send home information with your child. A list of required

school supplies follows:

### **School Supplies**

- 1 boxes of 24-color crayons
- 2 box washable broad-line markers
- 1 pkg. of 14 dry erase markers
- 2 boxes of tissues
- 2 bottles of white glue
- 12 glue sticks
- 1 spiral notebook
- 1 2" 3-ring binder
- 1 folder with prongs (solid color) plastic/vinyl
- 1 box sandwich size zippered storage bags (girls only)
- 1 box gallon size zippered storage bags (boys only)
- 1 pkg. lunch bags
- 1 pencil box
- 2 rolls of paper towels
- 2 pkg of wet wipes/baby wipes
- 1 set of watercolors paints with 8 colors
- 4 containers of playdoh
- 1 child size scissors blunt tip
- 1 full size backpack with spare set of clothing

### **PARENT TEACHER CONFERENCES**

Parent teacher conferences are held once per year, in October. Your child's teacher will contact you to schedule an appointment. Teachers are available to you throughout the year and you are encouraged to contact them with any questions you may have.

### **BUILDING WIDE GUIDELINES**

- We will have valet/parent pick-ups for all students.
- Families also need to have their valet tag in the window showing the students name.
- If someone other than the "regular designee" is picking up your child, we ask that you communicate with the teacher by a handwritten note and calling the office to inform the school. Please add these names to the authorization for pick-up in your emergency contacts section of your online forms. **Inform the individual that valid identification will be requested.**
- **If a person is not listed on the authorization pickup list, he or she will not be able to take the child.**

### **BATHROOM PROCEDURES**

Children who have an IEP are not required to be toilet trained before they may attend. If your child with special needs is not yet toilet trained, we ask that you send diapers and wipes each day. If you prefer, you may leave a supply at school. It is preferred, but **not required** that all other students enrolled in our Integrated Preschool program be toilet trained before their first day of attendance.

Bathroom breaks are scheduled throughout the day and access to the restroom is ongoing. There are some cases, however, when accidents do occur. Children in new environments react to situations in different ways-in such cases every attempt is made by the staff to act with discretion.

We request that parents send at least one complete set of a change of clothing. If soiled clothes are sent home, a clean set of clothes should be sent back the next day.

### **CLASS LIST DEVELOPMENT**

Students are assigned to classrooms in an effort to create the best learning environment possible. Members of the Building Leadership team spend a great deal of time creating lists that represent balances of abilities, ethnic groups, gender and special needs. Every effort is made to place students in environments that will foster their growth and development. If parents feel a compelling need to request a specific class, they must do so in writing and must state reasons for the request. The director/principal will make the final determination of class placement.

### **EMERGENCY SCHOOL CLOSURE**

Timely communications with our families is always a priority, but especially important in emergency school closing situations. Please note that staff will be unable to answer phone calls during an emergency. They will be assisting children and adults in the building and ensuring safety for everyone present. If District schools are forced to close due to inclement weather or other factors (i.e. power outages, water main breaks) parents/guardians and students will be notified in the following ways.

- **District Phone Call**

The Wentzville School District has implemented a telephone broadcast system that will enable school personnel to notify all households by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used occasionally by individual schools to communicate general announcements or reminders. Please be sure to notify the school office about any change in your contact information!

- **Website**

Our school website is the first place that a majority of our parents go to for information, and we will increase our efforts to keep that information current and relevant. Here are some of the things you can expect to find on our school website:

- Upcoming events (school events calendar)
- Stories about student learning and achievements
- Information about extracurricular activities
- Topical and timely news you can use

- **WSD App**

Our WSD App has quickly become the second most popular place parents go to for information accessed on the go via mobile device. It is available for both [Apple](#) and [Android](#) devices and it can be used to quickly access the latest news, calendars, directory information and cafeteria menus, as well as access to the Parent and Student Portals.

- **WSD eNews**

The District publishes a monthly electronic newsletter called the WSD eNews that is emailed to district patrons. This newsletter gives patrons information about what's happening in the District that affects our students, families, and community.

## **ELECTRONIC MEDIA**

Technology will be utilized to enhance the communication between home and school. There are many helpful features on our homepage such as the building/district calendars, the monthly instructional theme, and letters to parents.

We believe it is important to provide our students an introduction to computers because they are such an integral part of our society. Each classroom has a computer, which the teacher may choose to utilize as part of a lesson. It is possible that your child may use the computer to complete a project. Please refer to the Acceptable Use Policy (AUP) or contact the office for further details.

The use of recording devices of any kind by our patrons is not permitted in the school at any time.

## **SCHOOL NURSE/HEALTH & SAFETY**

Physical examinations and immunizations are required for all students. Students must be immunized for the protection of themselves and others. Wentzville School District mandates strict adherence to the guidelines established by state law. The Missouri Department of Health outlines the immunization requirements for early childhood facilities. **Parents requesting exemptions to this law based on medical or religious beliefs should contact the child's physician/clinic to obtain the signed exemption card.**

- Medication cannot be administered by the school nurse unless the medication is clearly marked with the student's name, dosage amount, time to be given and doctor's name on the prescription bottle. The nurse will log the time, date, type of medication and the amount to be taken. No student is to have **ANY** type of drug in his/her possession (even aspirin or cough drops) as they may fall into the wrong hands. All medication will be kept in a secure place.

### **MEDICATIONS**

If medications are to be taken during school hours, the following guidelines must be followed to ensure your child's safety:

1. The medicine must be in a container with the prescription on the container. The container must be marked with:
  - ❖ Student's name
  - ❖ Doctor's name
  - ❖ Date prescribed
  - ❖ Dosage
  - ❖ Time medicine is to be given
  - ❖ Name of medication
2. All medicine must be kept in the nurse's office and taken in the presence of the nurse.
3. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.
4. As a precautionary measure, the first day's dosage of any new medication must have been given at home before it can be administered at school.
5. If the doctor gives sample medicine to take at school, that should be indicated in a note from the doctor.



- The nurse on duty in the building is responsible for maintaining and updating health records of the children. These documents are a part of their school file. Please inform the nurse of any changes and/or updates that need to be made to your child's file as soon as possible.
- Parents are requested to keep their child home for any of the following conditions:
 

|                                     |                            |
|-------------------------------------|----------------------------|
| Fever/Pain                          | Swelling/Redness of Throat |
| Diarrhea (within the last 24 hours) | Skin Eruptions/Rash        |
| Vomiting (within the last 24 hours) | Constant Sneezing          |
| Persistent Cough                    | Ringworm                   |
| Head Lice                           |                            |
- Children should not return to school until they are fever free for at least **24 hours**. Children must have a **doctor's written permission** to return after a contagious situation such as **pink eye, ringworm, chicken pox, scarlet fever, or strep throat** or when children are absent many times for the same illness.
- **Please call the school office if your child is out sick.**
- If a child becomes ill while he/she is at school, they will be isolated. Parents/caregivers will be notified and must come pick up their child as soon as possible. If the parent/caregiver cannot be reached, the emergency person on your child's enrollment form will be contacted. **Excessive failure to comply within a reasonable amount of time may result in dismissal from the program.** Any communicable disease should be reported to the staff and will be reported to all parents/caregivers enrolled in the program.

### **INJURY/ACCIDENT PROCEDURES**

If a child receives a minor injury, he/she will be given first aid. Permanent staff members within the program are certified in emergency first aid procedures and CPR.

In the event that the injury requires medical attention beyond that of first aid, the director/principal will be notified and she will make the appropriate call for emergency services. At the same time a staff member will phone the parent. If the parent cannot be reached the emergency contact person(s) will be notified. If the child is transported to the hospital an early childhood staff member will accompany the child, along with the EMS attendants. The staff member will remain at the hospital with the child until a parent/caregiver arrives.

### **ATTENDANCE/ILLNESS**

Attendance is important to your child's progress in school. We ask that your child be on time for class and attend regularly unless ill. Children are not to be sent to school if they have the following symptoms:

- ❖ Fever of 100 degrees or higher
- ❖ Diarrhea
- ❖ Skin rash
- ❖ Nausea or vomiting

**Children must be fever free without medication for 24 hours before returning to school.**

Parents will be notified if their child becomes ill and needs to be picked up from school. If for any reason you are unavailable to pick your child up, please have a friend or family member pick them up. We will ask them for photo identification. Your child will not be released to anyone without proper identification and notification of approval from you.

If your child is under a physician's care due to serious injury, illness, or hospitalization, we require a written doctor's release before your child can attend school. Please notify the school nurse at (636) 561-5757 ext. 19116. The release may be brought to the nurse's office or faxed to (636) 561-5755.

### **HOLIDAYS, EARLY RELEASE DAYS & STAFF PROFESSIONAL DEVELOPMENT DAYS**

These are recognized by the district as days that school is not in session.

### **OUTDOOR PLAY**

Our outdoor playground provides children with important gross motor experiences. It is, therefore, a daily part of our curriculum. It is our assumption that if a child is well enough to be at school, he or she is well enough to go outside. Please dress your child for outdoor play. Enclosed shoes with laces or straps should be worn to avoid injury.

1. We will go outside as long as the temperature is between 25 and 95 degrees Fahrenheit. This includes temperatures with the wind chill or heat index figures.
2. If the ground is wet/slick, activities will be inside.
3. At times teachers may take students outside to experience snow; every effort will be made to ensure your child's safety.

### **OBTAINING SCHOOL RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents certain rights with respect to their child's educational records. Those rights are listed here:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll. School officials may also disclose information from a student's education records in compliance with a lawfully issued subpoena or court order. Before complying with such a subpoena or court order, the school will make a reasonable effort to notify the student's parent. The school does not, however, need to notify the parent if the subpoena or court order has been issued for a law enforcement purpose and the court order or other issuing agency orders that the existence or contents of the subpoena not be disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

**WENTZVILLE R-IV SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION** The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law 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: **Section 504/Title II Coordinator for Students Douglas Cuneio, Executive Director of Student Services 280 Interstate Drive Wentzville, MO 63385 (636)-327-3800 douglascuneio@wsdr4.org** **Title IX Coordinator and Section 504/Title II Coordinator for Employment Pamela Glidewell, Executive Director of Human Resources 280 Interstate Drive Wentzville, MO 63385 (636)-327-3800, ext. 20350 pamelaglidewell@wsdr4.org** **Individuals who wish to file a complaint with OCR may contact OCR: U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, Missouri 64106 Telephone: (816) 268-0550; Fax: (816)268-0599; TDD (800) 877-8339; Email: OCR.KansasCity@edgov** **For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contactocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.** **Dr. Danielle S. Tormala Superintendent of Schools Notice Revision Date: 07/06/2023 NOTICE OF REVISION** The Wentzville R-IV School District revised its Notice of Non-Discrimination to reflect the individuals designated to handle inquiries regarding its non-discrimination practices.

#### **FAMILY & SCHOOL PARTNERSHIP**

Research states that children with families who are involved in their education tend to have better academic performance which in turn can help to determine children's success in the future.

**Family involvement can be acquired quarterly through any combination of the following opportunities:**

- ✓ Attend various family activities
- ✓ Participate in fundraisers throughout the school year
- ✓ Return documents with required signatures
- ✓ Maintain 90% attendance or better
- ✓ Consistency in wearing the school uniform



***I have received and understand the Barfield Early Childhood Family Handbook.***

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date:

\_\_\_\_\_

\_\_\_\_\_

Parent's Name (Printed)

Parent's Signature