



## CDA EARLY LEARNING CENTER DEVELOPMENTAL PRESCHOOL

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### Program Orientation Handbook



The CDA Early Learning Center Developmental Preschool aims to support the whole child while collaborating with parents and the community by creating opportunities for independence, social and emotional, physical, and kindergarten readiness skills to inspire students to be lifelong learners.

**Website: <http://www.cdaschools.org/Domain/2494>**

## **Coeur d'Alene School District Policy and Procedures**

The following items may contain only portions of actual Board Policy. Complete policies can be found on the district website at [www.cdaschools.org](http://www.cdaschools.org). Policies listed below may be subject to change due to current School Board policy review.

### **Nondiscrimination Notice**

The Coeur d'Alene School District complies with all applicable laws and does not discriminate on the basis of race, color, religion, sex, national origin, age (40 or older), genetic information, veteran status or disability in any educational programs or activities receiving federal financial assistance or employment practices. The District provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance with this nondiscrimination policy may be directed to the Section 504 Program Coordinator or Director of Human Resources at the District Administrative Center, 1400 N. Northwood Center Ct., Coeur d'Alene, Idaho 83814-2472, (208) 664-8241.

#### **CDA Early Learning Center Developmental Preschool Site & Office:**

CDA Early Learning Center  
4810 N. Ramsey Rd.  
Coeur d'Alene, ID 83815  
Office Phone: (208) 620-2031  
Fax: (208) 676-9561

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## **Parent Rights and Responsibilities**

It is important to us that any questions you may have about the program are answered. Please ask your child's classroom teacher or call the Preschool Coordinator at (208) 620-2031.

### **My Rights as a Parent/Guardian**

1. To be welcomed in the classroom.
2. To freely choose whether or not I will participate in any program activities.
3. To be informed regularly about my child's progress.
4. To always be treated with respect and dignity.
5. To expect guidance for my child from teachers and specialists that will help his /her total development.
6. To be notified in a timely manner of any health problems observed in my child while at school.
7. To be informed of my legal rights as a parent/guardian under IDEA by being provided a copy of Procedural Safeguards at least annually.

### **My Responsibilities as a Parent/Guardian**

1. To become an active partner with staff in my child's growth, development, and learning experience.
2. To welcome discussions of ways in which I can help my child's development at home, in relation to school experiences.
3. To work with the teacher and staff in a cooperative way.

## **Parent Involvement Opportunities**

### **Classroom Observation**

Parents are encouraged to visit and observe their child in the classroom setting.

### **Classroom Volunteer**

Parent volunteers may:

- Assist with classroom functions under the guidance of the classroom teacher
- Demonstrate sensitivity and appropriate modeling for children
- Follow daily lesson plans
- Help with daily classroom preparations and clean-up
- Follow classroom regulations to help maintain a safe and inviting environment

## **Newsletters**

Each classroom teacher sends newsletters home.

## **School Closures**

Scheduled school closures are listed on the calendar in the back of this Program Orientation Handbook.

We are sometimes required to close school due to weather conditions. Please stay tuned to your local news channels for these closures.

## **Dress Code**

It is the policy of the school district that students shall dress in a manner which is appropriate for an effective educational environment. All students are, therefore, required to dress in a manner that promotes a safe and healthy school environment, and is not disruptive of the educational climate and process. See School Dress Code Policy

## **Lost and Found**

We urge parents to LABEL EVERYTHING that is sent to school with your child's name. This includes backpack, jackets, shoes, snow pants, snow boots, etc. to ensure that items return home with students and do not end up in our Lost and Found.

## **Snack Time Guide**

**Children will only be provided with a snack on class days.** Nutrition education is offered in the classroom.

### **Snack Time.**

- All adults are asked to sit at tables, eat and share child-focused conversations with the children during meals.
- Children serve themselves and clean up afterwards. We encourage children to try new foods and take appropriate portions. We encourage children to try what they have selected but no one is ever forced to ‘taste’ anything or to take ‘just one bite’.
- Special snacks may be served due to individuals having food allergies or medical need as indicated on a signed letter from your child’s physician.

### **Snack Menu**

The preschool food experience includes a variety of tastes, textures, and colors.

### **Children at Snack Time**

- Children serve themselves and pass food with minimal help.
- Children set up, pick up, and wipe up their own spaces.
- Children choose what they eat, and if they eat.
- Children are not rewarded for eating.
- Children choose how much they eat.
- Children are not forced to eat.
- Children help clean up spills.

### **Adults at Snack Time**

- Adults talk about nutrition.
- Adults invite children to try all foods.
- Adults speak positively about all foods.
- Adults eat the same food as the children.
- Adults sit with the children while they finish eating.
- Adults make meal time pleasant, with polite conversation.

## **Our School is a Safe and Growing Place**

At CDA Early Learning Center Developmental Preschool we...

- Join in and play
- Find ways to say “yes”
- Work and speak at eye level
- Learn and use each other’s names
- Use respectful actions and behavior
- Model calm voices and caring language
- Show enjoyment while being with children
- Support responsibility by providing choices
- Build thinking skills with open ended questions
- Keep our conversations on safe topics for children
- Help children work out resolutions to their conflicts

## **We Believe...**

- Parents are the primary educators of their children; providing their child’s initial knowledge of the world.
- The educational environment is based on respect, sincerity, understanding and regard.
- Everyone has unique strengths, weaknesses and abilities which will be recognized, respected and developed.
- A positive self-concept is gained from an environment of acceptance and trust.
- When children and adults feel good about themselves, they experiment, grow, create and extend themselves to others.
- Parents help plan and guide their children’s education both in and out of school and we will support them in this role.

## **Positive Child Guidance...**

- All interactions will be supportive of each child's gender, culture, language, ethnicity, and family composition.
- We use and model respectful actions and language: bending down to make eye contact, modeling calm and accepting behavior, and phrasing comments positively.
- Rules are created out of safety concerns. This includes both physical and emotional status of children, the care of materials, and the learning environment.
- Children learn when they are provided with opportunities to initiate choices and safely explore the environment with adult supportive guidance.
- Support children's thinking and problem solving by asking open-ended questions and helping children identify solutions.
- If there is a behavior problem or concern, ask a staff member for assistance.

## **Statement of Confidentiality**

Employees of the Coeur d'Alene School District have access to important, detailed information regarding students, staff, parents, etc. Only speak about this information with those who have a professional need-to-know. If you have questions about what is confidential or who has a need-to-know, talk with your supervisor. ~CDA School District Policy

We ask that you respect the confidentiality rights of both children and adults. What this means is that we ask you to keep personal information about others to yourself. Young children share family information openly through pretend playing or in conversations with other children or adults.

If you hear something of concern, be sure to speak with a staff member. Please talk only with them, respecting the privacy rights of our families.



## **Other Classroom Information**

- Child sign-in and sign-out procedure
- Clothing
  - At times your child will be playing or working with messy activities. They will also be climbing and running, etc. Please send your child to class in comfortable and appropriate play clothes. Please have them dress for the weather conditions and activities, including coats, mittens, hats, and boots when needed.
  - Please bring an extra pair of clothes with your child every day.

## **Health & Safety**

### **Notifications of Outbreaks**

If there is a health outbreak at our school, you will receive a letter home informing you what to watch for in your child. If your child is diagnosed with a contagious health condition, please contact the school office as soon as possible. We will then send letters out to all families. We will never disclose which child is affected by the health condition.

## **Illness Guidelines for Parents**

**Diarrhea:** Student shall not attend school if has had watery stools within a 24 hour period.

**Fever:** Student shall be sent home or excluded from school if fever is over 100 degrees or when symptoms of illness or behavioral changes are present. Temperature should be taken without anti-fever/pain medication use, which will skew results. Child is able to return to school if temperature is lower than 100 degrees, without fever-reducing medications, for 24 hours.

**Vomiting:** Student shall be excluded from school if there are 2 or more episodes of vomiting within 24 hours.

**Pink Eye:** Students with irritation and drainage from the eye shall be excluded from school until symptoms have been resolved, or until treatment has been started.

**Herpes (cold sores):** Draining lesions must be covered completely with an impermeable bandage. Student shall be excluded from school if unable to cover draining lesions. Students may attend school if lesions are dry.

**Shingles (herpes zoster):** Student may remain in school if rash is covered completely.

**Scabies:** Student may attend school 8 hours after medical treatment has begun.

**Impetigo:** A student diagnosed with Impetigo with draining lesions shall be excluded from school until a Physician release is obtained. Impetigo is considered no longer contagious after being on antibiotics for 24 hours.

**Lice:** Students with live lice shall be excluded from school until treatment has been initiated. Removal of as many nits as possible after treatment, and hair pulled back prior to each school day is encouraged. Students being monitored by School Health Services may return to school with lice.

**Ringworm:** Students may attend school if lesions from ringworm are covered completely on all sides, and medication therapy has begun.

**Streptococcal:** Students with any Strep infection shall be excluded from school until they have been on antibiotic therapy for 24 hours.

**Chicken Pox:** Students having symptoms of Chicken Pox shall be excluded from school until all vesicles have crusted over and no drainage or fever is present.

### **Child Care Facility Immunization Schedule**

In order to protect you child against childhood disease, Idaho Law requires that all enrolled children have proof of immunizations or proof of exemption. Please refer to the required immunization schedule table on the following page.

## Child Care Facility Immunization Schedule

Immunizing our children is a great way to keep them happy and healthy. To attend a licensed childcare facility in Idaho, a child must receive the required immunizations outlined below no later than the age-deadline specified. This means a child has received all of the doses of each vaccine appropriate for the child's age.

Parents/guardians must present their child's immunization record to the childcare provider within 14 days of the child's initial attendance.

Age-Deadline to Obtain Required Doses	REQUIRED IMMUNIZATIONS FOR DAYCARE ATTENDANCE										
	All doses must meet the minimum ages and intervals										
	DTaP <sup>1</sup>	Polio <sup>2</sup>	MMR	<u>Haemophilus influenza type b (Hib)</u> <sup>3</sup> (number of doses required depends on brand type)		Hepatitis B	Varicella	Hepatitis A	Pneumo-coccal <sup>4</sup>	<b>Rotavirus<sup>5</sup></b> (number of doses required depends on brand type)	
Act- <u>Hib</u>				<u>Pedvax Hib</u>	<u>Rotarix (RV1)</u>					<u>RotaTeq (RV5)</u>	
3 months	1	1		1	1	1			1	1	1
5 months	2	2		2	2	2			2	2	2
7 months	3			3					3		3
16 months			1	4	3		1	1	4		
19 months	4	3				3					
2 years								2			
7 years	5	4	2				2				

1. DTaP: The 5th dose is not necessary if the 4th dose was administered at age 4 years or older.
2. Polio: The 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months after previous dose.
3. Hib: Generally not recommended for children aged 5 years or older.
4. Pneumococcal: Generally not recommended for children aged 5 years or older. Children aged 14 through 59 months who received a completed 4-dose or other age-appropriate series of PCV7, must also receive a supplemental dose of PCV13.
5. Rotavirus: Vaccination should not be initiated for infants aged 15 weeks 0 days or older. The maximum age for the final dose is 8 months.

**EXEMPTIONS:** Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. Childcare facilities should maintain an up-to-date list of children with exemptions so they can be excluded quickly if an outbreak occurs.

**REFERENCE:** Section 39-1118, Idaho Code: Idaho Department of Health and Welfare Rules, IDAPA 16, Title 02, Chapter 11 "Immunization Requirements for Children Attending Licensed Daycare Facilities in Idaho."

## **Transportation & Pedestrian Safety**

When entering and exiting our buildings please make sure you take the following steps to ensure you and your child's safety:

- Turn off your vehicle's engine.
- Children need to be attended to at all times in vehicles.
- Always hold your child's hand while in the parking lot.
- Please walk your child into the classroom.
- Adults open doors.
- Remember to buckle
- Remember to use car safety guidelines.

## **Bus Transportation**

Please ensure that your child is ready at the time designated for pick-up and waiting at the bus stop to ensure that everyone can arrive at school on time. If your child is sick or you need to change a pick-up address please contact the Transportation Department directly at (208) 667-3451.

## **Center Pest Control**

Whenever possible we use environmentally friendly products. We follow mandatory notification procedures.

## **Tobacco-Free Guideline**

CDA Early Learning Center Developmental Preschool is committed to maintaining a healthy and safe environment conducive to learning for all students, employees, and visitors. The purpose of the tobacco-free guideline is to reduce harm from second hand smoke, provide an environment that encourages individuals to be tobacco-free and establish a culture of wellness.

Smoking and tobacco use are prohibited on CDA Early Learning Center properties including parking lots, walkways, sidewalks, and private vehicles parked or operated on the property.

For the purposes of this guideline, tobacco is defined as any type of tobacco product including but not limited to cigarettes, cigars, electronic cigarettes, pipes, hookahs, smokeless or spit tobacco or snuff/snus.

## **Safety Drills-Fire, Evacuations, and Lockdowns**

To help prepare your child for an emergency situation, we practice monthly fire drills and bi annual shelter off site evacuation drills and shelter in place lockdown drills.

## **Dangerous Weapons**

In an effort to provide a safe and positive educational environment, CDA Early Learning Center Developmental Preschool prohibits the possession or use of weapons at Harding Preschool facilities or activities pursuant to City of Coeur d'Alene Code 5.68.110J, State of Idaho Code 39-1109(e), and Department of Head and Welfare guidelines.

Dangerous weapons are potential safety hazards. Possession, use, or display of dangerous weapons or firearms is inappropriate in an academic community unless authorized by the School Board of the Coeur d'Alene School District. Possession, display, or storage of a dangerous weapon including but not limited to firearms, ammunition, destructive devices, fireworks, or hazardous chemicals in any form is prohibited on property owned or controlled by Coeur d'Alene School District.

## **Child Abuse & Neglect**

### **Reporting Requirements**

Any school district employee or volunteer having reason to believe that any child under the age of eighteen (18) has been abused, abandoned or neglected, or who observed the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect, shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the Department of Health and Welfare. Failure to report abuse, abandonment or neglect is a misdemeanor.

## 2021-22 Preschool Calendar

### CDA Early Learning Center | 2021-2022 CALENDAR

**Classroom Sessions:**

Session 1: 8:15-10:15

Session 2: 10:30-12:30

Session 3: 1:15-3:15

**\*\*No classes on Mondays**

■ No School

■ Child Find Screenings

**JANUARY '22**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

10 Child Find Screener  
17 No School-Holiday  
28 No School-Staff Work Day

27 Registration Day!

**AUGUST '21**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**FEBRUARY '22**

M	T	W	Th	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

18 No School-Staff Flex Day  
21 No School-Holiday  
28 Child Find Screener

6 Labor Day  
8 Child Find Screener  
9 Open House 4-6:00  
14 First Day of School

**SEPTEMBER '21**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MARCH '22**

M	T	W	Th	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

4 No School-Staff Work Day  
24 Evening Conf.-4-7:30  
25 No School-Parent Conf.  
28-31 No School-Spring Break

1 No School-Staff Flex Day  
11 Child Find Screener  
31 Halloween

**OCTOBER '21**

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**APRIL '22**

M	T	W	Th	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 No School-Spring Break  
11 Child Find Screener  
17 Easter Sunday

11 No School-Staff Work Day  
18 Evening Conf.-4-7:30  
19 No School-Parent Conf.  
22-26 No School-Holiday Break

**NOVEMBER '21**

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**MAY '22**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

30 No School-Holiday

20-31 No School-Holiday Break

**DECEMBER '21**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**JUNE '22**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

3 Last Day of School

## **Preschool Sessions/Preschool Team**

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

**Developmental Preschool:** CDA Early Learning Center is located at 4810 N. Ramsey Rd., Coeur d'Alene, ID 83815.

**Sessions:**

**8:15 a.m. - 10:15 a.m.**

**10:30 a.m. – 12:30 p.m.**

**1:15 p.m. – 3:15 p.m.**

**Circle Days of the Week:** Tuesday, Wednesday, Thursday, Friday

**Phonology Class:** Tuesday – 9:00-10:00    11:30-12:30    1:30-2:30

**My Preschool Team**

Classroom Teacher \_\_\_\_\_

Special Education Teacher \_\_\_\_\_

Paraprofessional \_\_\_\_\_

Paraprofessional \_\_\_\_\_

Occupational Therapist \_\_\_\_\_

Physical Therapist \_\_\_\_\_

Speech-Language Pathologist \_\_\_\_\_

SLP Assistant \_\_\_\_\_

**Program Contact Information**

**Coeur d'Alene School District Developmental Preschool** (208) 620-2031

CDA Early Learning Center Developmental Preschool Coordinator: Jenny Jensen

Developmental Preschool Secretary: Brenda Howard