



Orchard Farm School District  
Early Learning Center  
2019-2020 Family Handbook



Explore-Discover-Engage-Create-Succeed

Approved by Orchard Farm School District Board of Education May 2019

## **2019-2020 OFSD Early Learning Center School Information:**

Office Hours: 7:30 A.M. to 4:00 P.M.

OFSD Early Learning Center

3489 Boschertown Road

St. Charles, MO 63301

Phone: 636-925-5400 Fax: 636-916-3788

### **Early Childhood Staff**

Kari Schriber-Principal [kschriber@ofr5.com](mailto:kschriber@ofr5.com)

Holly VonFeldt -Building Nurse [hvonfeldt@ofr5.com](mailto:hvonfeldt@ofr5.com)

Karen Gilkey- Administrative Assistant [kgilkey@ofr5.com](mailto:kgilkey@ofr5.com)

Joyce Thompson-Receptionist [jthompson@ofr5.com](mailto:jthompson@ofr5.com)

### **Parent as Teachers**

Cindy Sullivan -Parents as Teachers Coordinator [csullivan@ofr5.com](mailto:csullivan@ofr5.com)

**Mission:**

The Orchard Farm Early Learning Center will guarantee a supportive, safe, and engaging environment in which all students **learn** at high levels.

**Vision:**

The vision of the Orchard Farm Early Learning Center is to create an organization based on respect for all individuals regardless of abilities and/or financial capacity and to serve as a model for other preschool programs.

**Collective Commitments:**

- We are committed to fostering the social-emotional development of each child.
- We are committed to providing excellent customer service to all of our families and community members.
- We are committed to researching and implementing evidence-based instructional strategies in order to ensure student growth for each child.
- We are committed to a culture of staff collaboration in order to better support the development of every child and the continued growth of our staff.

**Our Curriculum:** Our curriculum is guided by the Missouri Early Learning Standards and focuses on the following areas: Early Literacy & Written Expression, Mathematics, Social Emotional Development, Fine Motor & Gross Motor Development, Health & Safety, Communication Development, Approaches to Learning, and the Sciences. We have adopted the Emerging Language Literacy Curriculum (ELLC), which is a state approved curriculum aligned to the MO Early Learning Standards as well as the Desired Results Development Profile.

**Literacy:** We want our students to show an interest in reading and begin to exhibit appropriate book handling skills, pretend to read easy or predictable books, comprehend and respond to text, develop a sense of story, identify some alphabet letters and their corresponding sounds, recognize that print represents spoken words, and begin to read environmental print.

**Written Expression:** In the area of written expression, we want our students to experiment with writing tools and materials, use scribbles, shapes, pictures, and letters to write and tell others about their intended meanings of drawings and writings.

**Mathematics:** We want our students to develop an understanding of patterns and relationships, explore data and measurement concepts, investigate geometry and the relationships between positions and locations and use numbers to solve problems/communicate mathematical ideas.

**Social Emotional Development:** We want our students to build positive and long lasting relationships, cooperatively work with other children and adults, develop self-control and a sense of personal responsibility, and learn to adapt to an ever changing world.

**Fine & Gross Motor Development:** We want our students to develop purposeful and refined fine motor skills (squeezing, twisting, lacing, and grasping), and use tools in a functional manner (utensils, writing tools, scissors, & paintbrushes). We also want our students to be able to walk, run, and jump with ease, use large muscles to manipulate objects, and learn to control their body movements by bending, stretching, and balancing.

**Health & Safety:** We want our students to practice healthy behaviors by showing independence in personal hygiene, choosing to participate in daily physical activity, and exhibiting body strength and endurance. We also want our students to practice safe behaviors by recognizing personal danger, comprehend vehicle, street, and safety words, and listen to/follow adult directions in an emergency.

**Approaches to Learning:** We want our students to display persistence, show confidence & curiosity, exhibit creativity, take initiative, and use problem solving skills.

**Communication Development:** We want our students to use their language in a variety of ways to ask & answer a variety of WH questions, acquire new vocabulary to pretend and create, initiate and respond appropriately to peers and adults, and listen to and engage in conversation with others. We also want our students to be able to follow simple directions, purposefully listen to books and teacher led activities, and be able to appropriately respond to other's ideas, comments, and/or questions. We also want our students to develop and discriminate sounds to communicate clearly and efficiently with peers and adults.

**Sciences:** We want our students to explore, investigate, show an interest in, and solve problems related to earth and space, plants and animals, and the physical world around them.

**Daily Schedule:** We believe that children learn best when they are actively engaged in a variety of developmentally appropriate activities and learning experiences. All of our classrooms are designed so that children can navigate, and explore different media within interactive and engaging centers. Examples of centers may include the following: Block Design, Dramatic Play, Music & Movement, Writing, Art & Sensory, Sand & Water, Reading & Listening, Math, and Science & Discovery. In addition, your child will also participate in a variety of teacher-led activities, which may include circle time, small group activities, large group activities, story time, and individualized instruction.

### **Sample Half-Day Preschool Schedule:**

8:30-8:45 Arrival & Guided Play

8:45-9:00 Circle Time

9:00-10:00 Learning Centers, Small Group, & Large Group Instruction Rotation.

10:00 -10:20 Snack Time

10:20-10:40 Outside Exploration

10:40-10:50 Read Aloud/Literacy

10:50-11:15 Learning Practice/Skill Repetition

11:15-11:30 Music & Movement/Closing

**Sample Full Day Preschool Schedule**

8:30-8:45 Arrival & Guided Play

8:45-9:00 Circle Time

9:00-10:00 Learning Centers, Small Group, & Large Group Instruction Rotation.

10:00-10:20 Snack Time

10:20-10:40 Outside Exploration

10:40-10:50 Read Aloud/Literacy

10:50 -11:10 Learning Practice/Skill Repetition

11:10-11:30 Music & Movement

11:30-12:00 Lunch

12:00-1:30 Rest Time

1:30-2:00 Outside Exploration

2:00-2:15 Circle Time/Read Aloud

2:15-3:15 Learning Centers (including snack), Small Group, & Skill Repetition

3:15-3:30 Clean-Up & Closing Group Time

## General Information

**Release of Students:** Parents must provide the classroom staff a note or call the school in advance if they plan on picking up their child early from preschool. Children will only be released to their custodial parents or those individuals listed on the emergency contact forms. All individuals picking up their children during the school day will be required to show a state-issued photo ID. In an effort to keep our children safe, the district will strictly adhere to this procedure.

**Reporting Absences:** Please report all absences to the building secretary and/or school nurse the day your child will not attend. We understand that some absences are unavoidable due to illnesses and family emergencies; however, regular participation in the preschool program is crucial to the academic and social development of your child.

**Emergency School Closings:** In the event of an emergency such as severe weather conditions, the superintendent of schools may announce the closing of Orchard Farm School District Schools. An unscheduled early dismissal form must be completed and turned in for each child. An announcement will be made through media outlets and the OFSD school communication system in the event an unscheduled early release day is necessary.

Please do not call the school during these times unless it is an emergency. Please keep your unscheduled early dismissal information up to date in the office. The teachers will follow these instructions if school must be closed early. The school must have an updated unscheduled early release form in the child's permanent records, in an effort to decrease unnecessary confusion and/or concern.

Below is a list of radio and television stations that will broadcast or display any school closings due to inclement weather. Stations will announce beginning at 5:30 AM. KMOX (1120 AM) KFTK (97.1 FM) KSDK (CHANNEL 5) KMOV (CHANNEL 4) FOX (CHANNEL 2)

School closings are posted on the district's web page at: [www.ofsd.k12.mo](http://www.ofsd.k12.mo). The district will also notify registered families with a phone call through the School Messenger communication system.

**Inclement Weather Days:** Families who have updated phone numbers listed with the district will receive notification of school closings through an automated message. In addition, local news stations will also post school cancellations due to inclement weather.

**Emergency Drills:** All early childhood students are taught to take proper safety precautions should an emergency develop. Children will practice safety drills associated with fire, tornado, earthquake and intruder scenarios. If you have any questions concerning emergency procedures, please discuss any questions you may have with your child's teacher, the school nurse, and/or the building principal.

**Clothing:** Preschool is a time of active engagement and play. Your child will be participating in a variety of activities that encourage exploration, creativity, and discovery, such as painting, cooking, running, jumping, and interacting with messy materials. We encourage families to dress their children in comfortable, practical clothing that can be easily washed. It is also recommended that children wear tennis shoes rather than sandals, flip flops, and/or crocs, which prohibit active gross motor play and the ability to access playground equipment safely.

**Personal Items:** Please refrain from allowing your child to bring personal belongings such as toys, trinkets, and/or jewelry to his/her preschool classroom. Children have access to a variety of engaging, developmentally appropriate activities and materials that will keep them busy. Personal belongings tend to distract children from the learning environment and can easily become lost or broken. **Children who attend the Full-Day Program may bring a blanket, and one “lovey” to snuggle with during rest time.**

**Outdoor Play:** Outdoor play is an important part of the preschool experience. Your child will participate in outdoor activities daily, unless the temperatures and/or air quality fall below the recommended guidelines. It is crucial that children are dressed appropriately for the weather each day.

**St. Louis Children’s Hospital Guidelines for Safe Outdoor Play:**

If the wind chill is below 10 degrees	Indoor play
10-20 degrees	5 minutes of outdoor play
20-32 degrees	10-15 minutes of outdoor play
32 degrees or higher	Normal outdoor activities
If the heat index is over 95 degrees	Indoor play
90-95 degrees	5-10 minutes of outdoor play
Below 90 degrees	Normal outdoor activities

**Birthday Celebrations:** Birthday celebrations are an exciting milestone for any preschooler, and our hope is that your child’s day is memorable. Due to new federal regulations associated with “Smart Snacks”, as well as, significant increases in food allergies all ELC families must order their child’s birthday treat through Chartwells. Please contact Ann Steele at [astele@ofr5.com](mailto:astele@ofr5.com) to make arrangements for your child’s special day.

**Snacks/Lunch:** Children participating in half-day preschool will be offered a nutritious, healthy snack each day. Children participating in the full day preschool program will be offered a morning snack, an afternoon snack, and a hot lunch. Additionally, before-care students are offered breakfast and after-care students will receive a snack. Children with significant medical concerns and/or allergies must submit a medical substitution form signed by their physician documenting the need to bring in their own food or the need for substituted food items.

**Eagle Expectations:** Staff at the OFSD Early Learning Center have developed positive expectations that will be incorporated throughout the preschool day. All staff will use the Eagle Expectations to teach expected behaviors in a fun and positive way through direct instruction, modeling, and role-play.

**Seesaw For Schools:**

Seesaw is a simple way for teachers to record and share what's happening in the classroom. Parents are only notified about their own child’s work, and all data is safe and secure. Seesaw will be the primary form of communication from school to home. This student specific portfolio will be accessible from year to year for your child. Parent participation is strongly encouraged. To sign up, please visit Seesaw for Schools website (<https://web.seesaw.me/parents>), contact your child’s teacher, or the office.

**Lost & Found:** Lost and found articles (jackets, sweaters, hats, gloves, boots, umbrellas, extra clothing etc.) are kept in a “lost and found” box located in the main hall. Items unclaimed at the end of the school year will be given to charitable organizations. We recommend that you label outer clothing and other personal belongings with your child’s name.

**OFSD Early Childhood Volunteer** – Any parent or person in the community who provides uncompensated service to the district. A volunteer, usually a parent or guardian, assists the district staff and is under the direct control of district staff. Volunteers include room parents or persons who volunteer to assist with field trips, class parties or other special occasions. OASIS volunteers are also included in this category. The independent contractor will provide name badges to volunteers after a successful background check has been completed. Volunteers must wear their badges during school functions.

**Volunteer Background Check:** -For the safety of our students, Orchard Farm School District Policies GBEC an ICC require all volunteers in the district to satisfactorily complete a background check annually. The district utilizes an independent contractor to perform a comprehensive criminal and sex offender registry search. You can visit the volunteer opportunities page for more information. [http://www.ofsd.k12.mo.us/resources/for\\_parents/volunteer\\_opportunities](http://www.ofsd.k12.mo.us/resources/for_parents/volunteer_opportunities). There will be an annual fee, payable through the independent contractor’s website, due at the time of registration. These fees will not be reimbursed. If you are unable to access the online registration system, please contact your child’s school for assistance.

**Classroom Parties:** All family members interested in attending their child’s school party MUST complete the district approved volunteer background check PRIOR to attending the party. The background check is generally processed within two weeks of the submitted application. Please visit <http://www.ofsd.k12.mo.us/resources/forparents/volunteeropportunities>.

**Communication between Home and School:** A positive home/school relationship is critical to each student’s success. However, there may be times when as a parent you may have a building or classroom concern. If such a concern arises, please refer to the following:

- Contact the teacher directly to ask about the situation. Usually a phone conversation is all that is necessary.
- If you prefer to meet with the teacher, send a note and/or call to set up an appointment.
- When meeting or talking with the teacher, clearly explain your concerns and work with the teacher to find a solution, which meet the needs of home and school.
- If you and the teacher are not able to find a solution, either party may contact the principal for assistance. The principal will work to understand the situation and help find a workable solution.

**Parents as Teachers:** Parents as Teachers is a free and voluntary early-learning program available to all parents who are expecting a child or have a child under kindergarten age. Programming includes home visits by educators certified in early childhood development, group meetings with other parents of same-age children, and developmental screenings for children not yet school age. If you are interested in enrolling your child in the Parents as Teachers Program or would like to schedule a developmental screening for your child, please contact Cindy Sullivan at 636-925-5400.

**Early Childhood Special Education (ECSE):** The OFSD Early Childhood Special Education Program provides a variety of services to children between the ages of 3-5 years old. Once a child is found to be eligible to receive special education and related services, an Individualized Education Program (IEP) will be developed in an effort to remediate your child’s identified delays.



## General Enrollment Procedures

**Preschool days/times available:** The Orchard Farm School District will provide the below half day preschool options, full day preschool options and extended care options for interested families. Families must fill out all the required OFSD Early Childhood Enrollment Forms and pay the \$30 registration fee before the child will be given a class assignment.

<b>3-5 Half Day Preschool Options (8:30-11:30 AM)</b> Monday –Friday \$80 weekly Monday, Wednesday, Friday -\$48 weekly Monday, Wednesday-\$32 weekly Tuesday, Thursday -\$32 weekly	<b>3-5 Full Day Preschool Options (8:30AM -3:30 PM)</b> Monday –Friday \$160 weekly Monday, Wednesday, Friday -\$96 weekly Tuesday, Thursday -\$64 weekly
<b>3-5 Half Day Preschool Options (12:30-3:30)</b> Monday –Thursday \$64 weekly Monday, Wednesday \$32 weekly Tuesday, Thursday -\$32 weekly	<b>Extended Care AM/PM Options (6:30AM-8:30AM) (3:30PM -6:00PM)</b> <u><b>AM/PM Combined</b></u> Monday –Friday \$60 weekly Monday, Wednesday, Friday -\$36 weekly Tuesday, Thursday -\$24 weekly <u><b>AM Only Option</b></u> Monday –Friday AM Only \$30 weekly Monday, Wednesday, Friday AM Only -\$18 weekly Tuesday, Thursday AM Only -\$12 weekly <u><b>PM Only Option</b></u> Monday –Friday PM Only \$30 weekly Monday, Wednesday, Friday PM Only -\$18 weekly Tuesday, Thursday PM Only -\$12 weekly

**Enrollment Procedures:** Families that are interested in enrolling their child in the Orchard Farm School District's Early Childhood program must turn in a completed registration packet, and a \$30-dollar program fee that will be refunded at the end of the school year to all families with a zero balance. The following documents must be completed prior to your child's enrollment.

- Completed Enrollment Packet, which includes the following forms.
  - The Orchard Farm School District Enrollment Packet
  - Birth Certificate
  - Updated Shot Records
  - Custody/Guardianship Documents (if applicable)
  - Parent's State Issued Identification Card (Driver's License)
  - Student Health Inventory, Medical Emergency Contact Form, Medication Permission Forms, Emergency Action Plans (Asthma, Allergy, Seizure)
- You will also be required to prove residence within the OFSD by providing one document from List A and one document from List B

List A	List B
Current Mortgage Statement	Current Utility Bill
Current Real Estate Tax Statement/Sales Contract	Current Personal Property Tax
Current Rental Agreement/Receipt	Official Mail: Federal/State Agencies
	Current Billing Statement

**Tuition Payments:** Tuition rates are fixed and approved annually by the Orchard Farm School District Board of Education. The OFSD Early Learning Center will issue online tuition statements weekly to each family with a current email account. Families may pay electronically (online only) and/or by check, cash, and/or money order at the OFSD Early Learning Center. Tuition not received for two consecutive weeks may result in your child's dismissal from the program. Reenrollment into the program may only occur after all balances have been paid in full and space is available. The Orchard Farm School District will not hold slots/spaces for families who have delinquent accounts.

**Tuition Statements/Billing:** The OFSD has moved to an online billing system. Families are only charged for the days the preschool is in session. Tuition statements will be sent out electronically on a predetermined billing schedule.

- For example, if your child is enrolled in the full day program MTWRF the preschool will be in session 172 days. We only charge for 172 days (34.4weeks) over the course of the school year. What this means is for 34 weeks predetermined weeks families will receive a consistent invoice of \$160. There may be days that the school is only session for three days, however you still owe the weekly tuition as it has been "built in" to the calendar. Your last invoice will reflect the .4 weeks still owed on your child's balance. Please see the OFSD ELC –Billing Schedule for more information. (Coming this Summer)

The Orchard Farm School District will accept cash (money orders/cashier checks), checks, and/or electronic payments (a surcharge will apply for all credit card transactions). Cash and check payments will only be accepted at the Early Learning Center, all credit card payments must be made through the revtrack portal. You may check your balance and/or make a payment by visiting [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us). **Please do not send in tuition payments with your child.**

**Returned Check Policy:** The following process will be followed in the event the OFSD Early Childhood Program receives a returned/bounced check for tuition and/or childcare payments.

- After receiving a “returned” check all tuition payments must be in the form of cash, cashier checks, and/or money orders.
- All “returned” checks are subject to a fee that will be added to your child’s balance.
- Multiple returned checks could result in your child’s dismissal from the OFSD Early Childhood Program and/or the Extended Care Program.

**Income Tax Statement for Full Day Students:** All information related to income taxes can be found on your child’s online tuition statements. You may request records related to tuition payments for tax purposes by calling the OFSD Early Learning Center or by accessing your child’s online account.

**Late Pick Up/Dismissal from the Program:** Picking up children late from the preschool program and/or the full day program creates unnecessary stress for children and staff. It is imperative that families pick up their child on time in an effort to decrease anxiety and/or disruption to the program or staff’s after work obligations. **Late pickups will result in a late fee of \$1 a minute. Dismissal from the before/aftercare program may occur after 5 late pick-ups.**

**Withdrawal from the Program:** The Orchard Farm School District requires a two-week notice in writing from families requesting a withdrawal from the preschool and/or childcare program. Failure to provide proper notice may result in your child being denied future enrollment into the program.

**Weapons:** The possession of weapons of any kind or any object used as a weapon in a school setting or at a school activity is strictly prohibited. This is in accordance with the “Safe Schools Act of 1993.” Be advised, some items sold in sporting goods and/or toy sections of department stores are in fact weapons as defined by state statute and board policy. An example would be Airsoft guns. Possession of such items at school or on the school bus is strictly prohibited and carries significant consequences.

**Parent Notifications:** Our district uses the School Messenger Notification System to provide timely communication to students, parents, and staff members on matters such as attendance, general interest activities, school closings, and campus/district emergencies. School Messenger is an online and mobile communication platform, accessible through [www.schoolmessenger.com](http://www.schoolmessenger.com) or mobile apps for the iOS and Android. When using School Messenger, you are given the choice of various notifications through the app. This way, you only receive the information that is relevant to you. Using the email address, you provided the school district, register at [www.schoolmessenger.com](http://www.schoolmessenger.com). Complete your profile and communication preferences. Be sure to pay close attention to these, as they will determine how you receive notifications.

## Health Information

**General Health:** The Orchard Farm School District is dedicated to providing all children with a safe, healthy learning environment. The following practices and procedures have been developed in order to ensure the health and safety of all children enrolled in our early childhood program. It must be noted that in some instances a doctor’s note may be required.

- In order to prevent the spread of contagious illnesses, please keep your child home if they exhibit the following symptoms. In addition, you may be asked to pick up your child if he/she exhibits the below symptoms during the preschool day.

## Common Preschool Illnesses

- **Fever:** A 100.0 or greater. Children should be fever free (99.6) or less for 24 hours without the use of fever reducing medications before returning to preschool.
- **Vomiting:** Your child must remain home if he/she vomits. Your child may return to school once they are symptom free for 24 hours.
- **Impetigo:** Infections of the skin which include small, highly contagious blisters filled with yellow fluid. Children will be excluded from preschool until the lesions have healed or after 24 hours of prescription medication.
- **Pink Eye:** If reddening of the inner eyelid or white of the eye is observed that is accompanied with drainage, itching, or pain the child must remain at home. The child may return to school after 24 hours of prescription medical treatment.
- **Head Lice:** Children may return to school once their hair has been treated and all live lice have been removed. The student must visit the school nurse for a check before they may return to the classroom.
- **Diarrhea:** (loose or frequent stool): Defined as more than one loose stool. A child must be symptom free for 24 hours before returning to school, unless the family provides a written note from a physician stating that the child is not contagious.
- **Scabies:** A contagious skin rash caused by a parasite that causes severe itching. The child can return to school once he/she has been successfully treated by a physician.
- **Strep Throat:** The child may return to school once he/she is fever free and has been treated for 24 hours with prescription antibiotics.

**Medication:** The school district recognizes that some students may require medication for chronic and/or short-term illnesses during the school day to enable them to remain in school and participate in their education. Medication administration shall be restricted to *necessary* medication(s), which cannot be given on an alternative schedule. Please note the following guidelines:

- **Medication:** (See Medication Form)

Medication must be supplied in a current, properly labeled container from the pharmacy, which includes the following information:

- Name of student
- Name of the medication
- Dosage
- Schedule of administration
- Date purchased
- Physician's name

**Medication must be accompanied by a physician's order, which should state the following:**

- Name of student
- Name of medication
- Dosage
- Schedule of administration
- Route of administration
- Physician's signature
- The school nurse will follow the directions on the label of the medication; therefore, the medication must be age-appropriate for children.
- The school will not administer the first dose of any medication.
- All medication orders must be renewed each school year

- No medications (excluding inhalers) will be sent home on the bus. Parents must come to the school clinic to pick up any leftover medication. Any medication left in the clinic at the end of the school year will be discarded.
- It is the right of the nurse to refuse to give any medication that he/she feels does not meet the above criteria. The parent/guardian will be notified if the request to dispense medications is denied for any reason.

#### **Minor/Major Injuries:**

1. Preschoolers engage in very active play which often results in scrapes, bumps and/or scratches. Minor injuries, such as scratches, scrapes, insect bites, and/or bruising will be treated by your child's school nurse. A report will be completed by the school nurse or designee and will be sent home with the student.
2. In the event of a major injury, the school will immediately call for professional medical help by calling 911. Parents or emergency contacts will also be notified.
3. In an emergency situation in which the child must be transported to the hospital, either the school nurse and/or another staff member will accompany or remain with the child until his/her parents have arrived. A report of accident, injury, illness and/or emergency care will be documented by the child's teacher/nurse and a copy will be provided to the family.

**Updated Immunizations:** State law requires that children enrolled in a public institution receive the following series of immunizations: polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, Hepatitis B and Varicella (chickenpox), influenza B, pneumococcal and haemophilus influenza B. Any medical or religious exemption must be signed by a physician and/or parent and filed with the school annually. In addition, families may inquire whether or not there are children in the program exempt from immunizations.

**Communicable Disease:** If your child has been exposed to or has contracted a communicable disease, it is imperative that you notify your school nurse immediately.

**Medical Conditions:** The preschool program will require families to submit additional medical information and/or action plans related to chronic medical conditions such as, asthma, food allergies, seizure disorders, and/or diabetes on an annual basis.

**Emergency Information:** In effort to maintain a safe and nurturing learning environment for your child, it is imperative that we have current emergency contact information and/or updated medical records in his/her file. Please notify the preschool immediately if there have been changes to your address, phone number, medical information (allergies, asthma, seizures, etc.) and/or the addition or removal of emergency contacts.

**Child Abuse/Neglect Procedures:** All staff members at the OFSD Early Learning Center are mandated reporters. Any staff member who has cause to suspect child abuse and/or neglect is required by law to report all instances to the Missouri Children's Division. In addition, children will not be released to anyone that appears to be under the influence of drugs and/or alcohol.

### Arrival & Dismissal Procedures:

\*\*\*\* An addendum to arrival and dismissal procedures will be sent home in late July once all arrival and dismissal procedures are solidified.

**Arrival/Dismissal Procedures:** The following arrival/dismissal procedures will be used by the OFSD Early Learning Center each morning and afternoon. It is imperative that parents/guardians follow the procedures in an effort to keep all of the children safe.

#### Before & After Care (Drop Off/Pick Up)

- Drop off and pick up for children enrolled in the before/aftercare program is located in the rear of the building. Parents will enter the “Multi-Purpose Room Door” by the playground entrance.
- Please park your vehicle in the parking slots available by the playground when dropping off and/or picking up your child.
- Children may be dropped off as early as 6:30 AM and must be picked up no later than 6:00 PM each day.
- Families must sign their children in/out each day.
- Children will only be released to those individuals listed on the child’s emergency contact list.
- All staff will ask to see a state-issued photo identification before the child is released to an individual’s care.
- All children must be picked up no later than 6:00 PM. Families will be charged \$ 1 per minute for each minute they are late picking up their child. In addition, five late picks-ups (after 6:00 PM) may result in your child’s dismissal from the program.

#### Preschool Drop Off

- Families dropping off their child for either half-day or full day care will park at the far end of the parking lot and enter through the **new preschool addition entrance**.
- Families may not drop off their child prior to 8:20 AM or 12:20 PM (afternoon classes only) as many staff have before school responsibilities such as faculty meetings, preparation for the day, and collaborative work sessions. The entrance will be locked after 8:40 AM and 12:40 PM. Families who arrive after this time must report to the Main Entrance of the ELC.

#### Dismissal/Pick Up

- Dismissal Procedures will begin promptly at 11:30 AM for half-day sessions and 3:30 PM for all other classes.
- All children participating in the parent pick-up line will be issued a Parent-Pick-Up Authorization Card.
- Parents are asked to display their Pick Up Authorization Cards in their vehicle’s front window at all times.
- Parents will park their car in two single file rows at the designated pick up vehicle line located in the rear of the building. Cones will identify the correct pick-up line area.
- As families arrive, staff will escort children to each vehicle. Once all children in the loading area (6 cars at a time) are safely strapped in their car seats, each car will be released.
- Families arriving after dismissal procedures will be required to sign their child out at the Main Entrance.
- Five late pick-ups (after 3:30 PM) may result in your child’s dismissal from the preschool program.
- Students will not be released to any family member without an appropriate car-seat. Additionally, we ask that parents refrain from using cell phones during parent pick-up to ensure the safety of all of our students and staff.

### **Discrimination Notice:**

In accordance with law, the Orchard Farm R-V School District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Orchard Farm R-V School District is an equal opportunity employer.

The Orchard Farm R-V School District also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

Additional information pertaining to Discrimination, Harassment and Retaliation can be found in BOE Policy AC. All District policies can be accessed through the district website:

<http://eboard.eboardsolutions.com/epolicy/PolicyOverview.aspx?S=416&Sch=416>

The following person has been designated to handle inquiries regarding the Orchard Farm R-V School District's non-discrimination policies:

Mrs. Melissa Daniel  
Executive Director of Special Services

### **DIRECTORY INFORMATION**

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) most recent previous school attended by the student, (11) photograph.

Directory information may be disclosed by the Orchard Farm School District for any purpose at its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of the above information as directory information. Please note the request to refuse to permit the release of the above information must be a request in whole (all 11 items). A parent of a student or an eligible student that wishes to refuse selected items, will in effect, be opting out of all 11 items detailed above.

As a parent/guardian of a student in the Orchard Farm School District, I understand that the Orchard Farm School District or other media representatives, as determined by an Orchard Farm School district administrator, may record my child's picture and/or voice on film, audiotape or videotape, incorporate this tape into publications or broadcasts, and use or authorize the use of this film, audiotape or videotape on television or in any manner or media at any time, including promotion printed media, but not for the endorsement of any product or service.

**Any parent of a student, or a student, who refuses to have directory information released, must file written notification to this effect with the principal of the school which the student attends within the first 10 days of school.**



## **FAMILY and EDUCATIONAL RIGHTS and PRIVACY ACT**

*The district's board policy manual can be located at [www.ofsd.k12.mo.us](http://www.ofsd.k12.mo.us).*

Notification of Rights under FERPA for Elementary and Secondary Schools: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.] (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: *Family Policy Compliance Office, c/o U.S. Department of Education, 400 Maryland Avenue, SW--Washington, DC 20202-8520*. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Orchard Farm School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Orchard Farm School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Orchard Farm School District to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

## **BULLYING/HAZING POLICY**

In order to promote a safe learning environment for all students, the Orchard Farm R-V School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Definitions:** *Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyber bullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber bullying that uses the district's technology resources or that originates on district property, at a



district activity or on district transportation. Even when cyber bullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyber bullying if there is a sufficient nexus to the educational

environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

**Designated Officials:** Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The anti-bullying coordinator (Executive Director of Student Services) will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Investigation**

- Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident.
- The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

The full policy can be found at:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCF&Sch=416&S=416&C=J&RevNo=1.21&T=A&Z=P>

### **Hazing**

In order to promote a safe learning environment for all students, the Orchard Farm R-V School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

The full policy can be found at:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JFCG&Sch=416&S=416&C=J&RevNo=1.01&T=A&Z=P>

