

**GRACE EARLY CHILDHOOD  
PARENT HANDBOOK  
2007-2008**

**GRACE EARLY CHILDHOOD  
CARE & EDUCATION CENTER**

**FAMILY HANDBOOK**

Grace ECCE Center  
Belton School District #124  
614 W. Mill Street  
Belton, MO 64012

Phone:  
(816) 348-1514

Fax:  
(816) 348-1565

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## **GRACE HISTORY**

The Grace Early Childhood Care & Education Center, a newly opened facility in the Belton School District - August 1999, houses the district's Parents As Teachers program, The Grace Early Childhood Care Center for Teens and Staff, and various Belton School District Early Childhood Care & Education programs.

The foundations for the new Grace Center actually began in the Belton community more than fifty years ago. The Grace Factory, a manufacturing company for children's clothing, originated in the basement of the founder's home in 1934, moving to new locations several times within the Belton community, before it finally located in the present Grace Center in 1956. The Grace Factory manufactured quality children's clothing, finally closing its doors in 1993.

The residents of Belton have a long and proud history of commitment to the education of children. This was demonstrated by the public support required in the passing of a bond issue that provided funding for the renovation and restoration of what has become known as The Grace Early Childhood Care & Education Center. Through collaboration within the district's administration, staff, school board, and community members, this state-of-the-art facility was established for the benefit of young children in Belton and their families.

# **GRACE EARLY CHILDHOOD CARE and EDUCATION CENTER MISSION STATEMENT**

The Grace Center will provide a safe environment where children will develop an enthusiasm for learning, exploring, and creating while engaging in activities that foster development and promote respect for self and others.

The Grace Center will cultivate a meaningful partnership among school, families and community to promote quality early care and education.

## **Grace Early Childhood Creative Curriculum Philosophy**

Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by observing what happens when they interact with materials and other people. They spontaneously engage in activities such as block building, painting, or dramatic play, adding pieces of information to what they already know and thereby generating new understandings. Children learn simple concepts and then use these concepts to grasp more complex ideas.

Young children view the world concretely, and as they mature, their view changes. What they know at any given point will depend on the first-hand experiences they have had. By interacting with their physical environment (indoor and outdoor) and their social environment (other children and adults), they continually broaden their frame of reference.

## **Goals and Objectives**

For each child at Grace:

- To experience a sense of self-esteem
- To exhibit a positive attitude toward life
- To demonstrate cooperative, pro-social behavior
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information leading to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills
- To develop beginning reading skills
- To acquire beginning writing skills
- To enhance gross motor skills
- To enhance and refine fine motor skills
- To use all senses in learning

## **ADMINISTRATION AND SUPPORT STAFF**

### **Belton School District Central Office**

**(816) 348-1000**

Dr. Ken Southwick	Superintendent of Schools
Dr. Tanya Shippy	Assistant Superintendent / Human Resources
Dr. Mike Slusher	Deputy Superintendent / Pupil Services
Dr. Sandy Clutter	Assistant Superintendent / Director of Special Services
Dr. Sara Jones	Assistant Superintendent / Director of Elem Curriculum
Dr. Kirby Hall	Assistant Superintendent / Director Finance / Support Serv

### **Grace Early Childhood Care & Education Staff**

**(816) 348-1514**

Rhonda Hardee	Grace Building Administrator Supervisor Early Childhood / Children's Services
Brandy Austin	Child Care Coordinator / Assistant Children's Services
Debbie Soldi	ECSE Process Coordinator
Joanie Nash	Grace Center Secretary
Debbie Campbell	Grace Center Secretary / SAC Accounts
Jan Jacobs	PAT Secretary
Todd DePaepe	Grace Center Nurse
Brandi Frazier	Early Childhood Educator
JoLynn Dugan	Paraprofessional
Debby Patton	Early Childhood Educator
Jane Spencer	Paraprofessional
Sarah Birk	Early Childhood Educator

Sandra Smith	Early Childhood Educator
Emily Milliron	Paraprofessional
Isabel Izydorek	Paraprofessional
Shannon Grine	Early Childhood Educator
Megan Wilson	Paraprofessional
Verna Underwood	Paraprofessional
Kyle Wills	Paraprofessional
Lori Steele	Early Childhood Educator
Sarah Elkins	Paraprofessional
Joan Bishop	Paraprofessional
Holly Cable	Paraprofessional
Megan Hardway	Paraprofessional
Misty Gann	Early Childhood Educator
Pam Evans	Paraprofessional
Jackie Fletcher	Paraprofessional
Ann Combs	Paraprofessional
Hannah Anderson	Early Childhood Educator
Cyndi Williams	Paraprofessional
Bethanie Cummings	Paraprofessional
Jennifer Manasala	Paraprofessional
Kristin Cummings	Early Childhood Special Education Teacher
Marge Hardway	Paraprofessional
Une Hardee	Paraprofessional
Connie French	Early Childhood Special Education Teacher
Brandy Spangler	Paraprofessional
Kelly Myers	Paraprofessional
Teri Jackson	Paraprofessional
Melissa Gillen	Early Childhood Special Education Teacher
Jacque Lewis	Paraprofessional
Melody Finn	Paraprofessional
Mary StHelene	Paraprofessional
Angie Ekberg	Early Childhood Special Education Teacher
Megan Carroll	Early Childhood Educator
Paula Glaser	Paraprofessional
Kathy Muder	Adaptive PE Teacher
Elaine Broockerd	Speech Therapist
Heather Logue	Speech Therapist
Naomi Rose	Speech Therapist
Christine Williams	Speech Therapist
Sue McAllister	Occupational Therapist
Melissa Duke	Physical Therapist
Juanita Lopez	Child Care Center
Laina Bollinger	Child Care Center
Regina Zawada	Child Care Center
Kathleen Sears	Child Care Center
Kim Kindle	Child Care Center

Teri Valentine	Child Care Center
Sarah Lattimer	Child Care Center
Fran Bogle	Child Care Center
Jenny Jones	Child Care Center
Lori Shirk	Child Care Center
Ellen Myers	Parent Educator / PAT Coordinator
Carolyn Leonard	Parent Educator
Cathy Johnson	Parent Educator
Melanie Johannes	Parent Educator
Karen Kraft-Stuppy	Parent Educator
Arlene Martinez	ESL Parent Educator
Tammy Wiggins	Parent Educator
Erica Menil	Parent Educator
Fonda Burkhart	Parent Educator
Adam Parker	Grace Center Custodian
Robert Nissen	Evening Custodian
Janet Greenleaf	Cafeteria Manager / Cashier

## **PROGRAMS**

### **ENROLLMENT OPTIONS**

- ❖ **INFANT / TODDLER CARE (FULL DAY) 6 WEEKS TO 36 MONTHS**
- ❖ **PRESCHOOL ED (1/2 DAY) TWO DAYS/WEEK Pre-Kindergarten**
- ❖ **PRESCHOOL ED (FULL DAY) FIVE DAYS/WEEK**
- ❖ **ECE/PAC PRESCHOOL AGE CARE – 6:00 AM – 6:00 PM (complements preschool) 3-5 YEARS**

### **PROGRAM DESCRIPTIONS**

**Infant / Toddler Care & Education:** The infant / toddler program is designed for children 6 weeks to 36 months. A warm and nurturing environment is essential in the development of a child's trust in the world and in that child's future ability and willingness to take risks in the learning process and relate to others. (Available for children of teen parents and Belton School District staff.)

**Preschool Care & Education:** This program is designed for children 3-5 years of age and is based on the belief that optimal learning occurs when children are actively engaged in activities that have real-life meaning and application. Children learn best by experiencing their environment through their senses, physical activity, and social interactions with other children. Feelings of competence and trust are developed through positive interactions with adults and peers. (Available for Belton School District residents.)

### **ENROLLMENT and TUITION FEES**

Infant Care: \$650 per month September through May (Based on School Calendar)

Full-Time Preschool Care & Education ECE/PAC: \$560 per month (5 days/week-Extended Calendar Days)

Preschool Care (Special Ed. Students): \$425 per month

Registration Fee: \$35 per year

### **FOOD SERVICE PROGRAM**

All meals and snacks at Grace are available through the Belton School District Food Service. Free and reduced forms are available upon request. Food prices are as follows:

Breakfast: \$1.20

Lunch: \$1.80

Snack: \$1.00 *Nutritionally balanced meals and snacks* may be brought from home

## **GRACE EARLY CHILDHOOD CARE & EDUCATION CENTER POLICIES**

### **VISITORS**

All visitors must enter through the front door and sign-in at the front desk. The front doors will be unlocked 7:00 AM until 4:30 PM.

Entry for ECE / PAC will be through the backdoors into the multi-purpose room entry 6:00 AM to 6:00 PM.

### **ENROLLMENT FORMS AND DOCUMENTS**

In order to comply with state regulations and for each child's safety, the following must be completed and on file:

- ❖ Child Enrollment Form
- ❖ Current Physical/Medical Examination Report incl. shot record
- ❖ Individualized Child Care Plan (if applicable)
- ❖ Parent's Specialized Instructions for Infants/Toddlers
- ❖ Medication Authorization
- ❖ Emergency Medical Release
- ❖ Birth Certificate
- ❖ Social Security Number if available
- ❖ Field trip permission form
- ❖ Ambulance Form

## **ACCESS TO RECORDS**

Families may access the following at the Grace front office:

- Staff child abuse and neglect criminal record forms on all staff
- Accreditation self-studies
- Licensing regulations manual
- Individual Class Lesson Plans
- Developmental records of their child

Individual class routines and schedules will be shared with parents. These will be provided by classroom teachers and childcare providers.

## **CHILD'S ILLNESS AND HEALTH**

In order to protect the health of all children at the Grace Center, children may not attend who are showing significant and persistent signs of any of the following symptoms:

- ❖ Fever of 100 degrees orally during the past 24 - 48 hours
- ❖ Skin rash or skin disorders that are contagious
- ❖ Inflamed or swollen throat or glands
- ❖ Persistent cough
- ❖ Diarrhea within the past 24 hours
- ❖ Vomiting within the past 24 hours
- ❖ Yellow or greenish mucus running from the nose
- ❖ Weeping or pinkish eyes (excluding allergies)
- ❖ Discharging ear or earache

The Grace School nurse and staff reserve the right to make decisions regarding student attendance when there are health concerns. If symptoms develop while the child is at the Grace Center, parents will be contacted and asked to come for their child within the hour. This is for the health and safety of all children and the staff.

Once a child has been on adequate treatment (such as an antibiotic for infectious disease) 24 - 48 hours, and symptoms have subsided for at least as long without use of fever reducing medication, the child will again be admitted to the Grace Center. Re-admittance may require a doctor's signed clearance. If in doubt, call the Grace School Nurse. We reserve the right to terminate enrollment for any child whose parents do not observe this policy.

The Grace Center cannot be held responsible for illnesses or injuries contracted at Grace, but will take all reasonable precautions to prevent such occurrence. Parents will be notified immediately in case of serious accident or injury to their child. In accordance

with the signed release statement, Grace staff may call 911 for emergency medical treatment and/or transportation.

Grace staff will administer prescription medication only when authorized by the parent. Forms are provided for written instructions and consent from the responsible adult. All medication must be well marked, provided in the original container and labeled with the child's name. Non-prescription medications will require parent authorization. Parents should check each day to be sure that the Grace Center has an adequate supply of their child's needed medication.

Notify the Grace Center promptly in writing when your child receives immunizations. Shot records should be brought to the Grace Center so our records may be kept current.

### **SAFETY**

An Enrollment Form will be completed for all children attending the Grace Center. One section of the form includes a list of individuals authorized to pick up children from the Grace Center. Staff will release children only to those individuals who are listed on the enrollment form. Staff will request to see identification of individuals whom they do not recognize. If you need to have your child picked up by someone other than a parent or guardian, you will need to send written permission to the school, stating who will be picking up your child.

We will need a signed and completed permission slip form for all field trips. Parent volunteers will be needed and welcomed on all field trips.

Periodic drills for emergencies, such as fire and tornado, will be practiced by staff and children.

Due to frequent traffic in front of building, parents should be sure to hold their child's hand until they are safely inside Grace or in their car seat.

Children may wear riding helmets while on riding toys on the playground upon parent request. \*All Belton School District properties are smoke free areas.

### **PARENT RESPONSIBILITIES**

Your child should be fully dressed in street clothes, not pajamas, when arriving at the Grace Center. Clothing that is easily cleaned and appropriate for play is recommended. Dress your child ready to play. Children learn skills through actively exploring their environment. At school we encourage all children to use any of the materials we have available for them to help develop all areas (cognitive, fine motor, gross motor, etc.) Do not dress your child in clothes that should not get dirty or stained. We use paint, glue, clay, markers, etc, daily. The Grace Center can't be responsible for paints, markers, etc. on clothing. Outdoor play is a daily occurrence at the Grace Center when weather permits. Your child should dress in clothing appropriate for the weather. Everything you bring to the Grace Center should be permanently labeled with your child's name.

## **BEHAVIOR MANAGEMENT**

The purpose of discipline is to assist the child in developing internal controls for appropriate behavior. Each program at Grace sets standards that encourage the development of self-control, self-respect, respect for others and their property.

Every attempt will be made to redirect negative behavior into more constructive channels. When necessary, parent(s) and staff will discuss together more positive methods of behavior management and develop a plan for implementation.

Staff guidelines for handling inappropriate behaviors include the following:

- ❖ The staff will inform the parent on a regular basis of the child's general day and will note any concerns, problems, or questions.
- ❖ Repeated inappropriate behaviors will be brought to the attention of the Grace Principal and / or Children's Services Coordinator. A conference may be scheduled with the parent.
- ❖ A "Safe Spot" will be used within the classroom as necessary to help children learn to maintain control of their own behavior and emotions.
- ❖ If reoccurrence of inappropriate behavior continues, staff will then consult with the parent to develop a strategy (i.e. observations, screenings, physician consultation, etc.) between parents and staff members to eliminate the inappropriate behavior. This plan may include the use of a separate "Safe Room".
- ❖ If inappropriate behavior continues that compromises the safety of the student and others, that student may be suspended from Grace as follows: 1-2 days out of school suspension, 3-10 days out of school suspension, expulsion from ECE/PAC program.

Each child's situation will be managed on a case-by-case basis to meet the child's needs; therefore, these are simply guidelines to help parents understand the process.

## **WITHDRAWING FROM THE CENTER**

If you should choose to withdraw your child from the Grace Center, we ask for a two-week notice. This will allow parents on the waiting list to be notified of an available space. Notice to withdraw should be made in writing. Accounts will be charged for the two weeks notice regardless of attendance.

Payment will be required for the full week when a child is withdrawn during the middle of the week.

## **GRACE FEE PAYMENTS & CREDITS**

Fees are charged on the 1<sup>st</sup> of each month and will be considered late if not paid in full by the 20<sup>th</sup>. As long as the full amount is paid by the 20<sup>th</sup>, parents may pay weekly, bi-weekly or however is most convenient. Payments will start September 1<sup>st</sup> and will be charged every month through May. A \$15 late fee will be applied on the 20<sup>th</sup> to any account with a balance. Because our programs are self-supporting and depend upon

parent fees, accounts not paid in full by the 30<sup>th</sup> of each month will result in removal of the child.

Parents picking up children late according to the school clock will be charged \$5.00 for the first 15 minutes or any portion thereof and \$1.00 per minute for every minute thereafter. Emergency contacts will be called after the first 15 minutes.

Payments should be placed in the blue envelopes provided at the front desk. Be sure your child's name, the amount enclosed and time period the payment covers, is written on the envelope in order to ensure proper credit is given to your account. Receipts will be issued when the payment is entered in the computer and deposits have been made.

**Parents are responsible for payment regardless of attendance.**

A non-refundable Registration Fee of \$35.00 for the full school year will be due upon enrollment.

Most teen parents who are students can qualify for Childcare Maintenance funds from the State of Missouri. It is the parent's responsibility to apply for this assistance through the Division of Family Services, 380-3596, 2500 E. Mechanic, Harrisonville. Parents will need to supply DFS with the child's birth verification and social security number. Children will not be accepted for care until payment is made or DFS authorization has been received. Families of students receiving DFS childcare support funds will be responsible for their daily co-payment and for the Grace daily charge any time a child is absent for more than five (5) days in a month.

**PARENT VISITS**

Parents are encouraged to visit Grace any time schedules permit. Parents are encouraged to share any special talents, customs, or interests with our children. Activities are based on themes and parents are welcome to join in and share their expertise and experience. Contact for approval should be made with classroom teachers ahead of time.

Parents may plan to have lunch with their child. Arrangements should be made in the morning at Grace, as lunches for the day are ordered by 9:00 AM.

Student parents must check out at the high school office as directed. Student parents should check in at Grace and back in at the high school office when returning to class.

**Only parents or authorized persons will be allowed in the infant, toddler, and preschool areas.**

**GRACE CHILDCARE CENTER  
(Infant –Two / Three Years)**

### **GRACE CHILDCARE CENTER STAFF**

Lori Shirk	Assistant
Regina Zawada	Assistant
Kim Kindle	Assistant
Fran Bogle	Assistant
Teri Valentine	Assistant
Sarah Lattimer	Assistant
Kathleen Sears	Assistant
Juanita Lopez	Assistant
Jenny Jones	Assistant
Laina Bollinger	Assistant

The Grace Child Care Center provides care and education for children of Belton School District teen parents and children of district employees with vacancy priority given to children of high school teen parents. Staff members are trained in Creative Curriculum, focusing on developmentally appropriate practices in providing care and education for infants and toddlers.

### **TEEN PARENTS**

Students enrolled in the Belton School district may enroll their children in the Grace CCC when they meet the following guidelines.

- ❖ Having regular attendance
- ❖ Maintaining passing grades
- ❖ Working toward graduation
- ❖ Participating in Parents as Teachers

### **WAITING LIST – TEEN PARENT**

Names of children waiting to be enrolled will be placed on a list according to the following criteria:

- ❖ Need
- ❖ Grade level/credits remaining
- ❖ Previous academic grades
- ❖ Attendance record
- ❖ Overall attitude toward completing education

### **BELTON SCHOOL DISTRICT STAFF**

Any member of the Belton School District staff may use the Grace CCC with the understanding that teen parents have priority. Should a teen parent meet the criteria for use of the Grace CCC causing staff to lose a place, the staff member will have a minimum of thirty (30) days notice to allow time to relocate their child. A plan of "last-in, first-out" will be used to determine order of removal. Full-time placement will have priority over part time. Children of Belton employees will have priority over other family relation.

## **WHAT TO BRING**

If your child uses a pacifier, please bring one you can leave at the Grace CCC.  
Appropriate clothing for outdoor walks and buggy rides should be included for all ages.

### **Infants:**

For infants that are being breast-fed, at least one bottle of frozen breast milk or formula must be available at the Grace CCC. Please check this supply daily to be sure that an adequate supply remains. Moms are welcome to come to the Grace CCC to nurse infants anytime schedules will permit. Normal check out procedures at the high school and in at the Grace CCC should be followed for teen parents.

Infants, who are on formula, will need to have fresh bottles daily. Pre-filled bottles, labeled with child's name and the date you filled the bottle, should be placed in the refrigerator each morning. Parents are responsible for freshness and sanitation of the bottles. Parents are responsible for supplying food for their child if not eating table food.

All infants will need a supply of disposable diapers, wipes, blanket, and at least one change of clothing. All of these items should be labeled with the child's name. Each child's supplies should be placed in their own storage area.

### **Toddlers:**

You should bring a complete change of clothing, appropriate for the season, to the Grace CCC for your child.

All belongings should be permanently marked with the child's name.

If your child is being toilet trained, extra changes of clothing should be kept at the Grace CCC. Please provide several extra pairs of training pants for toilet training.

A toothbrush (with a hole at the end), toothpaste and comb marked with your child's name should be kept at the Grace CCC. Each child needs a favorite blanket and may also bring a toy for rest time. Please plan to leave these at Grace.

Because the Grace CCC will provide a wide variety of play materials, other personal toys should not be brought to the Grace CCC.

## **SIGN IN PROCEDURE**

Each parent will sign their child in, in their child's classroom and place their personal items in their designated space. Children may not arrive before 7:00 a.m.

When you pick up your child, you must sign them out and take home any bottles, dirty laundry, etc. Children of students must be picked up no later than 3:00 p.m. Staff must pick up children no later than 4:30 p.m.

If someone else will pick up your child, you must notify the Grace CCC in writing with the name of the authorized person. Photo identification will be required. If you will be

more than a few minutes late or your child will be absent, please notify the Grace CCC as soon as possible.

### **TOILET TRAINING**

Parent(s) and staff will jointly decide when to begin potty training the child and will work together on implementation. Toilet training will begin only after both the child and parent demonstrate interest. Consistency between the home and the Grace CCC is the key to success for young children. This process will never be associated with any form of punishment. We ask that the child wear diapers until they can successfully wear underpants with minimal accidents.

### **FEEDING AND EATING**

Infants will be held during feeding. Bottles will never be propped. A written diet plan should be completed by the parent and placed on file at the Grace CCC. Parents should update this plan, as the child's needs change.

Toddlers are encouraged to feed themselves when they show evidence of wanting to do so.

Nutritional breakfasts, lunches and snacks that meet FDA guidelines for toddlers and pre-schoolers will be available for purchase from the school lunch service. Parents may also choose to send a snack or lunch from home. (Prices are listed on page 12.)

### **Fees**

During the school year months, September through May, the charge for infants / toddlers is \$650 per month.

## **EARLY CHILDHOOD EDUCATION**

The Belton School District offers a variety of early childhood education and care options:

## **Early Childhood Education (ECE) (Two half-days per week)**

The Belton School District #124 has offered a program in the district for preschoolers to attend the year before they begin kindergarten. This program offers classes that meet twice each week for half-day sessions. The program has expanded to include three certified teachers and classrooms, serving more than 160 children. Creative Curriculum is implemented in the classrooms with certified early childhood teachers and full-time paraprofessionals providing instruction. This program is offered at no cost to families in the Belton School District. Families must provide their own transportation.

### **ECE STAFF**

Brandi Frazier	Early Childhood Educator
Debby Patton	Early Childhood Educator
JoLynn Dugan	Paraprofessional
Jane Spencer	Paraprofessional

## **Title I Preschool (Four half-days per week)**

This program is offered to qualifying students four half days per week. The intent of this program is to offer extra support to pre-kindergarten students experiencing a developmental delay in one or more areas. Student qualification is also based upon a rating scale that takes into account various “at-risk” factors. Bus transportation is available to qualifying students. This program is offered at no cost to parents.

Students qualifying for early childhood special education services are also included in this program in a “Title I / ECSE Blended” program.

### **TITLE I STAFF**

Sarah Birk	Early Childhood Educator
Sandra Smith	Early Childhood Special Education Teacher
Megan Carroll	Early Childhood Educator
Angie Ekberg	Early Childhood Special Education Teacher
Isabel Izydorek	ECSE / ESL Paraprofessional
Emily Milliron	ECSE Paraprofessional
Paula Glaser	ECSE Paraprofessional

### **ENROLLMENT**

Students that live within the Belton School District may enroll during Early Childhood Screening held in the spring of each year preceding fall classes and anytime after. Class day and time preference may be indicated at this time. Staff will attempt to honor parent requests whenever possible, however, due to limited openings, final placement assignments will be the decision of Grace staff and administration. **Children turning**

*four years of age before August 1<sup>st</sup> may be enrolled in these programs for the school year preceding kindergarten entry.*

**SUPPLIES**

- ❖ Backpack / School Bag (no rolling backpacks please)
- ❖ Extra set of clothes (socks, underwear, pants, shirt)
- ❖ Box of kleenex
- ❖ *Individual classes may request additional items throughout the year*

**Early Childhood Regular & Special Education  
Ages 3-6 years**

**ECSE BLENDED CLASSROOMS (4 DAYS PER WEEK)**

This program integrates the enrollment of children identified as special education students with regular education students. The program is designed to accommodate 8-10 children with special needs and up to 10 regular education children in a blended classroom. The rooms are staffed with a regular education early childhood teacher, a special education early childhood teacher, and paraprofessionals. Creative Curriculum is also implemented in these classrooms. The preschool classes meet Monday through Friday each week. ECSE (only) students attend Monday through Thursday. The ECE / PAC program is available, complementing the ECSE program with wrap-around care available from 6:00 am-6:00 pm for both special and regular education students Monday through Friday. (Refer to page 12 for tuition rates.)

**Staff**

Kristen Cummings	Early Childhood Special Education Teacher
Une Hardee	ECSE Paraprofessional
Marge Hardway	ECSE Paraprofessional

**ECE / PAC CLASSROOMS (5 DAYS PER WEEK)**

These classrooms offer fee based full-day education Monday through Friday. Wrap-around care & education is available from 6:00 am-6:00 pm for both special and regular education students. (Refer to page 12 for tuition rates.) With an enrollment limit of 20 students, school day staffing (8:20-3:20) includes a certified early childhood teacher and paraprofessionals. Extended school hours (PAC) is staffed by two paraprofessionals. Creative Curriculum is also implemented in this classroom.

**Staff**

Misty Gann	Early Childhood Educator
Hannah Anderson	Early Childhood Educator
Shannon Grine	Early Childhood Educator
Lori Steele	Early Childhood Educator
Pam Evans	Paraprofessional
Jackie Fletcher	Paraprofessional

Jennifer Manasala	Paraprofessional
Bethanie Cummings	Paraprofessional
Cindy Williams	Paraprofessional
Ann Combs	Paraprofessional
Megan Wilson	Paraprofessional
Verna Underwood	Paraprofessional
Kyle Wills	Paraprofessional
Holly Cable	Paraprofessional
Joan Bishop	Paraprofessional
	Paraprofessional

### **ENROLLMENT**

Students may attend the ECE Blended and ECE/PAC Classrooms during the two years prior to kindergarten entry. *(The free 2-Day preschool program is limited to the year before kindergarten only.)*

Students that live within the Belton School District may enroll during Early Childhood Screening held in the spring of each year preceding fall classes and anytime after.

Students may enroll any other time of the year, as openings exist. All students will need to participate in the preschool screening program held at Grace.

Staff will attempt to honor parent requests whenever possible, however, due to limited openings, final placement assignments will be the decision of Grace staff and administration.

### **WAITING LIST**

Names of children waiting to be enrolled in fee-based programs will be placed on a list according to a first-come basis. Students will be assigned in order of list.

### **EARLY CHILDHOOD SPECIAL EDUCATION SELF-CONTAINED PROGRAM**

This program offers a self-contained special education program to children three to five years of age. Creative Curriculum is implemented in this classroom by one early childhood special education teacher, and paraprofessionals as needed. The preschool classes meet four half-day sessions each week. This program is offered at no cost to qualifying students.

#### **Staff**

Melissa Gillen	Early Childhood Special Education Teacher
Connie French	Early Childhood Special Education Teacher
Kelly Myers	Paraprofessional
Mary StHelene	Paraprofessional
Melody Finn	Paraprofessional
Jacque Lewis	Paraprofessional
Brandy Spangler	Paraprofessional
Teri Jackson	Paraprofessional

## **ENROLLMENT**

Special Education students are placed according to state guidelines.

## **SUPPLIES**

- ❖ Backpack / School Bag (no rolling backpacks please)
- ❖ Extra set of clothes (socks, underwear, pants, shirt)
- ❖ Box of Kleenex
- ❖ If your child is in diapers, please send five extra diapers for an emergency as well as a few in their backpack daily. You will also need to send one large box of diaper wipes for your child
- ❖ *Individual classes may request additional items*

## **NOTEBOOK**

Teachers often use a notebook/folder for a source of communication with parents. Staff will jot down highlights of the child's day and would like for parents to write back about their child's evening or special happenings. Just one sentence will be great. Ex.: "We ate Pizza for dinner and went to Wal-Mart." This helps staff stimulate conversation with the child.

Teachers ask that you sign the notebook if you do not have a chance to write back. Please be sure to send your child's notebook / folder with them daily. They take pride in their notebook and enjoy being able to share what is in their notebook.

## **BUS TRANSPORTATION**

Bus transportation is available **for all special education and Title I students.**

**Please speak directly with the bus company to determine specific drop-off and pick-up times if your child will be riding the bus.**

### **Crabtree Bus Service 331-3200**

- ❖ Be flexible, allow time for bad weather and absences
- ❖ Please wait with and for your child at the bus stop everyday. The bus will not drop off your child without an adult present.
- ❖ Please encourage your child to use appropriate bus behavior.

## **SCHOOL CALENDAR**

Grace preschool classes generally follow the attendance days of the elementary schools. Parents will be notified in case of any deviations from normal schedule, such as on early release days.

ECE/PAC is offered in this program twelve months of the year. The program offers care & education Monday through Friday, even when the district is not in session. Days the program closes: Memorial Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. We may be

closed an additional Friday in March to allow the staff to attend “The Conference on the Young Years”. (Date to be announced.)

Full day care will be available on bad weather days, including school closing days, unless officials advise that travel is hazardous. Any program closings will be announced through the “Emergency Broadcast System.” They in turn will notify all the news media, radio and television stations.

### **ADDITIONAL SERVICES**

The Grace Early Childhood Care & Education Center offers the following programs to qualifying students:

**Program:**

Adaptive PE  
Speech Therapy  
  
Occupational Therapy  
Physical Therapy

**Staff:**

Kathy Muder  
Elaine Broockerd, Heather Logue, Naomi Rose, &  
Christine Williams  
Sue McAllister  
Melissa Duke

## **PARENTS AS TEACHERS**

**A free program for families with children ages newborn through school entry**

**Phone: 816-348-1029**

### **Services Offered By Parents As Teachers**

❖ Information before the baby is born

- ❖ Information about things to look for in a growing child
- ❖ Periodic check-ups of the child's development- language, social, motor, hearing, vision, and health
- ❖ Visits in the home or at the center by certified parent educators trained in child development to provide guidance, offer encouragement, and help you evaluate your child's progress
- ❖ Group meetings with other parents to share experiences and discuss topics of interest
- ❖ Printed information on all aspects of parenting- prenatal to school entry
- ❖ Bi-monthly Newsletters
- ❖ Monthly Activity Calendars
- ❖ Monthly "Family Fun" Activity Times

### **Community Resource Center**

Our Family Resource Center houses a lending library of books for both children and parents, audio and video tapes, an online computer, and a toy and activity check-out library. The Grace Center's Family Resource Room includes a Success by Six Program as well and is open evening and daytime hours. Please call our PAT office @ 348-1029 for information regarding current hours or to set up an appointment.

### **Who is Eligible?**

- ❖ Residents of Belton School District
- ❖ Expectant parents
- ❖ Parents with children ages birth to school entry
- ❖ Parents who want the best for their child
- ❖ Parents who want to have a healthy, happy child
- ❖ Parents who want to enjoy parenting

Revised 8-20-07