



# Hancock County Early Learning Center



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## **Mission Statement:**

Hancock County Early Learning Center's visions and values are to provide all families with an environment full of wonderful beginnings for your child's Educational, Social and Developmental needs. We have developed our school from a sincere love for all children and the desire to help in their development into the world.

## **Philosophy:**

- The child's environment will be centered on security, comfort, trust and love, these are a child's foundation for quality educational and social growth and will enhance a child's self-esteem.
- We strive to continuously create an atmosphere in which a child always feels at home.
- Be consistent with a child. Present the positive, this will ensure trust in your actions.
- We will instill pride in learning, pride in one's self and pride in others.
- All children are treated as individuals. A child who is secure in their abilities will always succeed.
- Communication will include an open door policy. It is a crucial basic policy for all parents, staff and children to succeed.
- Creativity is an important part of a child's development, we encourage and assist in each child's creativity and will never stifle the child.
- Adopt a happy, healthy environment and you will create a happy healthy child.

## **Communication on Philosophy:**

Hancock County Early Learning Center has adopted this policy to ensure understanding between staff and families. Communication is the key to everyday life and we trust in our ability to provide all our philosophies to the everyday experiences each child will face.

Our purpose is to provide an environment that is safe and conducive to good health and happiness, where children can assemble, work and play together while being guided toward a wonderful future.

### **Staff:**

Angela Rasnic, Coordinator

Becky Holt, Guidance Counselor

Marsha Drinnon, Administrative Assistant

Cammie Kee, P4 Teacher

Joyce Nichols, Assistant

Daisy Greene, P4 Teacher

Marsha Kerney, Assistant

Kelly Jarnigan, P4 Teacher

Sharon Sizemore, Assistant

Emily Gibson, P3/4 Teacher

Deb Dixon, Assistant

Natalie Trent, Special Education Teacher

Sherry Dinardi, Special Education Assistant

Laura Lamb, Special Education Assistant

Kristie Lamb, TEIS Lead Teacher

Shirley Short, TEIS Assistant

Trish White, TEIS Assistant

**Lunchroom Assistant:**

Patricia Lawson

**Vision:**

Hancock County Early Learning Center is part of Hancock County School System. The classroom environment is a comfortable, warm, and busy place where children can feel secure yet challenged for learning. Children in this setting are valued as unique, competent individuals with a desire to learn. Each child has time to choose what, how, and when they want to learn with the guidance of a teacher that is sensitive to the personal, developmental, academic, creative, social and emotional needs of each child.

Children learn through the use of hands-on activities, experimenting with their environment, discovering, playing, problem-solving and direct teaching. The actual environment is child-sized, with lots of room for movement and with a variety of noise levels.

In order for children to manipulate, explore, experiment, try out different roles, problem solve, order, organize, and interact with other children and adults, it is important that the physical environment be set up in a way best suited to meet these needs. Learning centers provide activities that are open-ended, multi-level and self-correcting, and promote an atmosphere conducive to individual differences and varying areas in the classroom that enhance social, emotional, cognitive and physical growth in a child-centered environment.

**History:**

Hancock County Early Learning Center has worked hard to create a challenging, safe, and rewarding environment for our students. Led by dedicated staff and teachers and supported by a long tradition of parental involvement, we've been able to achieve our goals of providing superior educational and developmental opportunities for our students, and having a positive impact on the surrounding community.

## **Curriculum & Instruction:**

Hancock County Early Learning Center works hard to surpass the academic guidelines established by the Tennessee Department of Education by providing a challenging and engaging curriculum for our students. Big Day for Pre-K is utilized with the 3 & 4 year old classrooms.

Hancock County Early Learning Center follows Tennessee State and Hancock County District guidelines. The school district has adopted content standards and assessments. These assessments allow teachers, students and parents to see where individuals are in reaching and/or exceeding District Standards. The measures will determine whether the student has successfully learned grade level standards. The results of these measures will enable teachers to teach to your child's individual needs and strengths.

## **Hancock County Early Learning Center School Policies and Procedures**

Our policies play a critical role in helping every student achieve the highest level of academic success and providing a safe, respectful environment for all members of the Hancock County Early Learning Center School community.

It's important for every member of the school community to read and understand current policies. Our website is the main tool for Hancock County Early Learning Center School to communicate policies with parents and the community at large, and now you can access school policies online; stay informed about updates, changes, and deadlines; and easily clarify details from your home or office. Please refer to your child's teacher for website information.

### **Transportation:**

The center will try to accommodate all families who do not otherwise have transportation to the Early Learning Center by meeting at designated checkpoints to pick up and drop off students throughout the county. The number of spaces on each bus is limited. If the bus in your area becomes full, you will need to pick up and drop off your child at the HCELC daily.

### **Attendance and Absences:**

Your child's attendance patterns often have a direct link with achievement. Frequent absences hurt academic performance. Absences are considered excused for the following reasons:

1. The child is hospitalized;
2. The child is incapacitated due to a serious injury;
3. The child contracts a communicable disease;
4. The child has other ongoing health related ailments which temporarily prevent attendance (such as asthma);
5. There is a death in the family;
6. Limited medical/dental/therapy appointments (these should be made outside of school hours unless absolutely necessary); and

7. Other reasons as approved by site-level administrator.

### **Custody:**

In order to assist us with protecting the rights of you and your child, please provide the center with any court documents that are relevant to visitation and rights of parents.

### **Schedule:**

If schools are closed due to inclement weather, the Early Learning Center will follow the same schedule as the Hancock County School System. If schools are on a one or two hour delay, buses at the HCELC will also run on a delay of the mornings. Evening bus routes will run on a regular schedule. All parents need to have a weather pick up plan in case of an unexpected closing during the school day.

### **The Daily Schedule:**

-The daily routine consists of stories, meeting circle time, music and movement, group singing, art, structured lessons, and supervised play. The program will emphasize reading and number readiness.

-Each child will be provided breakfast, lunch, and an afternoon snack.

-Please do not allow your child to bring toys to school unless a teacher has a Show and Tell Day.

-No guns or knives (real or toys) are to be brought to school.

### **Arrival:**

Students need to arrive to school between 8:00-8:30. Students will not be admitted to the building before 7:45. All students must be signed in upon arrival to school.

## **Departure:**

Students who do not lay down for nap need to be picked up by 2:00. All buses leave at 2:00 so changes in transportation plans must be received by 1:30. All children must be picked up by 3:30. All children must be signed out beside of office before leaving for the day.

## **Classroom Rules, Rewards, and Consequences:**

### **Rules**

1. Looking Eyes
2. Listening Ears
3. Quiet Voices
4. Walking Feet
5. Helping Hands

### **Rewards**

1. Stickers
2. Stamps
3. Treasure Box

### **Consequences**

When a student breaks a rule:

First time: Warning

Second time: Lose 2 minutes of free time

Third time: Lose 3 minutes of free time

Fourth time: Lose 4 minutes of free time and talk with parents.

Teacher's Classroom Rules, Rewards, and Consequences may vary slightly in each classroom. Teachers will provide you with these variations. Time out will be used when necessary.

## **Classroom Guidelines:**

### **Backpack:**

Please send a backpack to school each day with a change of clothes, because there will be accidents, such as spills. There will be many things that the teachers send home throughout the year and it helps if your child has a backpack that will hold these things. Please check your child's backpack daily for work, teacher notes etc. Please label your child's backpack with his or her name.

### **Clothing/Coats/Jackets:**

Our preschool program is one that is marked by its high degree of activity and child engagement. Clothing that provides freedom to learn and play is very important. In preschool, dressing for success means providing clothing that is easy for the child to manage and which can protect from harm in play. It is possible that your child may come home with evidence of his or her activity, including dirt from the playground or paint from art activities.

Please write your child's name on all coats, jackets, backpacks, etc. Many times students have coats that are the same and this will help the teachers to identify the one that belongs to your child.

### **Visitor Policy:**

Parents are welcome to visit their child's classroom anytime. To ensure visitations are productive for both school and visitor, please follow these guidelines:

1. All visitors must register in the school office prior to visiting the classroom or playground.
2. Provide prior notice to teachers and staff to arrange appropriate times and days.

3. School policy does not permit children (students from other schools, friends, relatives) to visit the classroom for the day.

We ask that you do not interrupt the classroom schedule by going directly to the classroom. All contacts with students should be made through the school office.

## **Communication:**

### **CONTACTING YOUR CHILD:**

In order to protect the integrity of the learning environment, we ask that you not go directly to your child's class to deliver a message. If it becomes necessary to deliver a message to your child during the school day, please call 423-733-1762 or come by the school office. Please make arrangements for lunch, car pools, babysitting, etc., with your child BEFORE s/he leaves for school in the morning. In the event of an emergency or change of plans, the office staff will relay messages to your child's teacher. Please do not ask the office staff to contact your child or interrupt a class for messages that are not critical.

## **Emergency Forms:**

Emergency forms will be completed for each child as part of the school enrollment packet at the beginning of the school year. During the school year, please send a note immediately if there are any changes to the emergency information ... address, phone numbers, and/or change of responsible contacts. Unfortunately, your child is the one who will suffer if injuries or illnesses occur and we are unable to reach anyone.

## **Health Policies:**

### **Communicable Disease Policy:**

Should a child arrive ill or become ill (fever, vomiting, diarrhea, etc.) while at the center, the parent will be required to make arrangements for transportation home. If the child becomes ill while at school, he or she cannot return within the same day.

For other communicable diseases (including but not limited to those listed below) a doctor's slip stating when the child may return to school is required.

- Mumps
- Measles
- Roseola (Measles that infants get; high fever followed by a red rash)
- Strep Throat
- Scarlet Fever
- Chicken Pox
- Impetigo (caused by strep germ; open sores and yellowish crusts)
- Pink Eye (Conjunctivitis) (yellow discharge from the eyes causing eyes to crust)
- Whooping Cough (Pertussis) (caused by bacteria; high fever and extremely deep, heavy cough)
- Spinal Meningitis (high fever and stiff neck; inflammation of the spinal column)
- Scabies (contagious itch caused by a mite)
- Fifth Disease (caused by a virus, high fever and looks like one cheek is very chapped)
- Pin or Tape Worms (caused by coming in contact with soil containing animal wastes)
- Ring Worm (caused by a fungus; large round blotches with a dark ring around the outer edge)
- Influenza
- Lice - Should a child/adult be found to have head or body lice, proof of treatment will be necessary before the child/adult may return to the center.

Hancock County Early Learning Center reserves the right to change or add to these policies to handle any situation, illness or disease not specifically covered. This is to protect both participant and staff.

## **Illness or Accident at School:**

In case of an accident requiring the services of a doctor, we request that parents keep us informed of any changes of address or phone numbers. We will make every effort to contact a parent before the child is taken to a doctor. If it is necessary for a student to go home because of illness, contagious health problem, or injury, the parent or person listed on the emergency card (if the parent cannot be contacted) will be requested to pick the child up in the office. Please remember that we cannot keep a seriously ill child at school. In the event of a serious illness or accident, Hancock County Early Learning personnel will:

1. Contact parents when possible.
2. Contact other authorized persons listed on the child's emergency card, if possible.
3. In extreme emergencies, an ambulance will be called, and the child will be taken directly to the hospital. The parents will be contacted.
4. We will keep an Authorization to Consent to Treatment of a Minor signed by you at the school. This allows the hospital to treat life threatening and non-life threatening conditions, i.e., x-rays, sutures, etc.

As you can see, it is ESSENTIAL that contact numbers be CURRENT so parents or their designated caregiver can be contacted immediately for decisions regarding illness or injury. If parents have special requests for the emergency plan for their child, they should contact the school office.

If your child has had vomiting, diarrhea, or a temperature of 100 or over, he or she cannot return to school until **24 hours** after the last incidence of vomiting/diarrhea, or his or her fever breaks without medication.

## **Immunization Record and Physical:**

Current law requires all children to be immunized against diphtheria, whooping cough, tetanus, polio, mumps and German measles, prior to entering a classroom. The center must keep record of your child's immunizations, as well as, a current physical. Pupils may be exempt from these rules for medical or religious reasons. In these cases, a physician's statement or a waiver is required.

## **Medication Policy:**

Over the counter medication will not be administered by staff of Hancock County Early Learning Center. Prescription medication must be brought to the center in its original bottle. Permission to administer medication and written instructions must be provided by parents. Prescription medicine will only be given if the bottle dictates it to be administered during school hours when a parent cannot be present to administer the medicine. Parents will give their children any medication that is necessary when parent is present.

## **Student Medication:**

Medical treatment is the responsibility of the parent and the family physician. Medications are rarely given at school. The parent is urged to work with the physician to plan a medication schedule for non-school hours. If it is an absolute necessity that medication be given at school:

1. We MUST have the original bottle from the pharmacy with directions on the label.
2. A signed release from the parents for the school to assist in administering medication.
3. Medication must be in a pharmacy container, labeled with the student's name; the name of the medication; proper dosage and instructions; name of the prescribing physician; name of the pharmacy or manufacturer who dispensed the medication.

We will not administer over the counter medication to any student.

## **Health Services:**

### Elementary School Based Health Clinic

Hancock County Early Learning Center's students have the opportunity to utilize the Elementary School Based Health Clinic. This clinic is run through ETSU college of Nursing, call 423-733-2121 for more information.

## **Exclusion from School for Health Reasons:**

State law requires that children be excluded from school for the following reasons:

1. Contagious health problem.
2. Lack of immunizations except when having a waiver.
3. Children with head lice will be excluded from school until the hair has been treated. (Parents must provide proof of treatment).
4. Due to the expulsion policy.

## **Lunch, Breakfast and Snacks:**

As part of the health movement in our state, Hancock County Early Learning Center School joins the State Department of Education in stressing the need for healthy kids. The center will provide breakfast, lunch and an afternoon snack. If you choose to send any of these, please see that your child comes to school with a good, nutritional breakfast, lunch, or snack. We discourage sending sweet treats with your child for snack and encourage you to send "brain food"...fruit, cheese, vegetables, and complex grains. It is important that you and your child communicate about lunches and snacks so that your child does not waste food and is able to have good nutritious food to help sustain concentration during the school day.

## **Celebration Days:**

Celebration days will be held once a month and will include all birthdays for the month and all Holidays for the month. If you want to celebrate your child's birthday, please check with your child's teacher for the date of the party and supplies needed. Only prepackaged food items can be brought to share with everyone. **No homemade items can be sent.**

## **Conferences and Progress Reports:**

REPORTING STUDENT PROGRESS: Home/school communication is extremely important, particularly in regard to student performance. We feel that the teacher and parent share joint responsibility for this communication.

## Parent/Teacher Communication:

1. Back to School Meet and Greet: This is a day set aside for parents to familiarize themselves with their child's classroom and school. Classrooms are open to explain the curriculum that will be undertaken by the students during the school year. Grade level expectations, classroom expectations, classroom daily schedule, discipline and homework policies will be discussed.
2. Conferences will be scheduled for all parents of each child. This is a very important opportunity for you to discuss your child's academic and social growth with the teacher. If the scheduled time is inconvenient for you, please contact the school to reschedule.
3. A progress report will be issued at the end of each nine weeks. Conferences for selected students may be scheduled as necessary.

Informal reporting may take place any time. Please check with the teacher any time you have questions or concerns. It may save time if you call to make an appointment with the teacher ahead of time.

**These policies are subject to change as the need arises. Participants will be notified of all changes.**

## **Hancock County Early Learning Center**

I have received the policies and procedures of the Hancock County Early Learning Center, and understand them fully and agree to follow them. I have also received a summary of licensing requirements.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

