



Ada Early Childhood  
Center  
Parent Handbook

Dear Parent/Guardian:

Welcome to Ada Early Childhood Center! We are excited to partner with you to continue the education for which you provided the foundation. We understand that each child is very unique and special. We welcome your input and any information that you would like to share about your child so that we may better serve them. Our teachers are highly qualified, caring, devoted individuals who are passionate about their jobs. The partnership between home and school will provide the highest level of success for your child.

Research supports that children whose parents are involved in their child's education do better in school. Parents who participate in the education of their child send a clear message that education is important and value the educational process. Based on research and the competence of the faculty and staff, we believe our students will be successful. We call this a Win-Win!

It is our goal to not only provide your child with a rigorous academic experience, but also develop life skills that will support each child's social and emotional health. AECC has implemented and uses on a daily basis the **7 Habits of Happy Kids**. These habits provide a great foundation for students to begin the process of making good choices and learning to work with others. We encourage parents to become familiar with these habits and use them at home to support our endeavors. It is our philosophy that all children can learn and experience success using these habits.

This year your child is going to encounter new adventures, exciting learning experiences, and success at Ada Early Childhood Center. Please make the commitment to join us in making this the best year possible for your child. Please feel free to contact the school if there is anything we can do to make your child's experience better. If you have any questions, please feel free to contact the school.

Sincerely,

*Cindy Brady, Principal*

# School Creed

*You Believe in Me and I Believe in You  
We Will Do Our Best to be Our Best  
We Will Apply the 7 Habits to Build Integrity and Character  
We will . . .  
Be Proactive  
Begin With the End in Mind  
Put First Things First  
Think Win-Win  
Seek First to Understand, Then to be Understood  
Synergize  
Sharpen the Saw  
We Will Learn Today and Lead Tomorrow*

**WE ARE ADA COUGARS**

# Mission Statement

AECC strives to ensure student success through quality education by fostering a relationship between families and school.

# About Our School

Ada Early Childhood Center has three educational programs, all geared to meet the needs of early childhood students.

**Pre-Kindergarten-** Children 4 years of age by September 1.

**Kindergarten-**Children 5 years of age by September 1.

**Early Childhood Preschool-**Children with developmental delays, ages 3-5 and must qualify through the Special Education program.

Each of the Pre-Kindergarten classes have a certified teacher and a teacher assistant who meets the highly qualified status requirements. Each Kindergarten class has a certified teacher and one teacher assistant for two classes. Just like assistants in Pre-K, Kindergarten assistants must meet the status for being highly qualified.

AECC has a certified interventionist to assist those students who may need additional academic assistance.

All students attend Music and Library classes throughout the week. Kindergarten students receive a minimum of 120 minutes of Physical Education (PE instruction) on a weekly basis.

Students have the opportunity to visit the computer lab weekly. Additionally, each classroom is equipped with iPads for small group and center use.

AECC is very fortunate to have a full time Behavior Interventionist. The Behavior Interventionist works with students who struggle with social and emotional issues. She also works with parents to provide suggestions to assist students at home.

# Academics

AECC incorporates all of the Oklahoma Academic Standards for Pre-K and Kindergarten. Curriculum maps and pacing guides are used to ensure that students receive a well rounded academic experience. Curriculum maps and pacing guides are available upon request.

AECC is very proud to be a ***Leader in Me School***. Students learn about the 7 Habits of Highly Effective People. These guiding principles are presented to children in a developmentally appropriate curriculum. Students learn the importance of tracking their own progress. Additionally, students learn the importance of setting goals and working towards those goals. AECC provides the foundation for this program which is carried on throughout the elementary schools.

# Assessment

The following assessments are given and used to evaluate a student's academic achievement and progress.

## Pre-Kindergarten

- STAR (Star Early Literacy) Administered in January and April
- Monthly Math Benchmarks
- PAA (Phonological Awareness Assessment) Administered periodically throughout the school year.
- Student Leadership Notebooks which contain student's individual data and progress.

## Kindergarten

- STAR (Star Early Literacy) Administered in September, January and April
- OPA (Oklahoma Phonological Awareness Assessment) Administered periodically throughout the school year.
- Monthly Math Benchmarks
- Student Leadership Notebooks which contain student's individual data and progress.

Additional assessments are given by the classroom teacher throughout the year. All assessment data will be reported to parents or available upon request.

# Attendance

By law, Kindergarten is a mandatory grade. Ada City Schools also strongly encourage that students in Pre-k are present and punctual. Parents of students who miss an excessive amount of school or who are habitually tardy may be referred to Truancy Court. ***Ada City Schools recognizes the need to be flexible given the circumstances surrounding COVID-19 and other childhood illnesses.*** AECC certainly understands the need for students to be absent if a child exhibits any of the symptoms that are considered to be contagious (See Child Illness Policy).

**Please phone the school 580.310.7283 or notify your child's teacher in the event of an illness which results in an absence.**

**Please notify the school counselor or principal if your child has a long term illness which would cause for the child to be absent for a prolonged period of time.**

## School Day

School begins promptly at 8:00 a.m. and dismisses at 2:45 p.m. If your child arrives after 8:10, they are considered tardy. The parent must sign the child in at the office if they arrive after 8:10. **Please do not send your child into the building by themselves or with a sibling who is a minor.** Children arriving after 10:00 a.m. will be counted absent for the morning unless the student has a documented reason (doctor's note) for the late arrival.

## Truancy

If your child has excessive **undocumented absences**, is **habitually tardy** or is **frequently picked up from school early**, you will receive a site attendance letter. If the absences continue, and there is no effort by the parent to document the absences or communicate with the school, a second letter will be sent. If excessive absences continue without documentation, the case will be reviewed and may be referred to Truancy Court.

**AECC students have no way to get to school except by you, the parent or guardian. Please do your part by getting them to school regularly and on time.**

## Arrival

The building opens at 7:30. Students who arrive before 8:00 will enter through the cafeteria entrance. Parents may utilize the drop off in the circle drive from 7:30-7:55 a.m. Assistants will be on duty to help your child out of the car and into the building safely. **PLEASE DO NOT LET YOUR CHILD OUT OF THE CAR UNLESS A STAFF MEMBER IS THERE TO ASSIST**

In an effort to contain the spread of COVID-19, Ada City Schools is adopting a “Hug and Go” policy. Parents may bring their child to the cafeteria door where an AECC staff member will greet your child and assist them into the building. We are asking that parents work with us this year to contain the spread and not enter the building.

**Please do not park in the parking lot and allow your child to come across the driveway traffic by themselves.**

Students who are eating breakfast will eat and go to the classroom.

Students not eating breakfast will go directly to the classroom.

If your child arrives after 8:10 you must accompany your child into the building and sign your child in at the office. A staff member will escort your child to the classroom.

## Departure

Buses will load in the east teacher’s parking lot. Parents who are picking up their child from school will utilize the circle driveway.

Buses will begin loading at 2:35

Parent pick-up begins at 2:45.

### **Car Riders/Parent Pick-up**

Each parent will be issued 2 cards with the student’s name and teacher’s name. The cards will be placed in the front window to assist AECC staff in identifying parents. **STUDENTS WILL NOT BE RELEASED TO ANY CAR UNLESS THE CAR/PERSON HAS THE CARD WITH THE**

**STUDENT'S NAME ON IT.** AECC staff will be on site to assist students in the cars.

**ALL CHANGES IN A CHILD'S REGULAR AFTER SCHOOL ROUTINE, (I.E. BUS/PICK-UP ETC.) MUST BE CALLED INTO THE OFFICE NO LATER THAN 2:00 p.m. CHANGES WILL NOT BE ACCEPTED AFTER THAT TIME.**

***Children who are not picked up by 3:15 may fall under the category of child abandonment and may be reported to the local authorities.***

## **Phone Calls and Checkout Procedures**

AECC believes communication between parents and school is important. To ensure the best possible learning environment and utmost safety for every child, we ask that parents adhere to our call-in-policy.

- Teachers spend the majority of their day in instruction and phone calls disrupt the instruction time. The office staff will take messages and email teachers any information that you might need to convey to them. In turn, teachers will return calls when their breaks occur in the day.
- ALL CHANGES that are to be made in regards to transportation (i.e bus, parent pick-up etc.) MUST be called into the office before 2:00 p.m. Our staff must have time to make these changes. We will not accept changes after 2:00 p.m.
- Unless your child has an appointment, we strongly discourage children being checked out early.
- **FOR SAFETY REASONS, WE STRONGLY ADVISE THAT YOU DO NOT CHECK YOUR CHILD OUT BETWEEN 2:15 and 2:45 p.m.** This is a very busy time of day. We are in the process of getting children to their appropriate after-school destinations and want to ensure that no mistakes are made.

# Student Information Updates

It is *extremely important* that AECC be notified of any address changes, phone numbers, changes in parent employment or custody changes. If your child gets sick or has a need for a parent to be contacted, we must be able to contact you at ALL times throughout the day. These changes can be updated in the office.

## AECC Child Illness Policy

The Ada City School child illness policy is based on the Oklahoma School Health Law and the State Department Guidelines.

Children should be excluded from school for illness that prevents the child from participating comfortably in the regular academic program and for an illness that results in a greater need for care than the school can provide without compromising the health and safety of other children. The following list covers most common illnesses, but is not inclusive of all reasons for exclusions.

Children should not be in school if any of the following conditions are present:

- **Fever**-101 degrees axillary, 100 degrees orally, 100 degrees aurally (ear). May return to school when no fever has been present and no fever reducing medication has been administered for 72 hours.
- **Diarrhea**-Uncontrolled unformed stools. May return to school 24 hours after last episode (without use of medication) and with no fever
- **Vomiting**-May return to school 24 hours after last episode (without use of medication and without fever)

- **Rash**-with fever or behavioral changes, unless a physician has determined it is not a communicable disease and with a written note from the doctor.
- **Conjunctivitis** (Pink eye)-May return to school 24 hours after treatment started and there is no matting or drainage from the eye.
- **Impetigo**-May return 24 hours after treatment and not fever. The sores should be covered.
- **Strep Throat**-May return to school 24 hours after antibiotic treatment and fever free without using pain/fever reducing medication.
- **Head Lice**-May return to school after treatment with special preparation for killing head lice (available over the counter) and receives a note from Pontotoc County Health Department or personal health care provider. Your child will only be excused for two days for head lice.
- **Scabies**-May return to school 24 hours after treatment has begun. Doctor's note required.
- **Chickenpox**-May return to school after all lesions are dried and crusted (usually 6 days).
- **Pertussis (Whooping Cough)**-May return to school after 5 days of appropriate antibiotics
- **Hepatitis A**-May return with a doctor's note/statement saying the student is not contagious to others.
- **Ringworm**-May return to school as long as the student is under treatment and the area is covered.

- **Staph Infection of the Skin**-May attend school as long as the student is under treatment, area is covered and drainage is contained in bandages. The student may not participate in contact sports or activities until the area is healed. A note from the health care provider may be required.

## **COVID-19**

- You must notify the school if your child is experiencing any of the following symptoms that are associated with COVID-19 or has tested positive for the Coronavirus. **SEE DISTRICT POLICY ON COVID-19**
  - Fever of 100 degrees or higher
  - Runny nose
  - Chills/Body aches
  - Diarrhea/vomiting
  - Loss of sense of smell or taste

## **Discipline**

AECC believes in a team approach to school discipline with you, the parent, being a very important component. We work to guarantee an appropriate learning climate for each child in the classroom and that can only be accomplished when children behave appropriately. By modeling expectations and reinforcing positive behaviors, it is our goal that each student understand that respect for self and others is expected. Each classroom teacher will establish classroom procedures and expectations. These will be provided to you.

AECC uses the 7 Habits Happy Kids as the foundation for teaching students self-control, respect and responsibility, however; some students may need additional support. In the event that this becomes necessary, the parent, the school behavior interventionist, school counselor, building principal and teacher will meet to discuss and create an appropriate behavior plan. Parents will be expected to follow the plan established for home to support the school.

# **CougaRally**

CougaRally is a celebration of the school week and students. CougaRally occurs on Fridays. Pre-K celebrates at 9:00 and Kindergarten at 10:00. Cougar Cubs are celebrated at this time as well as birthdays. Each week a class is featured and performs a short program as well as leads the pledges and creed.

## **COVID-19 Procedures**

Due to COVID-19 precautions, CougaRally will be altered. Students will still be acknowledged for their accomplishments and for birthdays, but we will not gather large groups of students unless it is considered to be safe.

# **Cougar Cubs**

Cougar Cubs are chosen on a weekly basis and celebrated during CougaRally. It is our goal to showcase all of our students. Teachers use different methods and procedures for choosing Cougar Cubs, but all students will be showcased.

# **Bus Transportation and Regulations**

Please be aware that AECC busing is different from the other grade centers. AECC students do not ride with any students other than AECC students. Each bus has an assistant. The following procedures are followed:

Students will be dropped off at your residence ***only if:***

- 1. Parent or other authorized adult meets the bus.**
- 2. Parent or other authorized adult is visible.**

If the parent or authorized adult is not visible, the child will be taken to the Latch Key Program which is housed at Hayes Elementary School (16th and Mississippi). You will be notified that your child has been taken to Latch Key. The buses will begin leaving AECC at approximately 2:40. You will need to start watching for your child's arrival at that time. It is also important to note that arrival times can be altered due to a student not riding the bus.

***If a student becomes disruptive on the bus or does not follow the bus procedures, the student will be given a written notice. Multiple notices may result in the student not being allowed to ride the bus. (See district handbook on bus regulations)***

### **AECC Children Must Remember:**

1. Wait for the bus assistant to walk you across the street
2. Go to your seat quietly and quickly.
3. Stay seated and in your seat.
4. Stay seated until the bus is stopped.
5. When windows are open-keep hands and head inside the bus.
6. You may talk quietly, using an inside voice.
7. Keep school papers and/or folders inside your backpack or in your hands.

### **Parents Please Remember:**

1. We have only one pick-up and delivery point per child. We **do not** make bus changes unless it is a permanent change. We must have 24 hours to make any permanent changes.

2. If a temporary change is needed, the parent is responsible for the transportation AND the school must be notified of the change.
3. Any severe misbehavior on the bus will be reported to the principal and parents will be notified.
4. The bus assistant **MUST SEE** the parent or authorized adult or the child will be taken to Latch-Key (located at AECC).

## School Messenger

Ada City Schools use the School Messenger system to notify parents of school announcements. The school messenger system will be used to notify parents of school events, school closings as well as notify you of unexcused absences.

## Personal Items

Please label ALL personal items (coats, backpacks, lunch boxes, sweaters etc.) with the child's first and last name. Please do not send personal items such as toys to school. The only time this will be acceptable is if your child's class is having a special day or it is your child's show and tell day.

## Lost and Found Items

Lost and found items will be placed in the containers located in the foyer of the cafeteria entrance.

## Bullying/Cyber Bullying

Bullying and Cyberbullying will not be tolerated at AECC. Bullying is against Oklahoma State Law and will be dealt with according to the Ada City School district policy on bullying. This policy can be found on the Ada City Schools website or can be provided to you upon request. Any student who engages in any type of bullying, or cyberbullying, will receive consequences appropriate to the offense. Bullying can be defined as any physical or verbal action that causes physical or emotional harm to others. Bullying issues will be brought to the attention of the school administration

who will determine the consequences depending on the type and severity of the offense and according to district policy. Cyber bullying will be defined and carry the consequences for this site as it is described in the Ada City School District Policy book.

## **Cold/Heat Weather Recess Policy**

As a general rule, AECC students will go outside each day. AECC follows the state guidelines for appropriate outdoor activities and takes into account wind chill and heat indexes. Please make sure that you send your child to school with appropriate clothing for current weather conditions. There may be times when students will go outside, but for a shortened period of time.

### **Covid-19 Recess Precautions**

Playgrounds will be disinfected after each recess period. Number of students will also be limited on each playground.

## **Accidents**

If an injury to your child occurs at school, the school emergency medical team/school nurse will determine if the emergency warrants transporting to a medical facility. The child will be made comfortable and parents will be called immediately. If you cannot be reached, the emergency contact will be notified. An accident report will be completed by the AECC staff member who witnessed the incident/accident. The report will be on file at AECC as well as the district Board office.

## **Fundraisers**

AECC fundraisers provide much needed funding for the school. The monies raised goes directly to support the students and provide classroom supplies. Your support of these fundraisers enhances your child's learning experience.

# Gifts

Gifts or flowers for individual children will not be delivered to the classrooms. The gifts will be kept in the office until the end of the school day. The child will pick up the gift as he/she leaves the building. Gifts for the entire classroom will be delivered and distributed.

Balloons **are not** allowed on buses. The balloons are distracting to the bus driver and could potentially block the driver's view.

There is a district wide policy in place for Valentine's day. Outside deliveries are not accepted at any of the Ada City Schools.

# Dress Code

AECC students are expected to wear clothing and shoes that are appropriate for active and outdoor play. The following guidelines for clothing selection are recommended:

- Shorts should be modest in length
- No crop tops or half-shirts are permitted
- Shirts with objectionable printing should not be worn
- Flip-flops, open-toed shoes, sandals and boots are discouraged for PE (kindergarten only) for safety reasons. If your child does wear sandals, please send a pair of closed-toed shoes for your child to participate in PE classes.
- Clothing that appears to be too tight or cause discomfort to the child should not be worn

Please send appropriate outer clothing (coat, sweater etc) to meet current weather conditions.

# Financial Items

If you send a check with your child, it is most helpful if you put the child's name, grade, teacher's name and purpose for the check, on the memo line. Please do not send cash to school, but if you must send cash, place it in a

sealed envelope with the child's name, grade, teacher and purpose on the front of the envelope. All checks, unless otherwise specified, will be made to AECC.

## **Evacuation/Fire/Intruder/Tornado Procedures**

The safety and well-being of our students is a top priority. Safety drills (fire, intruder, tornado, and lockdown) are conducted throughout the year in accordance with the Homeland Security Act and State law.

We are very fortunate to have an approved Safe Room in our school. Students will be moved to the Safe room (gymnasium) in the event of threatening weather. Students will not be allowed to leave the building once a threat of severe weather and students have been moved to the safe room.

## **Cafeteria/Meal Charge**

You are encouraged to pay for breakfast and lunch in advance. Any amount that is left in your child's account at the end of the year will be carried over to the next school year.

- Breakfast is served beginning at 7:30 and ends at 8:00
- If your child plans on eating breakfast at school they should be there no later than 7:45 a.m.
- Milk can be purchased for .50 cents
- Please send beverages in a thermos or disposable container.
- Soda pops in cans or bottles are not allowed
- Lunch statements are sent home. Please keep your child's lunch account current.
- Please see the district handbook for the complete Meal Charge Policy

# Facility Dog

AECC is very fortunate to have an on site facility dog. Rena is a certified facility dog through Canine Companions and has passed all the nationally standardized public access tests.

Please adhere to and follow the guidelines established for approaching Rena

- When Rena is wearing her vest, she is working.
- Please ask permission from her handler (Mrs. Feiler or Mrs. Allen) before petting her.
- Rena follows a strict diet, so please do not offer her additional treats.
- Rena is bred and trained to remain calm in all situations, however; like all of us, she needs her personal space.

Rena is used with all students on a rotational basis to encourage and support the 7 habits and good character.