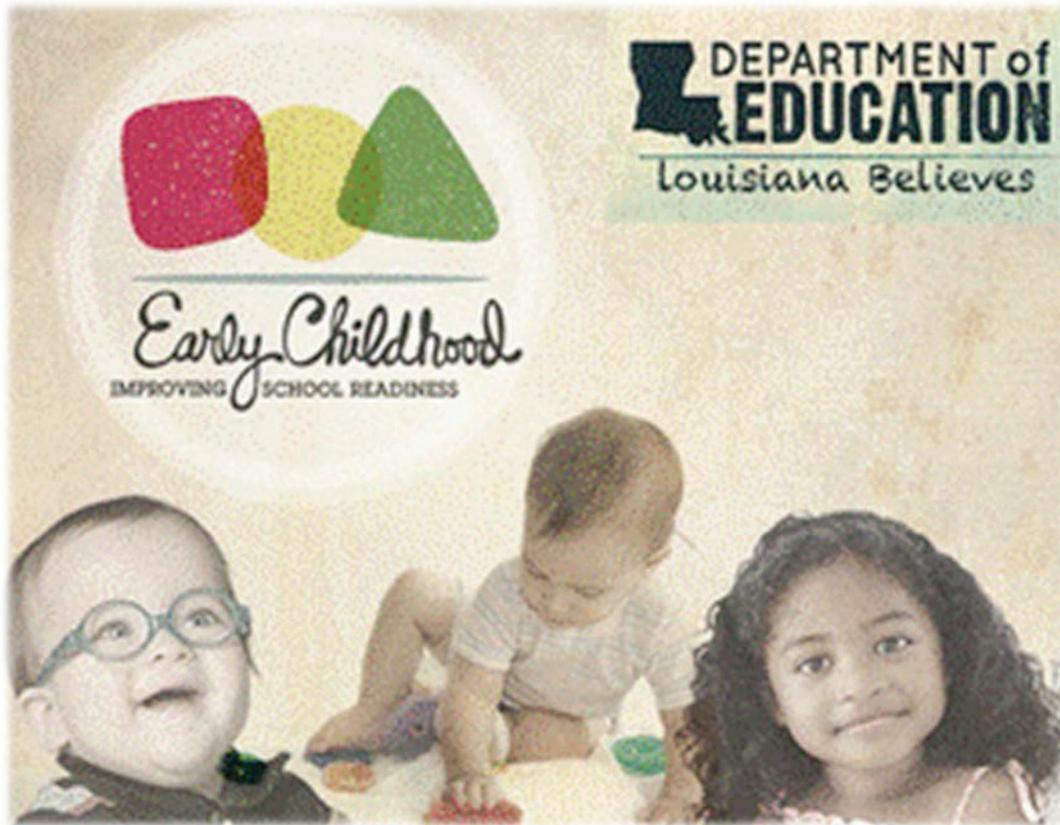


# 2017-2018



## NSECD PARENT HANDBOOK



## 2017-2018 NSECD Parent Handbook Acknowledgment Form

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_  
(Print Name) (Print Child's Name)

have received and reviewed the 2017-2018 NSECD Parent Handbook.

I understand the policies and procedures outlined in this handbook, and agree to abide by them, as will my child.

I also understand that this form is to be signed and returned to the school office within two (2) weeks after the start of school. This form will be kept in my child's file and may be submitted to the NSECD Office upon request for auditing or monitoring purposes.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Signature of Parent Date

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## **Introduction**

Preschool programs build a foundation of development and learning that allows your child to build “skills, attitudes and habits to do well in school and throughout life”. The Louisiana Department of Education understands that preschool prepares your child for their journey of lifelong learning.

Both the NSECD Program and the Louisiana Department of Education encourage you to be an active participant in your child’s education, as you are your child’s first teacher. We also promote parent involvement in your child’s school activities. Research shows that children whose parents take an active role in their education and show interest in their work score higher on tests. It also builds a strong foundation for the child’s educational future.



The purpose of this parent handbook is to inform you of the NSECD Program rules that the school must follow and to provide you with local contact information for resources.

Please feel free to contact the NSECD Office if you have any questions. If you become aware of any activities that do not follow what is stated in this book, please contact the NSECD Program at 877.453.2721.

## **Program Philosophy**

The NSECD Program is designed to provide at-risk four-year-old children access to high quality, developmentally appropriate, full-day pre-K classes in state-approved private preschools and child care centers.

## **Parent Orientation Meeting**

The school is to have a pre-K orientation for all parents of the NSECD Program. This orientation will offer an opportunity for you, the parent or guardian, to ask questions to the Pre-K teachers and administrators about the Program.

Schools are to provide the following at orientation:

- ✓ Opportunities for parents to gain knowledge of child development and parenting.
- ✓ Support services, including parenting classes available in the community and information on enrollment in local adult literacy programs.
- ✓ Information on opportunities to participate in classroom activities, field trips, or workshops relating to parenting or child development.

## **Uniforms**

Your school may request that pre-K children wear uniforms to school. While parents must cover the cost of your child's uniforms, the child WILL NOT be denied enrollment if you are unable to purchase a school uniform.

Parents and the school can contact private or public support service agencies to get assistance for families.

## **Supplies**

Parents **are required** to either supply classroom materials such as glue, crayons, markers, tissues, and other typical materials, or they may pay a supply fee to cover the cost of supplies that are provided by the school.

The school may donate classroom materials, but it is the parent's responsibility to cover the costs for classroom materials.



## **Attendance**

All NSECD schools are required to report classroom attendance on a daily basis. The school will complete an intervention plan for children that are tardy or absent from school on a regular basis. The following course of action will be taken:

- ✓ You will be contacted (via telephone, letter or conference) to review the responsibility agreed to in the NSECD Parental Choice form.
- ✓ If the child continues to be tardy or absent, a meeting will be required.
- ✓ The school may contact the Louisiana Department of Education for help in creating and carrying out an appropriate intervention plan to address this problem.

All NSECD children are required to attend school for 74% of the scheduled school days per month.

In order to be counted as present for attendance purposes, a child must be present a minimum of four (4) hours of the six (6) hours instructional period, and absences will not be excused for reimbursement purposes.

## **Early Dismissal**

If your school is scheduled for early dismissal, you are responsible for any additional child care fees.

## **Holidays**

Parents are responsible for payments if you choose to send your child to childcare during holiday breaks (Thanksgiving, Christmas, Easter and Mardi Gras).

## **Immunization and Health Screening Requirements**

All NSECD children are required to have their age-appropriate immunizations and screenings during the school year.

### **Immunizations**

Louisiana law (effective 2009-2010 school year) requires two doses of the Varicella vaccine before your child can start school. For your convenience, listed below are the immunizations your child should have by 4 years old:

- ✓ 4 doses of DTap
- ✓ 3 doses of Polio (IPV)
- ✓ 2 doses of MMR
- ✓ 2 doses of Varicella
- ✓ 3 doses of HBV

If your child receives any immunizations during the school year, an up-to-date record is to be given to the school office. Immunization documents are to be turned in during registration (or by the time Pre-K classes begin) and it will be kept on file in the school office. If your child is due for an immunization, please contact your pediatrician to schedule an appointment.

### **Health Screenings**

Hearing and vision screenings will be provided to NSECD Pre-K children within the first 90 days of school. Follow up contacts will be made to all children that have a screening result that falls out of the normal range. The school will inform all parents whose children need additional testing. Parents are asked to make sure that your child is present and on time for these scheduled health screenings.

Schools are encouraged to provide additional screenings (speech, dental, social/emotional, motor skills, BMI). Check with your school for screening dates and times.

If your child's school does not offer dental screenings, please understand the importance of dental hygiene and the effect it has on overall health. Encouraging your child to develop healthy dental habits will benefit them in the future.

### **Transportation**

Parents are responsible for getting their child to and from school.

The NSECD Program does not provide transportation for children. Therefore, the schools that participate in the NSECD Pre-K Program are not required to provide transportation.

If a participating school decides to provide transportation for children, *the NSECD Program is not liable for any issues that may arise while the child is under the supervision of the driver.*

### **Snacks and Meals**

Parents who choose to send meals and snacks for their child must first acknowledge that they are aware of the Provider's responsibility to serve nutritious meals and snacks **to all children and to provide these meals for free, or at the free, reduced or full price cost according to eligibility guidelines established for USDA Food and Nutrition Service.**

In addition, the school is to provide pre-K children with a nutritious morning or afternoon snack (depending on the time that breakfast and lunch are served).

***If your child does not participate in the free or reduced lunch program, you are responsible for cafeteria fees that are set by your school.***

Parents are responsible for paying cafeteria fees. After three (3) consecutive months of non-payment, the school has the right to disenroll a child from the program.

### **Field Trips**

Parents of NSECD Program children **are required** to pay field trip fees for their child.

Schools are required to take Pre-K classes on at least 2 field trips during the regular school year. Parents who choose to participate on the field trip are responsible for their own cost(s).

### **Before and After School Programs**

The NSECD Program **does not** provide funding for before and after school care. Parents are required to make arrangements for their children's care outside of the regular instructional school day. Parents who contract with the school to provide before and after care services for their child must pay the required fees. After three (3) consecutive months of non-payment, the school has the right to disenroll a child from the program.

### **Parent-Teacher Conferences**

Parents are required to attend a minimum of **two individual parent-teacher conferences** per year. The teacher shall prepare a summary of development in each domain based on documentation collected in the child portfolios. During the conference, the teacher shall review portfolio content and the child's development with parents. Parents are encouraged to comment and share concerns. **All conference summaries require parent signature for confirmation.**

### **Parental Involvement**

The NSECD Program encourages parents to become involved in the in their child's educational experience. Providers should regularly include parents in special celebrations and welcome parents who want to share special talents with the class whether it is through volunteering, class visits, attending programs or field trips, etc.

### Language/Punishment

NO form of demeaning language or corporal punishment is allowed in the NSECD Program, by anyone at any time.

### Extra-Curricular Activities

Parents **are not required** to financially support extracurricular activities or fundraisers. Parents who choose to participate in these activities, such as purchasing school pictures, T-shirts, etc., *may be charged fees for these activities.*

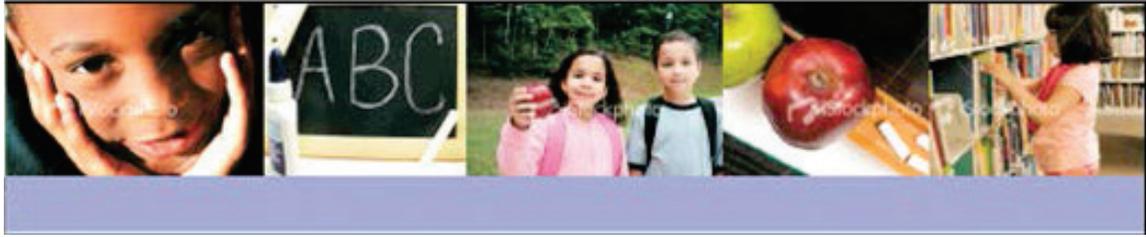
### Disenrollment

A parent may remove their child from the NSECD Program at any time. If a child is disenrolled for any reason, a parent must sign a disenrollment form provided by the school. In addition,

- ✓ Children may be removed from the class roster if they fail to maintain **program attendance requirements** for two (2) consecutive months.
- ✓ Children may be removed from the class roster if there is an outstanding balance for **cafeteria fees** for three (3) consecutive months.
- ✓ Children may be removed from the class roster if there is an outstanding balance for **before-and-after school care fees** for three (3) consecutive months.

Disenrolled children may be eligible to re-enroll into the NSECD Program but may be placed on a waiting list depending on available space.

Parents may transfer their child to another participating NSECD School only if the school you wish to transfer to has an available slot. Parents are urged to check with the school they wish to transfer to before voluntarily removing their child.



## **RESOURCES FOR PARENTS**

### **Educational Resources**

- NSECD website: [www.prekla.org](http://www.prekla.org)
- Louisiana Department of Education  
1-877-453-2127 or [www.louisianabelieves.com](http://www.louisianabelieves.com)
- Louisiana Public Broadcast (LPB) kids  
[www.pbskids.org](http://www.pbskids.org)
- Funbrain, Jr.  
[www.funbrainjr.com](http://www.funbrainjr.com)
- IXL (Math)  
<http://www.ixl.com/math/pre-k>

### **Health Information and Wellness Resources**

- LA Office of Public Health- Office of Vital Records:  
(504) 593-5100
- Louisiana Department of Children & Family Services:  
1-888-LAHELP-U or <http://www.dcfslouisiana.gov/>
- Louisiana Medicaid Office  
1-888-342-6207

### **Family Support and Other Services:**

- Louisiana Supplemental Nutrition Assistance Program (SNAP)  
1-888-524-3578 or <https://cafe-cp.dcfslouisiana.gov/selfservice/>
- Louisiana Childcare Assistance Program (CCAP)  
1.877.453.2721 or <http://www.louisianabelieves.com/early-childhood/child-care-assistance-program>
- Women, Infants & Children Program (WIC)  
(504) 568-8202 or <http://www.dhhlouisiana.gov/index.cfm/page/942>

- YWCA of Greater Baton Rouge  
(225) 383-0681
- YWCA of New Orleans  
(504) 482-9922
- YWCA Family Violence Program, Shreveport  
(318) 222-2117
- Office of Behavioral Health  
Child Adolescence Response Team (CART)  
(225) 342-0590
- Office for Citizens with Developmental Disabilities (Early Steps)  
<http://new.dhh.louisiana.gov/index.cfm/page/215>
- Office of Immunizations  
(504) 838-5300
- Families Helping Families  
<http://fhfgbr.org/families-helping-families-centers/>

	When children do this...	They are learning to
 Computers	<p>Try out a computer program together with another child</p> <p>Type the letters of their names</p>	<p>Share and play cooperatively with others (social skills)</p> <p>Recognize and use alphabet letters (literacy)</p>
 Library	<p>Scribble on paper, using some letters and then telling what the scribble says</p> <p>Listen to a story and talk about what happened</p>	<p>Use writing as a way to communicate (literacy)</p> <p>Make a connection between letters and their sounds (literacy)</p> <p>Love books, remember details, and express ideas (language development, literacy)</p>
 Music & Movement	<p>Sing or do a fingerplay with other children and the teacher</p> <p>Create different sounds by putting more (or fewer) beans in cans and shaking them</p>	<p>Participate cooperatively in a group (social skills)</p> <p>Recognize rhymes (phonological awareness, listening)</p> <p>Explore cause and effect (science, logical thinking)</p>
 Cooking	<p>Follow directions in a recipe that calls for adding ingredients by teaspoons, cups, etc.</p> <p>Watch bread dough rise or butter melt</p>	<p>Understand measurement (math)</p> <p>Read a recipe (literacy)</p> <p>Understand that foods can change their physical states (science)</p>

	When children do this...	They are learning to
 Toys & Games	Finish an alphabet puzzle  Group pictures that are the same	Complete a task (study habits, self-confidence)  Learn about the alphabet (literacy)  Match and classify (math)
 Art	Gather paper, scissors, and glue for a project  Draw a picture of their family	Plan and carry out a task (study habits, independence)  Use symbols to represent their ideas (literacy)  Gain an understanding of what “family” means (social studies)
 Discovery	Plant seeds and measure each plant’s growth  Use eyedroppers to add colors to containers of water	Measurement (math)  Plant life cycle (science)  Mix colors (science)  Small muscle development (writing)
 Sand & Water	Pour water onto waterwheels to set them in motion  Discover how many cups of sand fill a pail	Cause and effect (science)  Coordinate eye-hand movement (writing)  Count and measure volume (math)

# Your Child at 4 Years



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

Child's Age \_\_\_\_\_

Today's Date \_\_\_\_\_

How your child plays, learns, speaks, and acts offers important clues about your child's development. Developmental milestones are things most children can do by a certain age.

Check the milestones your child has reached by his or her 4th birthday. Take this with you and talk with your child's doctor at every visit about the milestones your child has reached and what to expect next.

## What Most Children Do at this Age:

### Social/Emotional

- Enjoys doing new things
- Plays "Mom" and "Dad"
- Is more and more creative with make-believe play
- Would rather play with other children than by himself
- Cooperates with other children
- Often can't tell what's real and what's make-believe
- Talks about what she likes and what she is interested in

### Language/Communication

- Knows some basic rules of grammar, such as correctly using "he" and "she"
- Sings a song or says a poem from memory such as the "Itsy Bitsy Spider" or the "Wheels on the Bus"
- Tells stories
- Can say first and last name

### Cognitive (learning, thinking, problem-solving)

- Names some colors and some numbers
- Understands the idea of counting
- Starts to understand time
- Remembers parts of a story
- Understands the idea of "same" and "different"
- Draws a person with 2 to 4 body parts
- Uses scissors
- Starts to copy some capital letters
- Plays board or card games
- Tells you what he thinks is going to happen next in a book

### Movement/Physical Development

- Hops and stands on one foot up to 2 seconds
- Catches a bounced ball most of the time
- Pours, cuts with supervision, and mashes own food

## Act Early by Talking to Your Child's Doctor if Your Child:

- Can't jump in place
- Has trouble scribbling
- Shows no interest in interactive games or make-believe
- Ignores other children or doesn't respond to people outside the family
- Resists dressing, sleeping, and using the toilet
- Can't retell a favorite story
- Doesn't follow 3-part commands
- Doesn't understand "same" and "different"
- Doesn't use "me" and "you" correctly
- Speaks unclearly
- Loses skills he once had

**Tell your child's doctor or nurse if you notice any of these signs of possible developmental delay for this age, and talk with someone in your community who is familiar with services for young children in your area, such as your local public school. For more information, go to [www.cdc.gov/concerned](http://www.cdc.gov/concerned) or call 1-800-CDC-INFO.**

Adapted from CARING FOR YOUR BABY AND YOUNG CHILD: BIRTH TO AGE 5, Fifth Edition, edited by Steven Shelov and Tanya Remer Altmann © 1991, 1993, 1998, 2004, 2009 by the American Academy of Pediatrics and BRIGHT FUTURES: GUIDELINES FOR HEALTH SUPERVISION OF INFANTS, CHILDREN, AND ADOLESCENTS, Third Edition, edited by Joseph Hagan, Jr., Judith S. Shaw, and Paula M. Duncan, 2005, Elk Grove Village, IL: American Academy of Pediatrics. This milestone checklist is not a substitute for a standardized, validated developmental screening tool.

[www.cdc.gov/actearly](http://www.cdc.gov/actearly)

1-800-CDC-INFO



Learn the Signs. Act Early.



## Hooray for Handwashing

# Fact Sheet

**Remember the High Five to prevent the spread of infection**

High Five



### Five steps in Handwashing

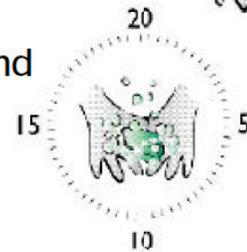
#### Step 1

Wet hands with water and then add soap.



#### Step 2

Use friction to work up lather and wash hands for at least 20 seconds.



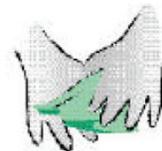
#### Step 3

Rinse well under a stream of water.



#### Step 4

Dry hands thoroughly, with a single use paper towel whenever possible.



#### Step 5

Turn off a faucet with a paper towel, if possible.



Louisiana State University



**Agricultural Center**  
Louisiana Cooperative Extension Service

# Hooray for Handwashing

## Always Wash Your Hands:

After playing outside



After sneezing or coughing



Before you eat or  
prepare food



After bathroom trips



After playing with pets



Visit Our Website:

<http://www.agctr.lsu.edu/wwwac>

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## STEP 1: Create an Emergency Supply Kit

Adults are urged to assemble a “grab-and-go” box of important papers in case of an evacuation. What do you use every day? Clothes, food, a radio or TV, pet food, a first aid kit, and books and magazines- all of these are important everyday items that we need during an emergency. Make an emergency supply kit that contains the items that are important to you and your family. How about also making a “to-go kit” for your child? Assembling a few treasured items can help your child in times of disaster. Your kit may include items such as:

- Several favorite books
- Crayons and paper
- Children’s puzzles
- Children’s board games (checkers, dominoes, etc.)
- Card games (Go Fish, Old Maid, Uno, etc.)
- Two favorite small toys, such as a doll or action figure
- A cherished stuffed animal
- A treasured blanket and/or pillow
- Handheld electronic games
- Pictures of family and pets
- Other special items that will comfort children

Find a special container to place the items in, and prepare the kit together. Let your child help decide what goes in it.

## STEP 2: Make a Plan

Now that you have an emergency supply kit, you need a plan. Where will you go and what will you do if you are in an emergency situation? How will you get in contact with your family if you get separated? Have a family meeting place set in case you get lost. Create a list of important phone numbers and names of your immediate family and an out-of-town relative. Keep this list with your emergency supply kit.

## STEP 3: Know the Facts

Be familiar with the terms that may be associated with an emergency situation.

- A **tornado** is a violent storm that appears as a funnel-shaped cone with winds that can be as strong as 300 miles per hour. A tornado, or twister, can occur anywhere, but are most common in “Tornado Alley”. During a tornado, take shelter in a room without windows.
- An **earthquake** is the movement of the earth along cracks in the earth’s surface. Earthquakes are measured on the Richter scale. In an earthquake, take cover from falling objects and wait until the shaking stops.
- A **hurricane** is a tropical storm with an “eye”. For a storm to be considered a hurricane, the winds must be at least 74 mph. Heavy rain, strong winds, and large waves can damage cars, buildings, homes, and even people- so make sure to take shelter during a hurricane and listen to local broadcasts to stay updated.
- **Flooding** is a natural condition and sometimes disaster that is the result of an overflowing river, heavy rain, a dam breaking, or snow melting too fast. Hurricanes, tornados, and tsunamis sometimes can also cause flooding. Do not play in flood water because it can be contaminated with dangerous substances ranging from broken glass to poisonous snakes.
- **Fires** can unexpectedly happen anywhere at any time. Know where emergency exits and fire extinguishers are. Never use an elevator during a fire. Get out immediately and call 9-1-1.
- A **tsunami** is a giant wave produced by underwater movement due to natural events such as earthquakes, volcanic eruptions, and landslides. If you are told to evacuate, do it immediately.
- **Terrorism** is the threat or violence to scare governments into changing policies. A terrorist can be an individual or a member of an organization that shares the same beliefs.

## That's it – You are Ready!

You have a supply kit, you know your plan, and you’re informed of the facts. You are now prepared in case an emergency event happens. Most importantly, remember to stay safe.