

**KIRKWOOD R-7
EARLY CHILDHOOD CENTER**



**Parent Handbook
2011-2012**

**Preschool/Early Care and Education
Early Childhood Special Education**

Important Contact Information:

Marsha Harper, Secretary

Email: Marsha.Harper@kirkwoodschools.org

Office: 314-213-6136

Fax: 314-213-6138

Abuse Hotline: 1-800-392-3738

Department of Health: 314-877-2873

KECC Administration and Classroom Extensions:

| | | | |
|---------------------------------------|------|----------------|------|
| Melissa Sandbothe, Principal | 3601 | Honeybee Room | 3605 |
| Mandy Rose, Assistant Principal | 3602 | Turtle Room | 3606 |
| Parents as Teachers | 3640 | Penguin Room | 3607 |
| Mike Wilhite, School Nurse | 3604 | Bear Room | 3608 |
| Tonya Ampey, Ed. Support Counselor | 3684 | Lion Room | 3609 |
| Nicole Timlin, Secretary | 3635 | Bunny Room | 3610 |
| Kelly Graham, Secretary | 3622 | Duck Room | 3613 |
| Marsha Harper, Secretary | 3600 | Frog Room | 3614 |
| Alison Davis, Inclusion Facilitator | 3659 | Panda Room | 3616 |
| Laurie Duncan, Diagnostic Coordinator | 3632 | Tiger Room | 3617 |
| Physical & Occupational Therapists | 3611 | Elephant Room | 3619 |
| Speech Pathologists 3612, 3664, 3685, | 3615 | Puppy Dog Room | 3620 |
| Phono Friends | 3655 | Butterfly Room | 3753 |

Full Day Preschool

Hours: 6:30 a.m. – 6:00 p.m.

Days: Monday - Friday

Half Day Preschool/ECSE follows the child's individual schedules for times and days of attendance as well as the Kirkwood R-7 (K-12) district calendar for days of student attendance.

KECC Full Day Preschool Holidays:

- Memorial Day
- Independence Day
- District Opening Day Workshop (August 11, 2011) - no fees charged this day
- Labor Day
- November 24, 2011
- Thanksgiving Day
- Christmas Day Observed, (December 26, 2011)
- Winter Break, (Dec 23 and Dec. 27 -Dec. 30, 2011) - no fees charged during this time
- New Years Day Observed, (January 2, 2012)
- Martin Luther King, Jr. Day
- District Staff Development Day, (February 17, 2012)
- Presidents' Day

Note: When a holiday falls on a Saturday, KECC will observe the holiday on a Friday. When a holiday falls on a Sunday, KECC will observe the holiday on a Monday.

Message From the Principal

Dear Families:

Welcome to the Kirkwood R-7 School District Early Childhood Center. We are pleased that you have enrolled your child at KECC and are looking forward to getting to know you and your family.

KECC provides a warm, secure, nurturing environment where each child's uniqueness is valued and fostered throughout the day. Your child's program will be challenging, fun-filled, and full of rich learning experiences. We are licensed by the State of Missouri Department of Health with the Bureau of Child Care Safety and are accredited by the Missouri Board for Voluntary Accreditation of Early Childhood Education Programs. Our Early Childhood Special Education Program (ECSE) follows all Federal and State guidelines for Early Childhood Special Education.

It is our goal to provide the very best nurturing and educational experience possible for each child. We believe that children are naturally curious and motivated to explore and discover the world of learning. We believe that children who possess a positive self concept will achieve to the best of their ability and enjoy life to its fullest. We provide a learning environment that encourages imagination and self-discovery.

We also encourage all parents to participate in a variety of KECC programs and events. Our Parent Teacher Organization (PTO) and volunteers actively support the school through family activities, fund-raisers, and parent education programs.

This Parent Handbook is a guide for our school and our parents. Many of our expectations, policies and procedures are found here. We ask that you please read it carefully to fully understand our philosophy and goals. **Child abuse and neglect forms, accreditation documentation, curriculum and licensing standards are available in the office for your review.**

Our staff, PTO, and volunteers want to thank you for selecting KECC for your child. We will work closely with you to ensure continuity between home and school. Together we can make a difference in quality care and education.

Again, thank you and welcome to the Kirkwood Early Childhood Center.

Melissa Sandbothe
Principal

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Vision

All children will learn, grow, and develop to realize their full potential.

KECC has a School Improvement Team that includes family representatives and meets twice a year to review and revise the School Improvement Plan. Teachers work on sub-committees throughout the year to implement activities included in the action plans. To volunteer to participate on the School Improvement Team or to obtain a copy of the School Improvement Plan, please inquire in the KECC office.

Who We Are

Opened in 1991, KECC serves over 350 families from the greater St. Louis area with children between the ages of 2 and 5 years. As part of the Kirkwood R-7 School District, the center falls under the jurisdiction of the school board. It is a self-funded, non-profit agency, receiving funding from tuition and fund-raisers.

KECC offers full day and half day preschool programs as well as early childhood special education services. We also house the Kirkwood R-7 School District Parents as Teachers Program and the Early Childhood Special Education Diagnostic Support Team. For more information about these programs, please contact the office staff.

Staffing

Our greatest asset is our staff. We are very proud of our teachers who have degrees in Early Childhood Education. Our educators and aides have certificates of education in child-care or are very experienced in early childhood education. Combined, this special training enables our entire staff to provide a nurturing, yet challenging environment for the children.

KECC Staff is also required to complete 15 hours of continuing education each year including training courses through the center. KECC offers specific training in First Aid, CPR, and Developmentally Appropriate Practices, as well as effective instructional practices for preschool children with disabilities.

Staff Disclaimer

Kirkwood employees are not considered district employees during non-working hours. The District has taken steps to ensure the safety and protection of your children while they are in our care. We cannot make any representations or assume any responsibility regarding the care of your child by any district employee while he/she is not under our supervision. The District urges parents to make any investigation they deem necessary for the safety of their children while away from KECC.

Professionals Not Employed by KECC

Many families purchase therapies and services from professionals in our community. The Kirkwood R-7 district has a board policy that prohibits these professionals from providing services to students in district buildings within their school attendance day. We are happy to consult and communicate with these professionals to assure consistency of intervention whenever possible.

Kirkwood Early Childhood Performance Standards

The goal of our curriculum is to aid in the social, emotional, cognitive, creative, and physical development of each child. KECC provides a flexible program that gives all children the capacity to engage cooperatively and productively within a learning community environment. Our teachers use developmentally appropriate guidelines to plan each day and chart each child's interests and progress. Lesson plans are posted inside each room on a weekly basis.

We believe in the Constructivist theory of learning which emphasizes a child's need to learn by "doing." To give children the widest variety of experiences, teachers plan activities so the children can engage in both teacher and child directed activities. These activities give each child an opportunity to explore, create, imitate, communicate, and discover the wonders of the world they live in. So, while children engage in self-chosen activities and use *play* as their *work*, they are learning.

The content of our curriculum is based on the Preschool Performance Standards developed by the Department of Elementary and Secondary Education. These educational standards are broad descriptions of what most children should know and be able to do by the time they enter kindergarten. The standards are not intended to be used to determine whether a child "is ready" to enter kindergarten but they are, however, goals for teachers to use to support children's development.

Social Emotional Development

- Establishes peer relationships and demonstrates conflict resolution skills
- Demonstrates ability to concentrate and attend to task(s)
- Exhibits social and emotional competence

Literacy

- Represents feelings and ideas in a variety of ways
- Uses language to communicate ideas, feelings, questions, or to solve problems
- Uses listens skills for different purposes
- Uses writing as a means of expression and communication
- Applies early reading skills
- Attends to sounds in language
- Associates the names of letters with their shapes
- Identifies letters in the classroom environment

Early Science

- Explores and investigates physical properties of objects and materials
- Solves problems involving physical properties of objects and materials
- Represents observations of the physical world in a variety of ways
- Explores and investigates characteristics of living things
- Solves problems related to living things
- Represents observations about living things in a variety of ways
- Explores and investigates properties of earth and space
- Solves problems involving earth and space
- Represents observations about earth and space in a variety of ways

Math

- Uses number to show quantity
- Uses language to represent number of objects
- Solves problems using number
- Uses numerical representation
- Investigates positions and locations
- Explores shapes in the environment
- Recognizes relationships in the environment
- Uses patterns in the environment
- Makes comparisons
- Uses measurement
- Collects, organizes, and uses information

Physical Development, Health and Safety

- Controls body movements
- Uses large muscle movements to manipulate objects
- Performs fine motor tasks
- Exhibits sensory awareness
- Exhibits body awareness
- Shows independence in personal hygiene
- Exhibits body strength and endurance

To achieve these standards, KECC provides in-depth training to our staff on supportive approaches to teaching literacy, math, and science concepts.

A Rubric/Progress Report has been developed at each age level to document the progression toward mastery of each of these standards. This document is completed and given to parents in December and May.

KECC Preschool Programs

The Preschool Programs are designed for children 2 – 5 years of age. These programs provide a warm, flexible environment that encourages children to learn at their own pace. The staff plans open-ended activities to provide stimulation for all the participating age groups, giving each child the opportunity to approach an activity based on their interests, curiosity, and initiative.

Our Early Childhood Special Education Program is an integral part of the preschool experience. KECC believes that an inclusion program approach to preschool nurtures the acceptance of diversity among all of our children. It also promotes the awareness of others as unique beings with individual knowledge bases and experiences, and with their own timetables for growth. An inclusion program brings together children with developmental delays or disabilities and their typically developing peers in a classroom taught by qualified professionals. The program supports the collaborative efforts of the administration as well as support from the early childhood staff to ensure a comprehensive and cohesive approach to service delivery benefiting Kirkwood families and our community.

Attendance schedules for children with disabilities are individually designed based on the special education needs of the child.

The Preschool classrooms are designed to:

- Respect the strengths of each child
- Provide opportunities for practice on emerging skills
- Foster individual learning and creative styles
- Promote the acquisition of problem solving skills through discovery

The program provides young children a learning environment that:

- Stimulates a love of learning
- Encourages physical and mental activity
- Facilitates involvement in experiences that demand extended critical thinking, exploration, and experimentation

Positive Behavior Support

In addition to offering an innovative curriculum, we provide a positive approach to social skill development and discipline that is infused in all aspects of our program. We believe it is important for children to differentiate between acceptable and unacceptable behavior, and to develop self-control and self-discipline. We also teach socially acceptable ways to fulfill individual needs, to function successfully as part of a group, and to find satisfaction in helping each other. We call this *peacemaking*. It is through peacemaking that children learn how to form friendships, share, and cooperate.

- We accept each child's need to assert themselves. We realize that each child is in the process of becoming independent and may, as part of this process, test limits.
- We set reasonable and appropriate limits, clearly defined and consistently enforced in a nurturing environment, and with a sense of fairness and firmness.
- We intervene and, at the same time, help the children acknowledge their feelings. We encourage the children to talk about their problems and encourage our teachers to discuss unacceptable behavior with the children. We intercede when guidance and/or redirection are needed, but encourage children, whenever possible, to settle disputes by themselves.
- When disciplining children, we attempt to keep words to a minimum. Too many words may be confusing, so limits are stated clearly in precise, specific, and concrete ways.
- We analyze the reasons for continued, repeated misbehavior. By carefully planning the environment and daily schedule, using small groups, and limiting the amount of time children must wait, we attempt to minimize discipline problems.
- We believe children are affected by the behavior of adults and imitate that behavior. We believe that when caregivers are sincere and open, children will feel more secure and develop trust. Consequently, we model appropriate behavior to provide a positive example.

Separation From the Group

In the case of serious problems with a child's behavior, a teacher will help that child find a quiet spot in the room. In this space, the child will be able to view the classroom activities while separated from the rest of the group. This strategy creates an opportunity for the child to think about his/her behavior and what to do in the future. The child will stay at this location until they feel ready to rejoin the group. Before rejoining the group, however, the child and teacher will have a short conversation about the behavior. In all cases, the teacher will emphasize that it was the behavior, not the child, which was unacceptable.

If the child continues to have a difficult time adjusting, the teacher and administrative staff will meet with you to develop a behavior plan to be implemented at school and home.

Biting

Teachers will use re-direction and offer age appropriate oral tools to younger children. If biting continues, we will gather information to determine the purpose of this behavior so the teacher and administrative staff can meet with you to develop a behavior plan for school and home. We may also use consultants when necessary.

Spanking and Corporal Punishment

Spanking or any form of physical punishment, other than restraint for the child's safety, is not tolerated under any circumstances. We require that parents never spank their child at KECC and encourage you to investigate alternatives to physical punishment.

Alternatives are effective and preferable. We believe that spending time with your child and paying attention to his/her needs are behaviors that will decrease the need for physical punishment. We also trust that no parent will allow a terrible day to make them so irritable that a child's behavior will result in physical abuse.

Reporting Abuse

Please note that the law mandates the entire KECC staff to report any suspected case of child and/or sexual abuse or neglect.

The Principal will be notified when a staff member suspects abuse. The administrative staff will then contact the child abuse hotline.

Educational Support Counselor Services

The KECC Staff is supported by an Educational Support Counselor (ESC), whose role is to assist staff in providing emotional and behavioral support to students and families.

The ESC is a Licensed Professional Counselor or Licensed Clinical Social Worker, provided through a contract between Kirkwood School District and BJC Behavioral Health to serve students Pre-K- grade 12. Services include social skills education, group facilitation, one-on-one therapeutic support, and/or resource referral/case management. ESC services are designed to be short-term support interventions, however, if it is anticipated that on-going services or outside resources may be necessary, you will be contacted. If you have any questions or would like to contact the ESC, please see the building administration.

The ESC will maintain an active caseload listing which will be shared with the building administration on a regular basis.

Staff will be annually in-serviced on the ESC program at a fall faculty meeting.

KECC Student Support and Intervention Model – ASSIST

As soon as teachers are aware that an individual student is experiencing difficulty meeting classroom expectations, effective supports and interventions must be available to assist the student. In order to respond quickly, our school has established a problem-solving process to assist classroom teachers in designing, implementing, and evaluating the effectiveness of intervention strategies when typical classroom strategies have not been successful. This team is called Achieving Success through Supports and Interventions for Students and Teacher (ASSIST) Team.

ASSIST teams work at both the classroom level for general intervention planning and at the building level for more focused/intense intervention planning. When the identified concerns are significant or the response to general intervention is inadequate, the building level ASSIST Team will convene. The building level ASSIST Team is facilitated by the Inclusion Facilitator and Itinerant Teacher and is comprised of classroom and support staff members who have been trained in problem solving and intervention strategies specific to academic and social/emotional/behavioral needs. Parents may also be invited to participate in the Building ASSIST Team process for their child.

The Building ASSIST Team's role is to conduct individualized problem solving, focused intervention planning, implementation support, data collection, and monitoring of the student's response to interventions. Building ASSIST Teams will use data collected on the student's response to interventions to determine when more intense interventions or evaluations are required in order to better understand and support the learning needs of the student. Parents should contact their child's teacher for more information about the ASSIST Team referral and intervention planning process.

Schedules and Daily Routines

Typical Full Day Schedule

The schedule that appears below represents how a preschooler spends a typical full day at KECC. Note that throughout the year, the teachers and children will establish a variety of themes based on the children's interests. These themes will be integrated into the daily activities in a variety of ways. Therefore, each classroom will have a different schedule, but each will include the following activities. The full day program starts at age 2.

6:30 a.m. - Early Arrival. Two areas are open in the room as children begin to arrive: a rest area with cots and a quiet play area with manipulatives.

7:30 a.m. - Arrival Continues. Free Choice

7:30-8:15 a.m. - Breakfast. Served family style, the children help get food from the kitchen and help set the table. During breakfast, teachers sit with the children to promote language, table manners, and sharing.

8:30/9:00 a.m. - Large Group Time. Teachers use this time to introduce the day's activities and discuss new project work. Language and literacy are emphasized during this group discussion. Teachers also will elaborate on new materials and activities that will be available to the children.

9:15 a.m. - Work Time. Children are encouraged to make independent choices and to initiate plans for their projects. They actively use classroom materials in the learning areas. Teachers use this time to ask questions that will extend children's thinking, observe, relate to individual and small groups, and engage the children in thinking activities.

10:00 a.m. - Small Group Time. Small group activities are planned by the teacher to offer or extend experiences the children need. The children are encouraged to use the materials in different ways and to explore actively. Small group is also used to introduce and examine ideas and key goals/experiences, not complete final projects.

10:30 a.m. - Indoor/Outdoor Play. The children head to the gym or go outside to exercise large muscles. All playground equipment has been selected to provide opportunities for overall physical development.

11:15 a.m. - Circle Time. The purpose of circle time is to provide a large group experience in which everyone is involved in the same activity at the same time. Children are encouraged to participate in the group. Teachers may choose a regular schedule of activities such as exercising, music/instruments, puppetry, games, flannel boards, or drama.

11:30 a.m. - Lunch. After washing hands, the children help get food from the kitchen and help set the table. Again, the meal is served family style, so the teachers can sit with the children to promote language, table manners, and social skills. When the children finish eating, they clear and clean their space.

12:00 p.m. - Quiet Time. The children use the bathroom, wash hands, and read books.

12:30 p.m. - Rest Time. The children rest on cots. If a child does not sleep, they will be offered a quiet activity while the other children nap. Children are allowed to sleep for up to 2 hours.

3:00 p.m. - Snack Time. In a less formal process, the children are served a nutritious snack. Children may even prepare the snack themselves, which promotes math, science, and social skills through cooking.

3:30 p.m. - Story Time. The group listens to and participates in a second story. The teacher may again use puppets, flannel boards, or drama to engage the children.

3:30 p.m. - Choice Time/Outside Time. The children explore their own interests in the classroom, or may go outside or to the gym to exercise.

5:00 p.m. - Choice Time Continues. The children return to the classroom to wind down with quiet activities or they stay outside as they wait to be picked up.

Typical Half Day Schedule

The schedule that appears below represents how a preschooler spends a typical half day at KECC. Note that the times given are for both the morning and afternoon sessions. The half day program is available for children 3-5 years of age.

8:30 a.m./12:30 p.m. - Arrival/Morning Circle. The children are welcomed to the classroom by their teachers and meet together to discuss the day at hand.

9:10 a.m./1:10 p.m. - Circle Time. The purpose of circle time is to provide a large group experience in which everyone is involved in the same activity at the same time. Children are encouraged to participate in the group. Teachers may choose a regular schedule of activities such as exercising, music/instruments, puppetry, games, flannel boards, or drama.

9:25 a.m./1:25 p.m. - Small Group Time. Small group activities are planned by the teacher to offer or extend experiences the children need. The children are encouraged to use the materials in different ways and to explore actively. Small group is also used to introduce and examine ideas and key goals/experiences, not complete final projects.

9:40 a.m./1:40 p.m. - Indoor/Outdoor Play. The children head to the gym or go outside to exercise large muscles. All playground equipment has been selected to provide opportunities for overall physical development.

10:10 a.m./2:10 p.m. - Large Group Time. Teachers use this time to introduce the day's activities and discuss new project work. Language and literacy are emphasized during this group discussion. Teachers also will elaborate on new materials and activities that will be available to the children.

10:20 a.m./2:20 p.m. - Work Time and Snack. Children are encouraged to make independent choices and to initiate plans for their projects. They actively use classroom materials in the learning areas. Teachers use this time to ask questions that will extend children's thinking, observe, relate to individual and small groups, and engage the children in thinking activities.

11:00 a.m./3:00 p.m. - Clean Up/Recall. The children help straighten the room.

11:10 a.m./3:10 p.m. - Closing Circle.

11:30 a.m./3:30 p.m. - Departure.

Enrollment

Enrollment in the KECC Program is open to all children in the St. Louis area between the ages of two and five years, without discrimination in regard to race, gender, or ethnic origin. Priority enrollment will be given in the following order:

- Movement of students currently enrolled at KECC
- Siblings of currently enrolled children
- Children of Kirkwood School District employees
- Children of Kirkwood Residents, in the order their wait list cards were received
- Children from other municipalities, in the order their wait list cards were received

Students who meet DFS childcare subsidy eligibility will be enrolled as budget designated spots become available.

Current students transition between classroom age levels in June and August. Enrollment for these transition times happens in early spring and continues until all openings are filled. Additionally, students are enrolled from a waiting list throughout the year as openings occur.

Enrollment in the ECSE program is limited to eligible children who reside in the Kirkwood R-7 School District. Please contact the Principal for guidance if you are a non-resident.

Registration

If you would like your child to attend KECC, the first step is to contact the office and ask to complete a wait list card. There is no fee for this service. When a space becomes available, you will be contacted by phone. At that time, or earlier upon request, an appointment for a tour will be made so that you may decide whether the environment is right for your family.

When a spot is available, you will be asked to secure the space by submitting a registration packet, two-week tuition deposit and a non-refundable registration fee of \$75.00.

Orientation and Enrollment Visit

Before your child starts a program, you and your child will be able to visit the room, join in activities, learn about the daily schedule, meet the teachers, and talk to the administrative staff. This enrollment visit usually begins at about 9:00 a.m. and lasts until about 10:30 a.m. Please bring any questions or concerns you may have. This is an important day for both parents and children and we want you to feel comfortable with every aspect of KECC.

Tuition and Payment

When you register, you will be required to pay a deposit of two weeks tuition. The two-week deposit will be applied to your child's final two weeks of tuition if the required two week notice is given. **If two weeks notice is not given, you will forfeit the deposit.** Before your child begins, you will be asked to pay the first week's tuition. Following this initial payment process, tuition is due weekly on Mondays for that week of school, with no deductions for absences, snow days, or holidays. If you would like to arrange other payment options, please see the Billing Secretary. When tuition becomes one week

delinquent, a **\$10.00 late fee** will be charged. If payments are two weeks late, services may be terminated at the discretion of the administrative staff. If services are suspended, a re-application fee will be applied.

Delinquent accounts will be turned over to a collection agency. Please note that there is a **\$20.00 fee for all returned checks**.

A **25% discount** will be given to the third child enrolled and a **50% discount** to the fourth child enrolled in the same immediate family.

Fees are still charged on snow days, unforeseen closings, and holidays, unless otherwise noted.

Children enrolled in the ECSE program are provided special education services and related services as indicated in their IEP at no cost to the family.

If your family experiences a crisis or family transition, please make an appointment with the building administrative staff to work out payment options so your services will not be terminated.

Annual Registration Fee

An annual registration fee for all children attending KECC is assessed each year. The fee is \$75.00 **per family**. If you are a new family enrolling at KECC after March 1st, your registration fee will be \$25.00 and reassessed to \$75.00 on June 1st. If you have a child enrolled at KECC who will be entering kindergarten in August and you wish for your child to remain at KECC for the duration of the summer (and no other siblings attend KECC), a registration fee of \$25.00 will be assessed for the period from June 1st until kindergarten entry.

Vacation

KECC will provide each family with one week of tuition-free vacation each year to be used during the closing of the school designated as winter break.

Transition Between Age Levels

Full-day classrooms coordinate transition between age level classrooms two times a year. The first transition occurs in June for many of our 4/5 students in anticipation of kindergarten. Those vacancies are filled by existing 3/4 students in order of chronological age. The same process is followed to move up 2/3 students. Any new vacancies in the 2/3 rooms are filled from the wait list.

In August, the remaining 4/5 students will leave to go to kindergarten. The 3/4 students who do not move in June will then be moved up to the 4/5 classroom. Those vacancies will be filled by the remaining 2/3 students who do not move in June. Any new vacancies will be filled from the wait list. **The last day of attendance in August for a 4/5 student age eligible for kindergarten is the Friday before the Kirkwood R-7 district begins school.**

Current KECC families are asked to make a commitment in writing of their intentions for the following year during the month of January. Having this information early allows us to anticipate transition and vacancies in early spring. Our largest enrollment occurs during the spring months for start dates in June and August. Vacancies are filled from the wait list as they occur during the school year.

Withdrawing a Child

If you decide to withdraw your child from KECC, you are required to give the office a two week notice. Your two-week tuition deposit will then be applied to the tuition for the last two weeks, regardless of your child's attendance. In the case of serious illness, accident and/or something out of your control, the two week notification may be waived at the discretion of the administrative staff.

Discharge Policies

Sometimes it is in the best interest of a child or the other children to cancel an individual child's enrollment. Reasons for discharge may include one or more of the following:

- The required forms are incomplete or are not kept current
- Parent Handbook policies are not followed
- The child's behavior creates a threat to him/herself or others
- Parent conduct disturbs the peace and order of KECC
- Parent conduct threatens the safety and welfare of the children, staff, parents, or volunteers
- Tuition payments are past due, as previously described

Student Records

A student file is kept on every student at KECC housing records including: enrollment, attendance, screening, student progress reports, etc. These records can be obtained by providing a written request to the KECC office.

Arrival and Departure Policies

Arrival and departure can be a stressful time for you and your child. This section provides some helpful ideas on making these transitions easier and describes the procedures to follow when you arrive and leave school.

Transitioning

An easy transition often begins at home, so try to establish a routine in the morning that allows sufficient time to make the morning transition. It is also helpful to get your child's clothing out the night before.

If your child will not be attending school, as a courtesy, please contact your child's teacher at KECC.

Arrival is a little smoother when you have your child (full day students) at school by 8:00 a.m. Though not always possible, it is helpful to give your child some transition time before the day's activities begin. As shown on the typical day schedule, activities start between 8:30 & 9:00 a.m. Earlier arrival cuts down on disruptions and helps your child feel a part of all activities.

Additionally, sharing important information with your child's teacher about the morning or previous evening will enable the teacher to help your child be successful (for example, your child was up late the night before or spent the weekend with relatives).

Departure can be a little easier if you allow time to follow up on the day's events. Being enthusiastic and excited about projects, activities, and artwork may help the transition go more smoothly because some of your excitement will rub off on your child.

Arrival Procedures

When you arrive at school:

- Escort your child to their classroom and make the classroom teacher aware of your arrival. If the teacher does not feel that your child is well enough to stay at school, or may endanger others, you will be requested to take your child to the health room. If someone other than the parent is dropping the child off, please make him or her aware of this procedure.
- Explain and write down any special instructions that the teacher should be aware of.
- **Sign your child in.**
- Always tell the teacher you are leaving, thereby placing the child in his/her care.

Departure Procedures

When departing for the day:

- Make sure you have spoken with the teacher before taking your child.
- Check your child's cubby or mail slot to make sure you collect any items that need to go home.
- **Sign your child out.**

KECC will release your child only to the legal guardian or authorized adults listed in the office. We cannot deny a parent access to his/her child unless we have a copy of a current court order. **If you are having someone else pick up your child, we must be**

notified prior to their arrival. Any new pick-up person will be required to show identification before a child is released to them.

We will not release a child to a parent if we believe the parent is under the influence of drugs or alcohol, and we reserve the right to notify the police of the situation.

Late Pick-up

KECC understands that delays can occur at any time. If you are delayed, please contact the office and let them know the estimated time you will be picking up your child. Please note, however, that this arrangement is for emergency situations only.

On the first occasion of late pick up, you will be given a written reminder of the school policy. On any subsequent occasion, you will be assessed \$20.00 for each 15 minutes (or any portion thereof) past your classroom ending time (half day or full day). This late fee will be added to your next statement. ***The time on the classroom telephone clock will be used as the official time for this purpose.***

If we have not been able to reach a parent and/or someone on the pickup list within one hour of your classroom ending time (half day or full day), the police will be called.

Any family violating this policy four times within 6 months will be placed on probation. For the next 6 months, the family will be required to pick the child up 1/2 hour prior to closing. Failure to follow the guidelines will result in the family making other child care arrangements.

Security

Every attempt has been made to make KECC a safe and secure environment for your child. To ensure this, an electronic entry system is located at the front of the school. To further ensure security; please make sure exterior doors latch behind you after you enter the building. Absolutely no one is to enter or exit through any other building door. All visitors are to check in at the office.

Each family is issued one key card (electronic key for building entry) with a \$5.00 deposit charged to your account. Additional key cards are available for a \$10.00 deposit per key card. All key cards must be returned to KECC on the last day of enrollment. The deposit will be credited to your account when the key card is returned in good working order.

Severe Weather

All KECC programs will follow the advisement of the R-7 district administration in determining if the building will be open during severe weather. When the R-7 district is closed, KECC and all affiliated programs will also be closed. Official announcements of program and school closings will be broadcast on:

- KMOX – 1120 AM and Channel 4 TV
- FOX 2 NEWS – Channel 2 TV
- KSDK – Channel 5 TV
- School Reach - automated telephone announcement system

In the event of a snow schedule announcement that results in a one hour late start for the Kirkwood R-7 Schools, KECC will open at 7:30 a.m. and half day preschool will begin at 9:30 a.m.

Emergency Situations and Drills

Students will participate in scheduled fire, tornado, earthquake, and lockdown drills throughout the school year. All staff members and students will be given information about safety procedures appropriate for such situations. In the event of an actual emergency, parents might understandably want to pick up their child(ren) from school.

In the event of a building lockdown, students will gather in their classroom or nearest safe area. Adults picking up students must enter through the main doors and obtain a pass at the office to checkout children in their care. Teachers will not release students to anyone without a pass.

If we are instructed to evacuate the premises, teachers will escort the students to the gym at the Christian Life Center on the campus of Webster Hills Methodist Church, 698 W. Lockwood. Adults will sign students out with the staff member in charge at the gym door.

Students will only be released to adults listed for pick-up/drop-off or emergency contacts and who have a photo ID.

Visitors

Because of our high expectations and recommended programs, we are frequently used as a model in early childcare and education. As a result, college and high school students periodically visit KECC to conduct research, observe the children, and help in classrooms. We think this is an important opportunity to add to the pool of qualified early childhood teachers and increase the quality of other early childhood programs. Children are not identified to observers nor are they discussed with anyone other than their parents. A Classroom Observation Agreement is signed by each visitor.

All visitors are required to sign in at the office and wear a Visitor Lanyard to identify them. In addition, visitors will be scheduled in advance and are supervised by KECC staff at all times.

Health Policies

The Department of Health has established certain requirements and guidelines regarding children's health in a child care center. These licensing requirements are meant to protect all of the children in the center. Therefore, we ask for your cooperation in complying with these rules.

Physical Examination

A physician must examine each child within twelve months preceding the enrollment. KECC provides a form for your pediatrician that must be returned prior to your child's enrollment.

Immunization

Each child must also be properly immunized. We are required to keep a current copy of each child's immunization record for state licensing. The law requires complete immunizations for attendance and provides for exclusion from school for failure to comply.

A copy of your child's permanent immunization record from your pediatrician must be presented before your child's first day of attendance. It is also extremely important that you provide verification from your pediatrician when immunizations are updated.

IMMUNIZATION REQUIREMENTS

| AGE | DPT | Polio | Hep B | Hib | MMR | Chickenpox | PCV Pneumococcal |
|--------------|-----|-------|-------|-----|-----|------------|---------------------|
| 16-59 months | 4 | 3 | 3 | 3 | 1 | 1 | 4 |
| 6-10 years | 4 | 3 | 3 | | 2 | 1 | |

Lead Testing

The Missouri Department of Health may require lead testing at the time of enrollment each year. You will be notified by a form in the enrollment packet if lead testing is required.

Communicable Diseases

If your child is exposed to or contracts a communicable disease, please report this information to the school nurse. We are required to notify all families when a child contracts a communicable disease, such as chicken pox, measles, etc. (Your child's name will be kept confidential.)

In some cases, you will need to provide written verification from your child's pediatrician stating that the condition is no longer contagious and that it is safe for your child to attend school.

Illnesses

If your child exhibits any of the symptoms listed below, they should stay at home. If symptoms of an illness develop, the nurse will determine whether your child should remain at school. You will be notified immediately. When pick up is necessary, we expect you to arrive within one hour of receiving the phone call. If this policy is violated more than three times, services will be terminated.

It is always wise to provide the office with updated contact numbers as well as have a backup plan in place in case it is difficult for you to come in the middle of the day. Leaving your cell phone on when you are not available by a landline phone is also helpful.

Exclusion of an ill child and notification of parents will occur when one of the following conditions exists:

- The illness results in greater care than the staff can provide without compromising the Missouri State Licensing Standards for teacher/child ratios and the health and/or the safety of the other children. An exception will be made for students who fall under the protection of Section 504 and the American Disabilities Act.
- The child has any of the following conditions:
 - **Fever** equal to or greater than ninety-nine degrees Fahrenheit (99F) under the arm or one hundred degrees Fahrenheit (100F) by the mouth or ear
 - **Signs of possible severe illness**, including unusual lethargy, irritability, persistent crying, or difficulty breathing until medical evaluation allows inclusion
 - **Diarrhea** defined as 2 abnormally loose stools within a 24-hour period
 - **Vomiting** two times within a 24-hour period—unless medical evaluation shows a non-communicable cause and no danger of dehydration
 - **Mouth sores** with inability to control drooling—unless medical evaluation shows a non-communicable cause
 - **Rash with fever or behavior change**—unless medical evaluation shows a non-communicable cause
 - **Pinkeye** - tears, redness of eye lining followed by swelling or discharge or pus. Exclude until inflammation has subsided
 - **Scabies, head lice, or other infestation**, until 24 hours after treatment. A nurse will check your child before re-admittance
 - **Tuberculosis**, until medical evaluation clears the child for readmission
 - **Impetigo** (honey-colored, crusting skin rash), until 24 hours after treatment
 - **Strep throat**, until 24-48 hours after antibiotic treatment and fever is resolved
 - **Chicken Pox** until 5 days after the onset of rash or until all lesions have dried and crusted
 - **Pertussis** (Whooping Cough) until 5 days after antibiotic treatment
 - **Mumps**, until 9 days after the onset of parotid gland swelling
 - **Hepatitis A infection**, until 1 week after the onset of illness
 - **Pinworm infection**, until 24 hours after first treatment
 - **Ringworm infection**, until 24 hours after treatment with written permission from physician to return to school

Your child may return to school as indicated above or when they have been free of symptoms and been fever free (without Tylenol or Motrin) for 24 hours. In addition, readmittance may require a written note from your pediatrician stating that the child is well enough to attend school and is not contagious. **Note that there will be no exceptions to the 24 hour treatment window indicated above.** If your child has had surgery, been hospitalized, or received an injury requiring medical treatment, a doctor's written authorization to return to school is required at the time of readmittance. If your child cannot participate in the daily classroom routine, including time outside, a doctor's note will also be required.

Allergies

If your child has allergies, please provide a list of all allergies (and any special instructions on how to handle an allergic reaction) to your child's teacher and/or school nurse. In the case of food allergies, the information will be shared with the kitchen staff, but you will be expected to provide food for your child if it is not contained in our menus. Please see our policy under Nutrition.

Medication

All medication brought to KECC must be signed in with the receptionist and/or school nurse. Forms are available in the health room and/or at the reception desk. It will be stored and locked in the health room. Medication may not be stored in a child's cubby or tote bag.

For safety, the school nurse and/or administrator give medications as directed by written directions of parent and physician.

Prescription Medicine

When your child needs prescription medicine:

- Make sure the medicine is labeled with the original pharmacy label. This should include your child's name, physician's name, prescription number and date, medication name, dosage and frequency of administration. (In other words, with the original pharmacy label.)
- Upon arrival, notify the teacher and/or school nurse that your child needs the medication.
- Complete a medication release form in the health room or at the reception desk and discuss the administration with the teacher and/or school nurse. Make sure the dosage request matches the directions on the label.

We are not permitted to give the first dose of any medication.

Non-Prescription Medication

When your child needs non-prescription medication:

- Give a note from your pediatrician to the teacher and/or school nurse stating that the medicine has been prescribed, and the dosage, dates, and times it is to be given.

- Upon arrival, notify the teacher and/or school nurse that your child needs the medication.
- Complete a medication release form and discuss the administration with the teacher and/or school nurse. Make sure the dosage request matches the doctor's note.

Accidents or Injuries

KECC makes every effort to ensure the safety of all children. If an accident occurs, we will notify you immediately. The school nurse will assess the incident and inform the parents.

For minor incidents, such as scratches, scrapes, bruises, and bug bites or stings, the appropriate first aid will be applied.

This aid includes cleaning injuries that break the skin and applying ice and cold compresses to bumps and bruises. Generally, you will be notified through a minor Injury Report form at the end of the day. Don't be surprised, however, to receive a call from a teacher or the school nurse.

Medical Emergencies

For serious incidents, KECC will call 911 and notify you immediately. If you have not arrived at KECC, a familiar staff member will accompany your child to the hospital. We will make every effort to ensure your child's comfort and safety until you arrive at the hospital. As stated previously, it is always wise to provide the office with updated contact numbers as well as have a backup plan in place in case it is difficult for you to come in the middle of the day. Leaving your cell phone on when you are not available by a landline phone is also helpful.

Adult Health Practices

All adults who work with the children must submit a physical examination and tuberculin test result prior to service. Those employees serving or working with food must have received a Hepatitis A vaccine.

All adults are required to follow universal health and sanitation precautions. Teachers and administrators also receive biannual CPR and first aid training.

Nutrition

We do not allow any peanut butter or peanut by-products in our school due to child/staff allergies. Thank you for your cooperation.

Each day KECC serves a nutritious breakfast, lunch, and a morning and afternoon snack. All meals are prepared on-site and are planned and prepared to meet the nutritional requirements established by the Missouri Department of Health's Child Care Food Program. Menus are posted outside of the children's rooms with extra copies for you to take. Typical servings and types of food are as follows

| | Ages 2 - 3 | Ages 3 - 6 |
|----------------------------|------------|------------|
| Breakfast | | |
| Milk | ½ cup | ¾ cup |
| Juice, Fruit, or Vegetable | ¼ cup | ½ cup |
| Bread or | ½ slice | ½ slice |
| Cereal | ¼ cup | ⅓ cup |
| Snacks | | |
| Milk, Juice, or Vegetable | ½ cup | ½ cup |
| Bread or | ½ slice | ½ slice |
| Cereal | ¼ cup | ⅓ cup |
| Lunch | | |
| Bread | ½ slice | ½ slice |
| Milk | ½ cup | ¾ cup |
| Meat, Poultry, or Fish, or | 1 ounce | 1 ½ ounces |
| Cheese, or | 1 ounce | 1 ½ ounces |
| Eggs, or | 1 | 1 |
| Dried Beans and Peas | ¼ cup | ⅜ cup |
| Fruits (2 or more) or | ½ cup | 1 cup |
| Vegetables (2 or more), or | ½ cup | 1 cup |
| Fruits and Vegetables | ½ cup | 1 cup |

Breakfast is served from 7:30-8:15 a.m. If you wish your child to eat breakfast at KECC, they should arrive at their room during or before that time.

Children enrolled in our half day preschool will be served a morning and/or afternoon snack.

Nutrition education is a major focus of KECC. Classroom experiences emphasize nutrition activities, as well as cooking and tasting a variety of foods. Breakfast, lunch, and snack times provide excellent opportunities to develop positive attitudes toward a variety of foods, socialize, and learn appropriate manners. Under no circumstances will a child be forced to eat a food or have food withheld. Children will be encouraged, however, to take one bite in order to try a new food.

Food Allergies

If your child has food allergies, you are responsible for supplementing menus. If your child cannot have particular food(s), state licensing regulations require a doctor's statement indicating the child should not eat the food(s). Food allergies and other dietary restrictions are posted in the kitchen as well as the classroom.

We are a peanut free campus. No peanut products and/or by products will be served and/or prepared.

Severe Food Allergy Policy

For the protection of children with severe food allergies, the following guidelines have been developed to assist staff at KECC working with these children and their families.

The school nurse will interview the child's parents/guardians before the child is allowed to attend school. The parents/guardians have usually become experts in what their child can and cannot eat and can offer valuable direction for their child's care. It is important that the interview be conducted before they attend KECC so that the nurse, teachers, and other staff will be ready for the child's first day of attendance.

An Emergency Action Plan will be prepared by the nurse and posted in the Health Room and a private location in the classroom. The Emergency Action Plan contains information for the child's specific needs and protocol for an emergency situation. It will be reviewed with the classroom teachers. The nurse will inform the kitchen staff of the name of the student, their classroom, and the food allergy, all to be posted on the kitchen bulletin board by the food preparation area. Parents/guardians are to provide a photo of the child to be attached to the Emergency Action Plan. Staff will contact the nurse for approval of any food that is in question.

All medication needed to treat an allergic reaction must be at the school by the first day the child attends KECC. All medication will be kept in a locked cabinet or container and kept out of reach of children at all times. Written medication authorization from parent and physician must accompany the child on his/her first day of school. If an emergency action plan from the physician is available, it must accompany medications. If an EpiPen is prescribed for an emergency, the school nurse will train classroom teachers by the child's first day of attendance.

Bringing Food from Home

Licensing regulations prohibit us from serving food that has not been prepared in a commercial facility. This rule is intended to protect your child from coming into contact with any foods that have been improperly prepared or stored. To prevent the spread of Hepatitis A, any food brought in to the center for a special celebration must be purchased in a store and labeled with all ingredients.

Also, please do not allow your child to bring breakfast food to school. If your child is eating something on the way, please stay outside until your child has eaten the item and then walk your child to his/her room.

Parent Involvement

KECC encourages all parents to become actively involved with all aspects of their child's education. We believe that a strong home-school relationship is basic to a young child's education.

You are always welcome to visit and observe your child anytime. We welcome you to share special talents, skills, or interests that the children would enjoy learning and experiencing. Please let your child's teacher or a building administrator know if you have special skills or resources the school could use. Donations of time, supplies, books, and toys are always welcome.

Parent Communication

We want to encourage you to ask questions and share concerns with your child's teachers. A positive relationship and open communication is imperative for your child's security and happiness.

Each classroom also has a communication board to keep you informed of upcoming events and activities. Please check it daily for important information.

We would also like to encourage you to let your child's teacher know when your child is thrilled to be in school. Positive reinforcement for our teachers helps morale, and lets us know we are succeeding at meeting your child's needs.

Two formal conferences with your child's teacher are scheduled for the year. These conferences, one in the fall and one in the spring, are your opportunity to find out how your child is doing and to discuss any questions you may have. Informal communication is continuous throughout the year.

The KECC Principal publishes a newsletter monthly for parents. The newsletter gives information about activities happening in the building, parenting tips, general announcements and updates.

Parent Organization

KECC has a Parent Teacher Organization (PTO). The PTO sponsors a variety of activities to help families get to know one another and raise money for the center.

Our PTO is comprised of parent representatives and any other parent who wants to commit time and resources to KECC. The PTO promotes family education and involvement through family-focused events and fund-raisers. Funds are used to purchase supplies, materials, and equipment for the children. All parents are encouraged to attend meetings and functions. Meetings are held on a monthly basis. There is a PTO communication board, located outside of the main office, listing important dates and announcements that may be of interest to parents.

Parents As Teachers (PAT)

PAT is a voluntary parent education program for parents with children ages birth to five. Kirkwood's PAT program is located in the early childhood building and works closely with KECC to provide quality programs for all families. Services include personalized home visits with a trained parent educator, developmental and sensory screenings, and a network of community resources and services designed for families of young children. For more information or to enroll in PAT, call 314-213-6137.

Sensitive Issues

Divorce or separation is a difficult time in a family's life. Our position is to be supportive of your child and to meet his/her needs. Both parents are important in a child's life. So, if needed, teachers can schedule two separate conferences or send separate newsletters to continue parent contact and encourage involvement of both parents.

Please note, however, that KECC cannot deny a non-custodial parent access to his/her child unless we have a copy of a current court order. Also note that responsibility for tuition payment must be determined between the parents. Please do not ask KECC to intercede and request payment from an ex-spouse.

Clothing

Please dress your child in play-clothes that are comfortable, washable, and suitable for all activities, both inside and out. In addition, make sure your child has a full change of clothing in his/her cubby. You will get more details about cubbies in your enrollment packet.

It is also important that all clothing is clearly marked with your child's name. Then, if something is lost, we can help find the owner. KECC keeps a lost and found box located across from the main office for unclaimed clothing.

Licensing standards CSR 30-62.092 states, "toys, parts of toys and/or other materials small enough to be swallowed by a child shall not be allowed in the room." Please be aware of this when you bring your child to school wearing jewelry (particularly earrings) or bearing small toys. Earrings will be removed by the teachers and small toys put in the child's cubby so as not to endanger anyone in the center.

Toys, Books, and Movies

We request all toys be left at home, except for those toys needed for comfort and at naptime. Occasionally, your child will have the opportunity to bring a toy for show and share. We do want to encourage children to bring books to share that pertain to the weekly themes in their classrooms. Please be sure the books are clearly marked, so they don't get lost in the room's library.

Movie time is reserved for minimal use when inclement weather prevents outdoor play or when it supports a planned lesson. Copyright laws will be followed when determining the movies that will be shown at KECC.

Rest Period

The Missouri Department of Health requires that all children attending a full day childcare program rest a minimum of 30 minutes each day. After 30 minutes, children who are still awake will be offered quiet activities. Napping children will be undisturbed for approximately 2 hours. Activities and snacks will be offered to all children between 3:00 and 3:15 p.m.

Birthdays and Special Occasions

KECC typically celebrates parties during the snack time. You are welcome to send a nutritious special treat to add to the celebration (commercially prepared or store bought ingredients for a recipe only -- see Nutrition section for more information). KECC is a **peanut-free** campus. Nothing can be brought into the building that contains peanut products or has been prepared in an area where peanut products are also prepared. For health and safety reasons, please do not bring individual treat bags and party favors. Instead, we want to encourage you to consider having your child present a special gift to the classroom. Please consult your teachers to make arrangements for celebrations and for suggestions about room gifts. **Home party invitations should not be brought to school unless all classmates are to receive them. Please use the buzz book information to send invitations via mail.**

Field Trips

Field trips and special outings will be planned throughout the year to further enhance your child's learning experiences. Notices will be posted in your child's room and cubby. Each time a field trip is planned, you will be requested to sign a release form for your child's participation. KECC contracts with First Student Transit Inc. for all field trips. Parents and/or teachers are not allowed to transport KECC children in their personal vehicles.

The only exceptions to these procedures are short walks around the school (for example, walking trips within a ½ mile radius: the Glendale Fire/Police Department, Hanneke's, Mitchell Park, etc).

Parking

Parking is located on two lots adjacent to the building. The front lot has reserved spaces for drop-off and pick-up in the building. Please be considerate when using these spaces.

We also have several handicapped spaces on the side lot. *Please reserve these spots for those who really need them.*

Do not park in the "no parking zone" and please do not leave your car running and/or leave children unattended in the vehicle.

Smoking Policy

KECC is a smoke-free campus. For the well being of all the children, please abide by this policy.

Employment Policies

The Kirkwood R-7 School District does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or disability in admissions or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the District's compliance with Title IX and Section 504 should contact Dr. Jeanette Tendai, Assistant Superintendent for Human Resources and Administration by calling (314) 213-6103.

EEO/AAP

The U.S. Department of Agriculture (USDA) prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's TARGET Center at (202)720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Alternate forms of this publication for persons with disabilities may be obtained by contacting the Missouri Department of Health, Bureau of Nutrition and Child Care Programs, P.O. Box 570, Jefferson City, MO 65102, (800) 733-6251. TDD users can access the preceding number by calling (800) 735-2966.

EEO/AAP services provided on a nondiscriminatory basis

Notification of Media Coverage

Because of its excellent reputation and innovative programs, the Kirkwood School District is often the focus of media attention. Throughout the school year, reporters for television, radio, newspapers, or other media outlets may visit schools to cover stories as part of the local news or as features that highlight school activities and special events. In addition, the district's Office of Public Information also produces several publications which feature photographs and interviews with students and staff.

02/08/2010

