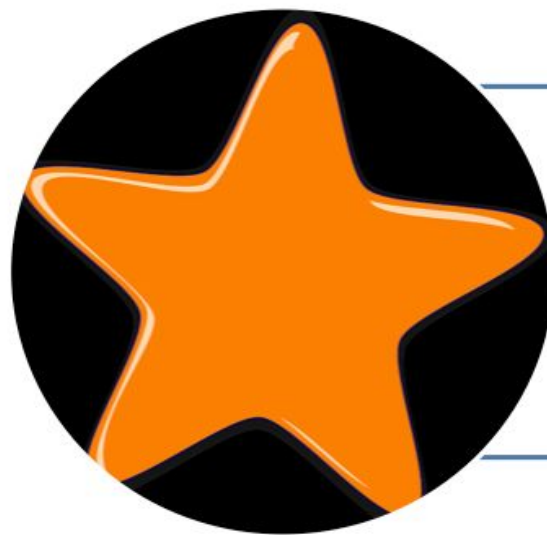


KENMOOR EARLY CHILDHOOD CENTER

Special Population
Handbook
2019-2020



Kenmoor
Early
Childhood
Center



Where
Everybody's
Light Shines
Bright



Success,
Nothing
Less

3211 82nd Avenue
Landover, MD 20785
301-925-1970

Alma Lawson, Principal
Lisa LaMar, Coordinator

MISSION STATEMENT

To provide early intervention with a shared responsibility among ALL stakeholders, building the foundation in social-emotional and academic skills for our students to be kindergarten ready and model citizens, while embracing ability level and cultural background.

Every individual, staff, parents, students, friends, who is associated with Kemnoor ECC, is a member of our school improvement team through their interest, involvement, and/or contributions to our school. Every staff member is expected to commit to our mission statement and our school improvement plan. Full participation in the implementation of the plan is expected of all staff members,

SCHOOL HOURS:

Staff	8:30 a.m. to 4:00 p.m.
Full Day Pupils	9:30 a.m. to 3:30 p.m.
Morning 3 yr. old Preschool and Toddler Pupils	9:30 a.m. to 12:00 p.m.
Afternoon 3 yr. old Preschool and Toddler Pupils	1:00 p.m. to 3:30 p.m.

Any pupil arriving after 9:30 AM must stop in the office. Please accompany your child to the office to sign your child in. Please obtain and wear a visitor's sticker if you wish to accompany your child to class.

Special population students enrolled in self-contained classrooms do not attend on the 1st and 3rd Wednesdays (TD Wednesday) of each month. This allows time for teachers and paraprofessionals to schedule and conduct trans-disciplinary (TD) planning meetings. Special Education students enrolled in full inclusion classes in Prekindergarten do attend on TD planning days. The students who are in the 3 year old classes do not attend on any Wednesdays.

CLASS STRUCTURE:

Special Education classes are organized in a self-contained structure. Students are grouped for instruction with students evidencing similar needs at comparable chronological age levels. Language development and motor development continue to be basic components of each child's program in addition to other perceptual, social, academic, and speech skills. The classrooms are staffed with a special education teacher and paraprofessional. Autism classes are staffed with a teacher and two paraprofessionals.

Curriculum:

The ECC's will implement the College & Career Ready Curriculum also known as the Common Core Curriculum within Mathematics & Literacy domains. The Mathematics experience in the early childhood setting will concentrate on numbers (which will include whole numbers, operations, relations, geometry, spatial relations, and measurements, with more mathematics learning time devoted to numbers than the other topics. The Literacy experience will concentrate on Reading Literature, Informational Text, Foundational skills, Writing, Speaking and Listening, and Language.

The College & Career Ready State Standards provides a consistent clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be relevant to the real world, reflecting the knowledge and skills that our young learners need for success in college and careers. The College & Career Ready Curriculum Standards provide our students with high-quality education.

ATTENDANCE: (see more information under Health)

Daily attendance at school is critical to your child's progress. If your child is absent, please send a note explaining the absence. Please call the school if your child will be absent more than two consecutive days. Should a student be absent for 3 or more consecutive days, the classroom teacher will contact the family to inquire about the student's absence.

Children who are ill should remain at home until they are well enough to participate in the regular school program. Children should be **without a fever for 24 hours** before returning to school.

If a child becomes sick or injured during the school day, parents will be called, teachers cannot transport children home. The parent or an authorized adult must pick up the sick child/(ren). Picture identification will be required.

VISITORS:

Parents are urged to visit the school and meet the teams of teachers, paraprofessionals, and therapists working with your children. Parents are encouraged to observe their child at work, in a classroom setting, in order to see their child's individual educational plan in operation. Siblings should remain home, they cannot participate in classroom observations, as this is very distracting to the other students. *Parent observations are encouraged; however, the observation must be scheduled and not interfere with or disrupt the instructional process.*

Parent/guardian conferences are encouraged so that you can talk directly with the school professionals concerning your child's program. Conferences should be scheduled in advance so that the teacher and other staff members will be able to give full attention to you and your child's program. Every effort will be made to keep classroom disruption to a minimum, formal conferences are generally scheduled and conducted *before* the children arrive for school or on trans disciplinary planning days on the 1st and 3rd Wednesday of the month.

To reach your child's teacher by telephone, it is easiest to call before 9:30 a.m., or immediately after school between 3:30 p.m.-3:45 p.m. **(Teachers are not able to answer telephone calls while school is in session)**. Please leave a message and your call will be returned as soon as possible, if you call outside these hours. In order to maintain close communication, please update your telephone number whenever any changes occur. You may also write a note in your child's communication log to indicate that you wish to talk with classroom personnel. You may also email your teachers, this in fact is the best way to communicate with your teachers.

Parent/guardian volunteers are welcome. Please contact your child's teacher or Ms. Alma Lawson, Principal, if you wish to volunteer at Kenmoor. **For the safety of our students, all visitors must report to the office upon arrival in order to sign-in, obtain and visibly wear a visitor's badge. You are asked to visibly wear the identification badge during your entire visit. All volunteers and MUST comply with the fingerprint policies.**

Maryland State Law requires fingerprinting for all volunteers. To comply with this requirement, you must go to the address listed below:

14201 School Lane
Temporary 472 (rear of building)
Upper Marlboro, MD 20772
301-952-6775

NOTE: Office Hours are Monday through Friday, 8A.M., to 11:45 AM, and 12:30 P.M., to 4:00 P.M.

Volunteers who qualify may elect to do a commercial background check in place of the fingerprinting as per Administrative Procedure 4215 Section G. Chaperones for day field trips are only required to undergo the background check. For an overnight field trip chaperones must complete a Maryland State Law background check form with a full fingerprint background.

Costs of these Services are:

- Fingerprinting - \$59.23
- Commercial Background Check \$7.26
- Acceptable forms of payment for background checks include cash, Visa, MasterCard and money orders. Personal checks are *not* accepted.

Prices are subject to change

NOTE: Please park on Barlow Rd when visiting the school, due to our limited parking space. (see map attached)

SUPPLIES:

If your child is NOT toilet trained please provide diapers/pull-ups and wipes to your child's classroom. Be sure to label your items. Please provide your child with a backpack each day.

TRANSPORTATION:

Transportation is provided on a door-to-door basis in most instances. Please make note of the following regulations and review them, where appropriate, with your youngster. If you have a daycare provider/babysitter, please also make them aware of these procedures.

1. Children must be dressed and ready to board the bus 10-15 minutes before pick-up time, as designated by the bus driver. The child should remain ready for an additional 10-15 minutes after the pick-up time in case the bus is late. **Bus assistants/drivers DO NOT come to knock on the door and are Not Allowed to honk their horns.** You or another responsible designated adult should accompany your child to and from the bus stop. Please arrange a safe place to wait that will allow your child to board the bus quickly. A bus aide is assigned to each bus to assist the driver in getting children to and from school safely. Children are also reminded that they must sit wherever the bus driver and aide designate. Your student will be provided a brightly colored vest, **that must be worn all school year everyday when riding the bus to and from school.** Should the vest be lost there is a \$5.00 replacement fee.
2. In the event that a child's behavior becomes disruptive on the school bus and the child has been warned previously, the driver/aide may issue a bus referral form indicating the specific disruptive behaviors. Upon receipt of a referral, an administrator and/or the teacher will notify the parent by telephone and make him or her aware of the behavioral concern. Transportation policies state that upon receipt of three bus referrals within a given school year, the child's bus privileges may be suspended for a period of five days. At that time, the child will have to rely on his/her parents to provide transportation to and from school. Every attempt will be made to work through inappropriate behaviors with your assistance.
3. It is absolutely necessary that a parent/guardian or a designated responsible adult receive your child at the end of his/her school day. In the event that someone is not at home to meet the child they will be taken back to the bus lot or brought back to school. It will become the parent's responsibility to arrange to have the child taken home. If the problem persists a meeting will be held with transportation to determine a solution. **Please make sure that the school office has current home, work, and emergency telephone numbers for your child at all times.**
4. We would like to remind parents that the Transportation Department is not authorized to pick up or drop off a child at an address that differs from that on the Transportation Department Master print-out, unless the proper paperwork has been completed by the school. In the event that your family will be moving or you have a change in babysitter, etc., please notify the school in time for the change to take place. Once the school receives the information, it can take up to ***ten days***, for the registration and transportation change to be processed.
5. In the event that your child will be leaving school early please be sure to inform the bus driver. If we do not have ***notification, in writing; signed and dated by you; with a phone contact number*** that you will be here to pick up your child; your child will automatically be placed on the school bus. If someone other than the parent is to pick up a child at school, that person must on the emergency contact form or have a note signed by the parent. This person must have picture identification in order to

receive the child. We will not release students to anyone without your permission. **Picture identification will be required from the responsible adult who is taking the child.** Before leaving the approved person must officially sign the child out for the day in our school log,

INCLEMENT WEATHER:

Kenmoor Early Childhood Center follows the same delayed opening and closing procedures used by all Prince George's County Public Schools.

If schools are two hours late no half day students will attend.
This means that both A.M., and P.M., students will not attend.

INCLEMENT WEATHER:

If schools are two hours late,
FULL students will arrive at 11:30 am and be dismissed at the regular time.

If schools should close early due to snow.
AM students will remain at school until 12:40 pm and PM students will not attend.

If schools are closed, no teachers, paraprofessionals, related services providers or administrators will be at school. All meetings and conferences will be cancelled and rescheduled

BREAKFAST AND LUNCH:

Breakfast and lunch are served for those students who qualify for free or reduced breakfast and lunch. Students not eligible for free/reduced meals can purchase breakfast and lunch if they desire. We have several lunch periods which are scheduled from 12:00 p.m. to 12:45 p.m. Times may be adjusted due to Pre-K schedules. Recess follows the lunch periods for thirty minutes.

Prices for the School Year: (the prices are subject to change)

Breakfast	\$1.60
Lunch	\$2.75
Milk	\$.55
Reduced Prices	TBD based on Food & Nutrition Services Application

Free or reduced lunch and breakfast are available upon application and qualification. Applications will be provided during the first few weeks of school or upon parents'/guardians request. Monthly menus will be sent home (also available on the county website or myschoolapps.com) to the parents from Food Services. Cafeteria lunches provide a well-balanced meal that meets the nutritional requirements set forth by the Maryland School Lunch Program. All menus are planned by the Food Service Department of Prince George's County Board of Education and are used on a county-wide basis in the elementary schools and special centers.

HEALTH:

Before entering school, all children must have received current immunizations. The immunizations are required under the State of Maryland immunization Regulations. Prior to entering school, evidence must be presented that the required shots have been completed or the physician must provide a medical certificate stating that they are in the process of these immunizations. By law, children who do not have the necessary shots will be excluded from school. If your child lacks any of the required immunizations our school nurse will notify you.

FREE Health Department Clinic Sites:

D. Leonard Dyer Health Center

9314 Piscataway Road

Clinton, MD, 20735

Cheverly Health Department Building

303 Hospital Drive

Cheverly, MD. 20785

Laurel-0 W. Phair Health Center

1000 West Street

Laurel, MD 20707

All students entering the Maryland Public School System for the first time must have a physical examination. This examination must be completed within a period of nine months prior to school entrance or six months after entrance. Forms for physician completion are available from the school nurse.

Students are expected to be at school each day unless they are ill. We have very limited health room facilities to be used until a parent can be contacted to take the child home. After being absent for illness, a note should be sent to the child's teacher upon return. Please do not send a sick child to school. Children who are ill should remain at home until they are well enough to participate in the regular school program. Children should be **without a fever for 24 hours** before returning to school.

After a communicable disease, it is required that parents obtain a note from their doctor stating that it is safe for the child to return to school. Chicken pox, ringworm, pink eye, and impetigo are a few examples of communicable diseases that are highly contagious and require a doctor's note to return to school. If your child has chickenpox or other contagious disease, please notify the school so we can contact our parents of this exposure.

Please contact the school nurse when your child has any change in health status, such as surgical procedures, accidents, new medications, or special health concerns.

Children are expected to take part in motor development classes and go out for recess unless excused by a note from a doctor.

MEDICATION PROCEDURES:

If your child needs to take any medications, prescription or non-prescription at school, it is necessary for us to have a medication form completed and signed by a physician before we can administer the medicine. **NO SCHOOL PERSONNEL CAN ADMINISTER ANY MEDICINE WITHOUT A PHYSICIAN'S ORDER.** Medication(s) will *only* be given at school if times cannot be readjusted for home administration. Please call the school nurse for appropriate forms if your child must take medication during school hours. You may also find the forms on the PGCPS homepage. Please refer to:

www.pgcps.org

>look for the “Google search bar, top right of the screen”

>type in “Forms”

> Look for “Health Forms for Parents and Prescribers.”

Medication to be administered at school must be given directly to the school nurse by the parent or guardian. THE MEDICATION MAY NOT BE SENT IN YOUR CHILD'S BACKPACK UNDER ANY CIRCUMSTANCES. The nurse and the parent will jointly verify the amount of medication delivered.

Each container for medication must be labeled with the pharmacy's label including the student's name, the dosage, the doctor's name, and the name of the medication.

EMERGENCIES:

Illness and accidents at school: If a child becomes ill at school, the parent is notified to come to school and take the child home immediately. If you are unable to pick up your child in the event of an emergency, please provide the school the name of the individual that will pick them up. They must present a photo ID in order for your child to be released. We cannot keep sick children at school with such young students' illness can easily be transmitted.

Very minor accidents at school are taken care of by the school nurse in our health room. Parents are notified immediately of more severe accidents and arrangements are made for the care of the child. The school office needs current telephone numbers to be used in emergency situations. If there is no home telephone number, please give a relative or neighbor's name and number. Please communicate immediately any new phone numbers, and/or persons whom you designate the school to contact in the event we are unable to contact the parent(s).

DISMISSAL OF A CHILD:

If you want a child dismissed for a necessary reason, such as a medical appointments, please send a signed note, with phone numbers, in the child's book bag, to the teacher. No child will be dismissed with a stranger on the basis of a telephone call. When picking a child up for early dismissal, report first to the office to sign the child out. **At that time picture identification will be required before the child is dismissed. Early dismissal will not occur after 3:00pm.**

UNSCHEDULED SCHOOL CLOSINGS:

If it becomes necessary to close school during the school day because of weather, road conditions, or building mechanical problems, the decision to dismiss will be made by the Superintendent, CEO for the school system. This decision will be relayed to county schools. The superintendent's office will notify radio and television stations to make early dismissal announcements to parents. Please listen to the radio and/or local media for school closings. You may also visit www.pgcps.org.

IT IS EXTREMELY IMPORTANT THAT ALL PARENTS MAKE DEFINITE PLANS FOR THE CARE AND SAFETY OF THEIR CHILDREN IF SCHOOL IS DISMISSED BEFORE THE USUAL TIME. A FORM WILL BE SENT HOME AT THE BEGINNING OF SCHOOL TO OBTAIN THIS INFORMATION FOR OUR FILES.

In the event of a national or local emergency and a *Shelter in Place* directive is given while the students are on the bus, school buses are asked to take the children to the nearest school. In this event we want to provide helpful information to the school that may not be familiar with your child, we will provide our bus drivers with emergency information and

emergency name tags for this situation. We ask that parents support this effort by giving us updated information as their emergency information changes.

If a Shelter in Place directive is given while the students are in the Early Childhood Center they will move promptly to the multipurpose room and follow the procedures practiced in our emergency drills. (If we are asked to Shelter in Place for a tornado or other inclement weather we move to the interior hallways instead.)

Under a *Shelter in Place* order, **please do not come to school to pick up your child.** The purpose of the *Shelter in Place* is to avoid contamination and to keep the children safe, as well as yourself, in inclement weather. Please *wait* until the media announces that it is safe for us to release the students. Until that time our doors will remain locked. Once the direction is given by the authorities to release students, they will be signed out one at a time. Be certain that the person coming for your child has picture identification and was included on your form that lists those persons that can receive your child.

We are hopeful that such emergency actions will never be necessary. In the event of an actual emergency we want to assure you that we have made careful preparations to keep your child safe.

LABELING CLOTHES:

Label all clothing, with your child's *first and last name*, i.e., jackets, book bag, boots, sweaters, coats, hats, lunch boxes etc. Labeling will help the teacher and the children determine the proper owner. This will also keep the lost and found articles from accumulating in large quantities. When items are misplaced, please check with your bus driver as well as the school.

BRINGING VALUABLE ITEMS TO SCHOOL:

Students should not bring electronic games, computer equipment, or anything of significant value to school. There is no way we can ensure against the loss or damage of valuable items. We discourage students from bringing *any* of their own personal toys unless prearranged by the teacher for a specific activity.

PEANUT ALLERGIES:

Many of our students have allergies to peanuts and have had severe reaction to peanut products. The school has implemented the following precautions to assure the health and safety of all our students.

Please do not send in the following items:

- Peanut butter sandwiches
- Peanut butter crackers
- Peanut butter cookies
- Any other product that contains peanut butter.

I understand that this might be challenging for some of our students. Know that our teams will work with your family. The health and safety of all of our students is the highest priority for all our children.

FIELD TRIPS/SPECIAL PROGRAMS:

At various times during the year, classes will either take field trips or we will invite performers/guests into school. These experiences are planned by the teacher to provide enrichment experiences for topics discussed in class.

When a trip or program is planned, parents will receive advance notice. No child will be allowed on a class trip unless the parent or guardian has signed the permission slip. We collect transportation/program fees on a per trip basis. Cost of transportation and possible entry fees vary. No child will be denied a field trip or program due to inability to pay. Please call the principal if these fees present a problem. If you prefer that your child not participate in field trips/special programs, please notify the school in writing and an appropriate program will be provided for your child at school.

MONEY:

Children should not bring money to school unless it is for a special activity and requested in writing by the teacher. **Money should only be sent in a sealed envelope with the child's name and the special activity labeled on the front. Please contact your teacher to alert them to look for the money you have sent in. Lunch money can be paid online at www.myschoolbucks.com**

SPECIAL EVENTS:

Some parents may not wish their children to participate in holiday events, parties, or other types of special events because of religious restrictions or other personal preferences. If this is the case in your family, please notify the principal and the classroom teacher at the beginning of the school year. We do not celebrate the religious aspects of any holiday. We do observe commercial holidays such as Valentine's Day, Thanksgiving, etc. During the Christmas holiday season we identify

winter and multicultural holiday activities. Most classroom teachers celebrate individual students' birthdays.

BIRTHDAYS:

Birthday celebrations at school are permitted but they must be kept very simple. Due to many student allergies, no home cooked products are permitted, special treats must be store bought with the ingredient label clearly posted for staff to examine. Please discuss your birthday ideas with the teacher before sending any treats to school.

PARENT CONCERNS:

Parents who have any questions or concerns regarding their children's education are urged to contact the teachers and principal without hesitation. Matters taken initially to central office personnel or Board of Education members must ultimately be resolved by action at the local school level. Time is saved and misunderstandings prevented when school personnel know what the parents are requesting so that we can work together for resolution.

THE PRESCHOOL CURRICULUM:

The early childhood center curriculum and the child's individual educational program (IEP) are used to plan the daily instructional activities for the students. The ECC's will be implementing the Common Core in Mathematics. The Mathematics experience in the early childhood setting will concentrate on numbers (which will include whole numbers, operations, and relations), geometry, spatial relations, and measurements, with more mathematics learning time devoted to numbers than the other topics.

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help their students. The standards are designed to be relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. The Common Core State Standards will provide our students with high-quality education.

REPORTING PUPIL PROGRESS:

Your child's progress in school is of vital importance to both you and the school. The reporting system for students enrolled in Kenmoor has been designed to offer parents a current summary of the progress your child is making in terms of meeting the Annual Goals indicated on your child's Individual Education Program (I.E.P.). Parents will receive

copies of these short-term objectives in November, at annual review in the spring, and in June. **Report cards and letter grades will not be issued.**

Parent-Teacher conferences are scheduled at the convenience of the parent and teacher in any of the reporting periods. If for some reason your child is not progressing at the rate the teacher might anticipate, the parent will receive an interim progress report indicating where the deficiencies are occurring and an IEP meeting will be scheduled.

There are several conferences that parents/guardians should plan to attend. They are completed in accordance with state and federal guidelines. One of the most important conferences is the IEP conference; where you will review your child's current educational plan and develop a new one, if appropriate, for the coming year. Individual student goals and objectives are developed based on the areas of need determined by individual assessment.

The Annual Review Conference process is the IEP meeting held yearly to update the goals and objectives, Present Levels of Performance, services, and is the setting in which the team discusses placement and ESY.

ATTENDANCE LAWS:

Absence for reasons other than medical, religious, a court appearance, or death in the family is inexcusable under Maryland school law. Each absence is to be documented with a dated and signed note from a parent when a child returns. Parents are requested to notify school no later than thirty minutes after school begins whenever a child is absent.

SOCIAL AND EMOTIONAL DEVELOPMENT - DISCIPLINE POLICY

The staff at Kenmoor Childhood Center uses a developmental approach to foster appropriate social and emotional growth in our preschool population. Appropriate behaviors are modeled and reinforced. Progress in this domain is measured through the administration of various criterion referenced assessments including; The Early Childhood Skills Guide (ECSG), The Carolina and The Hawaii Early Learning Profile (HELP) as well as documented progress on the child's Individual Education Program.

Students who choose to behave and not break any of the rules will be rewarded for their positive behavior. To help foster understanding, the rules are presented verbally by the teacher and are posted in each classroom in picture and written form. The classrooms are highly structured and organized to help the students learn socially acceptable behaviors.

Kenmoor has a professional school counselor who works with each preschool classroom group to foster the development of appropriate social skills.

PARENT TEACHER ORGANIZATION:

Kenmoor ECC encourages parents/guardians and friends to become members of our Parent Teacher Organization. The programs are designed by the Executive Committee of the PTO based on the recommendations and requests of the membership. The PTO has focused on family activities and family involvement. We hope that everyone will join our PTO family!

CHILD FIND:

If you have a preschool child not enrolled in our program for which you have developmental concerns, you may refer your youngster to "Child Find", The telephone number is (301) 925-1986. The intake secretary will take some basic information and refer your child to an assessment team who will do the screening and/or assessment. The results of the screening and/or assessment will be provided to the parent or guardian in writing. There is no cost for the child find assessment services.

ADDITIONAL INFORMATION:

Kenmoor Early Childhood Center's school colors are blue and orange. Our school mascot is a Bright Orange STAR. We have special activities that enhance student self-esteem and increase school spirit. Please refer to your school calendar for more specific details.

The preschool students participate in program wide language themes as part of the instructional program. Accompanying these themes are traditional children's stories and nursery rhymes. If you have materials to lend that support our themes we would be most appreciative. Parents and guardians are also encouraged to reinforce these concepts at home and with library visits and "mini" field trips as a family unit. For example, when the children learn about animals it is a wonderful time to visit the farm or perhaps the National Zoo in Washington.

We try to provide the students with role models who have careers related to our monthly topics. If your career is related to one of our themes, we would be delighted if you would share your expertise with our children. Please be assured that we need your input and involvement to give your child the best educational program.

Educating Children Takes Everyone and together we can give our children a quality education and watch them grow!



Kenmoor Early Childhood Center
3211 82nd Avenue • Landover, Maryland 20785 • 301-925-1970
Alma Ezell-Lawson, Principal

To whom it may concern:

Please sign below to confirm that you have received a copy of the Special Populations Handbook.

I, _____ have received a copy of the 2019-2020 Early Childhood Special Populations handbook.

Student's Name

Parent's Signature