Columbia Public Schools
Early Childhood Discovery Center
(573) 214-3430

Classroom Information

1. Address: 901 Rain Forest Parkway
   Columbia MO, 65202

   Phone Number: 573-214-3430

   ECSE Coordinator: Amy Wilson
   Receptionist: Hope McCrary
   School Nurse: Jacque Truesdell  573-214-3431

2. Hours:
   Morning class: 8:10-11:10
   Afternoon class: 12:10-3:10
   ***Times for students in the HI classes or LEAP may vary from this***

Classroom activities start promptly at the beginning of the session. Your child will miss valuable learning time if they arrive late. It is important that you are prompt when picking up your child. We often have obligations such as IEP meetings/school committees immediately after school or at lunch, so we need to be free to meet those obligations. Thank you for your help with this!

3. Where to pick up / drop off: Doors will be locked/unlocked 5 minutes before/after the school session as well as during the school day for your child’s safety. Please use the buzzer system for access when doors are locked. This helps us to monitor who is entering and exiting the school building. Remember to remain with your child until a teacher is present. A child should never be left alone. At the end of the school session, the teacher will bring students 2 at a time from the classroom to meet parents and load busses. Please, wait in the front foyer for your child’s teacher to bring him/her from the room.
If you need to pick up your child early, ring the doorbell and a staff member will bring your child to you. If someone else is picking up your child, please be sure to let your child’s teacher know ahead of time. It is helpful to send a note with the person’s name and when he/she will pick up your child. Remind the person to bring his/her driver’s license when picking up your child for the first time so we can verify their identity.

We will need to make a copy of all parents’ drivers licenses to put in your child’s file for identification.

If your child rides the bus, please be sure to notify the bus company if they will not be riding on any given day.

4. **When your child is sick** (See attached): When your child is sick please keep him / her at home. This includes if your child has a fever, a bad cough, colored discharge from nose, diarrhea or vomiting. Your child may come to school only when his / her fever / vomiting / diarrhea has been gone for at least 24 hours. See additional information at the end of this packet

Remember, a current emergency number must be on file at school. Please remember to let us know if/when your numbers change.

5. **Absences**: In order to get the most out of the preschool experience it is important that your child attends school regularly. If your child needs to be gone for any reason, please call and let your child’s teacher know.

6. **Family Visits**: You will be contacted by your child’s teacher to schedule family visits during the year.

7. **Field Trips**: We will have 1 field trip each school year. We’ll let you know ahead of time. Parent volunteers are welcome!

8. **Clothing**: Please send your child to school in comfortable play clothes and closed-toed shoes. Preschool is often messy as we experiment with cooking, paint, glue, markers, etc. While we do our best to protect clothing by using paint shirts/smocks, expect your child to get messy while exploring and learning!
Classes will spend time outside each day except in cases of rain or extreme cold, so please keep this in mind and send mittens, hats, and warm clothing when it is cold. If your child has difficulty with snaps and zippers (like many preschoolers), you may want to send him/her in clothing he/she can manage independently in the bathroom. We encourage our students to be as independent as possible. Tennis shoes are best for gross motor activities and playing on the playground (mulch).

9. **Extra Set of Clothes:** Please send an extra set of clothes (shirt, pants, underwear, socks). We will keep the clothes at school and send back at the end of the school year. If you want to swap clothes as seasons change, that would be great. Please be sure to label their change of clothes as well as hats, mittens and coats.

10. **What to bring to school:** Your child should bring a backpack to school every day. Please label your child’s backpack (luggage tags work great). If your child wears diapers or pull ups, you may send in a whole package and we will let you know when we are getting low OR you may keep a few diapers in your child’s backpack each day—just let us know. If your child wears diapers/pull ups please send in a box of wipes. We will keep these at school. Your teacher will contact you with any additional classroom supplies that are needed.

11. **Visiting the classroom:** If you would like to visit the classroom, you will need to contact Amy Wilson, ECSE coordinator, to set up the visit a few days in advance. Her phone number is 573-214-3600. You will also need to sign a confidentiality form the day of your visit.

12. **Confidentiality Agreement:** We value each family’s right to confidentiality. In order to help protect our students’ right to privacy, we ask that you fill out a confidentiality agreement when you come to observe in the classroom.
13. **PBS**: We use PBS (Positive Behavior Supports) in our classroom. We have 3 class rules (Be Safe, Be Kind, Be Responsible). We will work hard to learn our rules and learn what each one means and looks like in our room. See the attached letter to learn more about PBS.

14. **Incident Report**: If your child is displaying inappropriate behaviors in the classroom, you may receive an incident report letting you know about a particular incident.

15. **Newsletters**: You will receive newsletters from your child’s teacher letting you know what is going on in the class, important dates, etc.

16. **Take Home Notebooks**: Each teacher will use a notebook or folder to communicate with you about your child’s time at school. Please be sure to check your child’s backpack regularly for important notes from school. Please feel free to send information to us, as well.

17. **School Calendar**: Our preschool is in session according to the elementary school calendar. Morning classes will be cancelled if a “Late Start” day is announced. Afternoon classes will not be in session during Early Release days.

18. **Birthdays / Celebrations**: During the school year, you are welcome to send in special snacks for your child’s birthday or other special days. All food needs to be store-bought with food labels included.

19. **Snacks**: A small snack is offered mid-morning. Keep in mind that this is not a full meal and your child should eat breakfast or lunch at home prior to coming to preschool. We ask parents to donate snacks for the class. Check with your child’s teacher about any foods to avoid due to allergies. **PLEASE LET US KNOW ABOUT ANY ALLERGIES!**

22. **Weather Dismissal**: Please watch the local news or sign up for text alerts when there is inclement weather. School may be cancelled, alternate bus routes utilized or a 2 hour delay start implemented. If a delayed start occurs, we will not have our morning class OR our extended day program. Should a cancellation occur, efforts will be made to notify radio and television stations no later than 6:00 am. Information will also be sent via our parent communication system, posted on the district’s web site and mobile app, and on CPS-TV.
Snacks. Yum! Yum!

Please help support our school by sending in snack for your child’s classroom! You should receive this checklist approximately every month. Please send in 1-2 items from the checklist within the next couple of weeks. If sending in fruits or veggies (which we love!), please contact your child’s teacher a few days before so we can plan to use them quickly. THANKS!!

**Snacks**

- veggies
  - carrots
  - cucumbers
  - broccoli
  - cauliflower
  - ranch dip
- fresh fruit
  - apples
  - oranges
  - strawberries
  - bananas
  - grapes
  - watermelon
- microwave popcorn
- granola bars
- mini rice cakes (cheese or other)
- peanut butter
- cheese crackers
- raisins/dried fruit
- chex mix

- applesauce
- pudding
- mixed fruit cups
- mandarin orange cups
- animal crackers
- graham crackers
- ritz crackers
- fruit snack/roll ups
- goldfish crackers
- pretzels
- different shaped crackers-
  - circle, triangle, square

***If your child has a special diet, you may send snacks for your child only, or you may send in a class supply of a snack that your child likes***