

# Colonial Early Education Program (CEEP)



## Parent Handbook 2018-2019

Program Website: [www.colonialpreschool.com](http://www.colonialpreschool.com)

Colonial Early Education Program (CEEP)  
Colwyck School  
12 Landers Lane  
New Castle, DE 19720  
(302) 429-4085



# Welcome to Preschool!

Dear Families,

Welcome to the Colonial Early Education Program (CEEP)! We are so excited to provide your child with a high-quality, enriching, early childhood experience!

This handbook will provide you with information related to the school day and to your child's educational programming. Please read this handbook, as it will be a great resource throughout the year. Please feel free to contact us if you have any questions at (302) 429-4085.

We look forward to collaborating with you to ensure a positive and productive school year!

Sincerely,

A handwritten signature in black ink that reads "Katrina M. Daniels".

Katrina Daniels  
[Katrina.Daniels@colonial.k12.de.us](mailto:Katrina.Daniels@colonial.k12.de.us)  
Principal

### Colonial Early Education Program Contacts

Title	Name	Contact Information
Principal	Katrina Daniels	(302) 429-4085 <a href="mailto:Katrina.Daniels@colonial.k12.de.us">Katrina.Daniels@colonial.k12.de.us</a>
Colwyck Center Secretary	Schmeka Banks	(302) 429-4085 <a href="mailto:schmeka.banks@colonial.k12.de.us">schmeka.banks@colonial.k12.de.us</a>
Special Education Coordinator (SEC)	Jeri Turner	(302) 429-4085 <a href="mailto:Jeri.Turner@colonial.k12.de.us">Jeri.Turner@colonial.k12.de.us</a>
Special Education Coordinator (SEC)	Jenn Vikari	(302) 429-4085 <a href="mailto:Jennifer.Vikari@colonial.k12.de.us">Jennifer.Vikari@colonial.k12.de.us</a>
Special Education Coordinator (SEC)	Janet Halliday	<a href="mailto:Janet.Halliday@colonial.k12.de.us">Janet.Halliday@colonial.k12.de.us</a>
Preschool Expansion Coordinator	Dawn Alexander	(302) 429-4096 <a href="mailto:Dawn.Alexander@colonial.k12.de.us">Dawn.Alexander@colonial.k12.de.us</a>
Nurses' Office	Amanda McConnell	(302) 429-4085 <a href="mailto:Amanda.McConnell@colonial.k12.de.us">Amanda.McConnell@colonial.k12.de.us</a>
School Counselor & Homelessness/ McKinney-Vento Act Liaison	Heather Campbell-Molitor	(302) 429-4085 <a href="mailto:Heather.Campbell-Molitor@colonial.k12.de.us">Heather.Campbell-Molitor@colonial.k12.de.us</a>
School Psychologist	Katie Eaken Nancy Frey	(302) 429-4085 <a href="mailto:Kathleen.Eaken@colonial.k12.de.us">Kathleen.Eaken@colonial.k12.de.us</a> <a href="mailto:Nancy.Frey@colonial.k12.de.us">Nancy.Frey@colonial.k12.de.us</a>
Childfind Coordinator	Tammy Wales	(302) 429-4088 <a href="mailto:Tamara.Wales@colonial.k12.de.us">Tamara.Wales@colonial.k12.de.us</a>
Occupational & Physical Therapists' Office	Azzey Narimanian Michele Jones Elizabeth Conte	(302) 429-4085
Speech-Language Therapists' Office	Miranda Wolff Lindy Sagett Caitlin Evans Michelle Hersh Jenny Wagner Shara Simpson Alexis Coluccio	(302) 429-4085

### SCHOOL HOURS

7:00 a.m.	YMCA Before-Care starts
9:30 a.m.	CEEP doors open*
9:40 a.m.	Students have to be signed in late
3:00 p.m.	Early dismissal pick up ends (No pick- ups allowed after this time)
3:30 p.m.	Dismissal for all students
6:00 p.m.	YMCA After-Care ends

\* Students will be permitted to enter the building at 9:30 a.m. Please do not drop off your child before the doors open.. Prior to that time, there is no adult supervision. \*\*For students who attend Before-Care drop off cut-off time is 9:20 a.m.

**Colonial School District Office Contacts  
(302) 323-2700**

<b>Title</b>	<b>Name</b>
Superintendent	Dr. Dusty Blakey
Assistant Superintendent(s)	Dr. Peter Leida Dr. Jeff Menzer
Director of Business Division	Emily Falcon
Director of Human Resources	Elizabeth Fleetwood
Director of Operations	Karen Gilbert
Supervisor of Nutrition Services	Paula Angelucci
Transportation Supervisor	Drew Moffett
Director of Student Services	Dr. Jon Cooper Holly Sage
Director of Secondary Schools	Jim Comegys
Director of Elementary Schools	Nneka Jones
Director of Curriculum and Instruction	Sherrie Clark

**Colonial School District Board of Education**

Joseph T. Laws II, President
Ronnie C. Williams
Ronald D. Handy Sr.
Robin A. Crossan
Leo B. Magee Sr.
Lucy Kennedy
Tim Suber

**DISTRICT INFORMATION**

<b>Colonial School District Office Address</b>	<b>318 E. Basin Road New Castle, Delaware 19720</b>
<b>District Office Phone Number</b>	<b>(302) 323-2700</b>
<b>Transportation Office Phone Number</b>	<b>(302) 323-2851</b>

## Outside Agencies & Useful Information

<b>Agency/Information</b>	<b>Contact/Information</b>
Children & Families First	<a href="http://www.cffde.org">http://www.cffde.org</a>
Chimes Delaware	<a href="http://www.chimes.org/delaware/index.htm">http://www.chimes.org/delaware/index.htm</a>
Christiana Care	<a href="http://www.christianacare.org/about">http://www.christianacare.org/about</a>
Delaware 211/Help Me Grow (HMG)	<a href="http://www.delaware211.org">http://www.delaware211.org</a>
Delaware Birth to Three Early Intervention System	<a href="http://www.dhss.delaware.gov/dhss/dms/epqc/birth3/directry.html">http://www.dhss.delaware.gov/dhss/dms/epqc/birth3/directry.html</a>
Delaware Child Abuse and Neglect Reporting	Report Line: 1-800-292-9582 <a href="http://kids.delaware.gov/fs/fs_iseethesigns.shtml">http://kids.delaware.gov/fs/fs_iseethesigns.shtml</a>
Delaware Disability Hub	<a href="http://www.deldhub.com">http://www.deldhub.com</a>
Delaware Division of Prevention and Behavioral Health Services (DPBHS)	<a href="http://kids.delaware.gov/pbhs/pbhs.shtml">http://kids.delaware.gov/pbhs/pbhs.shtml</a>
Delaware Early Childhood Council	<a href="http://decc.delaware.gov/">http://decc.delaware.gov/</a>
Delaware Department of Education (DOE)	<a href="http://www.doe.k12.de.us/site/default.aspx?PageID=1">http://www.doe.k12.de.us/site/default.aspx?PageID=1</a>
Delaware Department of Services for Children, Youth and Their Families	<a href="http://kids.delaware.gov/">http://kids.delaware.gov/</a>
Delaware Family to Family	<a href="http://www.delawarefamilytofamily.org/">http://www.delawarefamilytofamily.org/</a>
Delaware Guidance Services	<a href="http://www.delawareguidance.org">http://www.delawareguidance.org</a>
Delaware Office of Early Learning/Great Starts Delaware	<a href="http://www.greatstartsdelaware.com">http://www.greatstartsdelaware.com</a>
Delaware Stars for Early Success	<a href="http://www.delawarestars.udel.edu/">http://www.delawarestars.udel.edu/</a>
Division for Early Childhood (DEC)	<a href="http://www.dec-sped.org">http://www.dec-sped.org</a>
Easter Seals Delaware & Maryland's Eastern Shore	<a href="http://www.easterseals.com/de/">http://www.easterseals.com/de/</a>
Food Bank of Delaware	<a href="http://www.fbd.org">http://www.fbd.org</a>
KidsHealth from Nemours	<a href="http://kidshealth.org">http://kidshealth.org</a>
National Association for the Education of Young Children (NAEYC)	<a href="http://www.naeyc.org">http://www.naeyc.org</a>
Nemours: Children's Health System	<a href="http://www.nemours.org/welcome.html">http://www.nemours.org/welcome.html</a>
Parents as Teachers (PAT)	<a href="http://www.parentasteachers.org">http://www.parentasteachers.org</a>
Parent Information Center (PIC)	<a href="http://www.picofdel.org">http://www.picofdel.org</a>
Purchase of Care	<a href="http://www.dhss.delaware.gov/dhss/dss/childcr.html">http://www.dhss.delaware.gov/dhss/dss/childcr.html</a>
Sustaining Early Success: Delaware's Strategic Plan for a Comprehensive Early Childhood System	<a href="http://www.greatstartsdelaware.com/resources/EarlyChildhoodStratPlan.pdf">http://www.greatstartsdelaware.com/resources/EarlyChildhoodStratPlan.pdf</a>

## **Colonial Early Education Program**

### **Program Overview**

At the Colonial Early Education Program, located at the Colwyck Center, we offer an integrated preschool program for children ages three and four. ALL classrooms include children with identified disabilities as well as children without identified disabilities, known as “Typical Peers.” Based on research and developmentally-appropriate practice, this “inclusion” model of programming, where children with and without disabilities are educated together, is considered to be best practice. By implementing the inclusion model, the Colonial Early Education Program gives ALL children access to participate in age-appropriate learning opportunities, and the supports necessary to do so.

All Colonial Early Education Program classrooms are led by state certified educators, are supported by one or more paraeducators, and benefit from the support of occupational, physical, and speech/language therapists. Student to staff ratios in each classroom are in compliance with student need and follow the Office of Child Care Licensing regulations.

The itinerant service providers, who are teachers and therapists, offices are also housed in both the Colwyck Center as well as at the John G. Leach school. Itinerant service providers work with children with identified disabilities at community child care centers and Head Start centers.

### **Program Information**

#### **ALERT NOW Notification**

Keeping families informed is a top priority in the Colonial School District. The ALERT NOW Notification Service is utilized to send telephone messages that provides important information about school events or emergencies. ALERT NOW is used to notify families of school delays or cancellations due to inclement weather, as well as remind families about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you will be informed immediately by phone. The successful delivery of information via ALERT NOW is dependent upon accurate contact information for each student, so we **MUST HAVE** current phone numbers. If phone numbers change during the year, we **MUST** be notified immediately. If there is a specific number that you would like the school to use for general announcements, please notify the main office. Additionally, CEEP preschool utilizes Remind messaging app by texting parents and guardians important information such as special events, delays and closings. Please reference the appendix for directions to sign up for Remind.

#### **Attendance**

Research shows that children greatly benefit from a consistent routine. Therefore, we ask that all students attend daily (barring illness, doctor’s appointments, etc.) and arrive and depart on time. If your child is absent from school, you must contact the main office via phone, written note, or email, no later than 9:45 a.m. the same day of the absence, to inform the school of your child’s absence or lateness. New program regulations require the school to contact parents of students in a Full-Day classroom by 9:30 am to ensure your child’s well-being. In addition to verbal notification of your child’s illness, please complete a “CEEP Appointment/Illness Note,” found at the end of this handbook, and send it to school when your child returns. Another option is to send an email to the Colwyck secretary, Schmeka Banks [schmeka.banks@colonial.k12.de.us](mailto:schmeka.banks@colonial.k12.de.us) to ensure the office receives excuse notes in a timely manner. Excuse notes should include:

- Your child’s name and room number
- The date of the absence and the reason for the absence

Please use the Colonial School District Website to review the Colonial Calendar. Visit the district site at: <http://www.colonial.k12.de.us/>.

**School Hours for ALL preschool children are:**

- ★ **½ AM Session:** 9:30 AM – 12:00 AM (3 Year Old half day program)
- ★ **½ PM Session:** 1:00 PM – 3:30 PM (3 Year Old half day program)
- ★ **Full Day Session:** 9:30 AM- 3:30 PM (3 & 4 Year Old program)
- ★ **YMCA Before Care begins at 7:00 AM**
- ★ **YMCA After Care ends at 6:00 PM**

**Abbreviated, Delayed Start, Early Dismissals**

- ★ Abbreviated Days for Full Day Students: 9:30 AM -12:47 PM
- ★ On abbreviated days there is **NO SCHOOL** for ½ day programs.
- ★ On Delayed Start Days there will be no school for ½ AM classes.
- ★ Early Dismissals due to weather-related occurrences, school for ½ PM classes will be determined as soon as possible; families will be notified immediately after.

**Behavior**

All students are expected to exhibit safe and appropriate behaviors at school as outlined in the Colonial School District's Code of Conduct. A copy of the Student Code of Conduct is available to students on school entry or online, as indicated on the "Acknowledgment of Receipt" form. Questions by students or by parents/guardians concerning the Code of Conduct should be directed to the principal of the school. Additionally, a copy of the Student Code of Conduct is posted on the Colonial School District website: [www.colonialschooldistrict.org](http://www.colonialschooldistrict.org)

**College and High School Students**

We have established strong relationships with the University of Delaware, Delaware Technical and Community College, West Chester University, Wilmington University, William Penn, and St. George's Vo-Tech, and we are grateful to be able to offer student teaching placements, practicum placements, internships, and volunteer opportunities to students from these programs. Many of our preschool classrooms host college and/or high school students one or more days per week.

**Colonial Readiness Team (CRT)**

The Colonial Readiness Team (CRT) is focused on the **Readiness Equation: Ready Communities + Ready Families + Ready Early Learning Programs + Ready Schools = Ready Children.** The CRT meets monthly at The Colwyck Center to share information with community stakeholders, and to plan and implement activities that support Colonial's birth through age eight children and their families. Colonial's adult family members are encouraged to participate in these meetings and to become members of the CRT. For more information, please contact Dawn Alexander at [dawn.alexander@colonial.k12.de.us](mailto:dawn.alexander@colonial.k12.de.us) or 302-429-4085.

**Communication**

Building a strong home and school connection is important to our staff. We strive to provide frequent communication to families through classroom newsletters, automated phone messages, flyers, progress reports, conferences, and the school website [www.colonialpreschool.com](http://www.colonialpreschool.com). Our main way of communicating quick messages and reminders to parents is through text messages that come conveniently to your cell phone. To receive these messages via text you must enroll in the Remind app, please see the appendix to enroll.



### **Delaware Stars for Early Success**

Colonial's Early Education Program (CEEP) is a Star Level 5 Program!

**What is Delaware Stars?** Delaware Stars for Early Success is Delaware's Quality Rating and Improvement System (QRIS) administered by the Delaware Department of Education (DOE). A QRIS is a method to access, improve, and communicate the level of quality in early care and education and school-age settings. 40 states in our nation are currently implementing a QRIS. The goal of Delaware Stars is to invest in participating programs to increase access to high-quality early childhood programming for all of Delaware's children, especially those from low-income families.

**How are programs assessed for quality?** There are many contributing factors regarding how a program is rated. Examples of these factors include: Quality of staff—Programs with highly-trained staff (those with degrees in early childhood and special education) are scored higher than programs whose staff members do not have early childhood training; Quality of ongoing Professional Development (PD)—Programs that implement professional development and coaching for staff, and then make plans for ongoing assessment and improvement, are scored higher; Quality of instruction and materials—Programs that utilize developmentally-appropriate curricula and materials are scored higher; Access and inclusion—Programs that welcome, provide access, and whole-heartedly include children with disabilities, children from low-income homes, and children for whom English is not their first language are scored higher; Family Involvement—Programs that welcome families for evening and daytime events, offer parent-training opportunities, and include parents in program growth and improvement plans are scored higher; Ratios—Programs that maintain a low staff to student ratio are scored higher.

How can you learn more about Delaware Stars? Visit <http://www.delawarestars.udel.edu/>

### **Discipline**

At the Colonial Early Education Program, we believe that every student is a unique individual with unique personal, social and educational needs. As a result, every disciplinary situation is unique and will be addressed in a way that maintains student's dignity and self-respect.

Our Core Beliefs are:

- Mistakes are opportunities to learn. The goal is to teach children a new skill rather than punishing them for lacking skills we think they should possess by now.
- Students need to experience mutual respect in a secure and nurturing learning environment. We will hold high expectations for our students and ourselves.
- Misbehavior should be seen as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

### **Conscious Discipline**

Conscious discipline is a method of discipline that eliminates the need for a reward and punishment-style of discipline. It is intended to create stronger communication within the classroom and/or home environment. Conscious discipline gives children a voice and empowers them with the ability and help to achieve behavioral goals. There is research supporting this method for classroom use. According to conscious discipline, the creation of healthy connections with other people wires the brain for improved impulse control and a willingness to cooperate. Conscious discipline techniques can be used both in school as well as at home.

### **Dress Code**

Weather permitting, children **will play outside everyday** and must be dressed to meet the weather conditions. Children must wear closed-toed shoes (sneakers, for example). For safety reasons, flip-flops and open-toed shoes are not permitted. Your child will not be permitted to participate on the playground and gym if he/she is wearing open-toed shoes.

### **Early Childhood Assistance Program**

Early Childhood Assistance Program (ECAP) is a statewide program that supports children and their families. The focus in education is in the areas of language, literacy, social-emotional, physical development, health, nutrition and mental wellness. ECAP is funded by the Department of Education and provides preschool services for Delaware's three- and four-year-old children. ECAP's goal is to prepare children to be successful in kindergarten and beyond.

### **Emergency Forms**

An emergency form will be sent home with your child at the start of the school year and must be completed and returned to school within one week of your child starting school. Both sides of this Emergency Treatment form must be completed and signed by the child's parent and/or legal guardian. If information on the emergency form changes during the school year, it is the parent/guardian's responsibility to notify the main office and school nurse of changes.

### **Family Involvement**

#### **Parents must have identification with them every time they enter the building.**

- **Visiting Classrooms-** Family members are welcome to visit classrooms to observe instruction. In order to do so, arrangements are to be made in advance with the classroom teacher with at least 24 hours of notice. Visitors must show their state issued identification and sign in at the office and in the classroom OCCL book upon arrival and sign out before leaving. A visitor's tag will be issued and must be worn at all times that students are in the building.
- **Volunteering-** All parents who are interested in being a volunteer must collaborate with our school counselor to complete the necessary paperwork for the district office verification which includes a background check. Volunteers must report to the office to sign in upon arrival and sign out before leaving. All volunteers must wear a visitor's tag when in the building when students are present. Volunteers are asked to regard all work in school as confidential. While working with students brings many rewards, it also brings great responsibility.
- **Parent Council-** Our Parent Council Committee plays an integral role in your child's education! We value family support, feedback and collaboration. The PCC at the Colonial Early Education Program has many events planned for the students, staff and families. Meeting information will be sent home with your child at the start of the school year. Meetings last for approximately one hour.
- **Family participation-** Families are strongly encouraged to participate in family-centered events such as Back to School Night in August, Open House in October, Parent Conferences in November and March and evening and daytime events planned throughout the school year. Family events are diverse, with some focusing on academics/student learning, and some focusing on social activities/connecting families, children, and staff.

### **Foster Grandparent Program**

We are proud to partner with Delaware's Division of Health and Social Services (DHSS) to host "Foster Grandparents" in some of our classrooms. We have partnered with the Foster

Grandparent Program for over 25 years! Foster Grandparents that are assigned to our building will work collaboratively with teachers to support their classrooms and act as a model and mentor to our students.

### **Gross-Motor Time**

Children benefit from being outdoors as much as possible. However, gross motor activities include both outdoor physical play and indoor gross motor play. Weather permitting, we are required to provide daily outdoor play. Outdoor play is more than what you think. Playing in nature, positively impacts students brain, skill and cognitive development, self-confidence and self-esteem. This school year, we will be focusing on creating an outdoor classroom; there is a lot of content learning such as science, math, and literacy that can occur outside, even in the rain. So there will be times that your child's teacher will conduct lessons in our outdoor environment.

### **Home Visits**

Home visits are a chance for our school staff to get to know a little about your family and gives your child a comfortable zone to participate in a conversation and fun activity with their teacher. With our staff coming to your home environment, your child will be able to view his/her teacher as someone safe and it also gives us a special connection to your child.

Home visits will be conducted twice during the school year. The first visit will occur during the week of August 27th. The second visit will occur during the district parent conference times in March 2019.

### **Inclement Weather**

**Be sure to follow instruction from the Alert Now Phone call. The following are additional references:**

- Please use the following as a resource for days when school is delayed:
  - One hour delay (school begins at 10:30 a.m.)
    - AM Preschool classes will be canceled
    - Full day preschool classes will be delayed one hour.
    - There will be NO before care.
  - Two hour delay (school begins at 11:30 a.m.)
    - AM Preschool classes will be cancelled.
    - Full day preschool classes will be delayed two hours.
    - There will be NO before care.
- Please expect buses to be delayed by the appropriate time delay.
- During inclement weather or emergency situations, early dismissal/school closing information for the Colonial School District will be available from the following:
  - State School Closing Website and Email Notification-Families can register for email notification and/or view the status of school closings across the state. Go to: <http://schoolclosings.delaware.gov> to register for this service.
  - Alert Now phone calls- Are sent out to parent/guardians from the Colonial School District. The District utilizes the phone numbers that were given during registrations. If there is a change in your phone number please contact the main office to make appropriate changes.
  - School and District Websites -A notice will be posted on the home page if schools are opening late, dismissing early, or closing.
  - Local Radio Stations
    - 92.9 FM WDSD
    - 93.7 FM WSTW
    - 99.5 FM WJBR

- 1150 AM WDEL
- 1410 AM WDOV
- 1450 AM WILM

### **Instruction and Assessment**

Several tools are utilized for instruction and assessment:

- **The Creative Curriculum**— A researched-based curriculum that features exploration and discovery as a way of learning core subjects. For more information, visit: <https://teachingstrategies.com/solutions/teach/preschool/>
- **Handwriting Without Tears (HWT)**—HWT focuses on letter formation, letter naming, and fine motor development. For more information, visit: <http://www.hwtears.com/hwt>
- **The Delaware Early Learning Foundations (ELFs)**—The ELFs focus on skills that children should possess before entering kindergarten. For more information, visit: [http://www.doe.k12.de.us/infosuites/students\\_family/earlychildhood/files/PressscELFFinalJul2010.pdf](http://www.doe.k12.de.us/infosuites/students_family/earlychildhood/files/PressscELFFinalJul2010.pdf)
- **Assessment**—The Colonial Early Education Program uses formal and informal tools to measure each child's progress. Assessment data is used to inform instruction, measure student growth, and communicate growth to families. Teaching Strategies Gold is an ongoing observational system for assessing students through progress monitoring, informal observations, and input from families. Progress is shared with families at parent conferences and via report cards. IEP progress reports are sent home quarterly if applicable.

### **Progress Reports, Report Cards and Parent Conferences**

Students who have an IEP will receive IEP progress reports quarterly. Report cards will be sent home three times a year. Please reference the school calendar for dates.

Parent conferences will occur in November and spring home visit conferences will occur in March. If you have any concerns or questions, please do not hesitate to contact your child's teacher to set up a conference. **On-the-spot conferences with teachers should not be expected.**

### **Late Arrivals & Early Dismissals**

- After 9:40 AM a student is considered late and must be signed in by an adult at the Colwyck main office. Classroom staff will retrieve late children from the office.
- For late arrivals, parents are permitted to park in the Colwyck Center parking lot AFTER 9:40 AM.
- If a late child is a bus rider, a blue "Bus Slip" must be completed and given to the child's teacher. Bus Slips are located in the main office at the sign-in counter. The bus slip communicates to transportation and staff that a student arrived late or left early.
- When students arrive late to school due to a doctor's visit, our school nurse will be made available to discuss any medical information received by you as a result of your visit. Just let the office know and a nurse will be called.
- **Early dismissals should be kept to a minimum, as this will affect your student's academic success.** All parents/guardians picking up a student for an early dismissal must sign their child out in the main office. Staff will escort students to the main office. If someone other than the parent or guardian is to pick the child up, a written note or email from the parent should be sent in to the office stating who will be picking the child up. **Anyone picking up a student will be required to show identification prior to the child being released.**

- Whenever possible, please complete a “CEEP Appointment/Illness Note,” found at the back of this handbook, to notify staff of your child’s need for a late arrival or early dismissal.

### **New Directions Early Head Start**

CEEP partners with New Directions Early Head Start to host monthly playgroups for local families and children enrolled in Early Head Start. New Directions Early Head Start also offers home visiting services. If you are interested in participating, please email Julisa Arce at [julisa@udel.edu](mailto:julisa@udel.edu) or call the New Directions Head Start office at 302-831-0584 for enrollment information.

### **Nursing/Health Services**

The Colonial Early Education Program employs a full-time registered nurse. As the health services experts, the school nurse serves as the health professionals for the school community and provide services to support learning and access to education.

- **Immunization/Medical Requirements** –According to the State Board of Education regulations, all children entering Delaware public schools are **REQUIRED** to have written documentation of the following:
  - o Five doses of DPT or DT vaccine (or combination) unless 4<sup>th</sup> dose was given after 4<sup>th</sup> birthday
  - o Four doses of polio vaccine unless 3<sup>rd</sup> dose was given after 4<sup>th</sup> birthday
  - o Two doses of measles, mumps, rubella (MMR) vaccine
  - o 3 doses of Hepatitis B vaccine
  - o Proof of lead screening (pre-k and kindergarten only)
  - o Physical exam within the past 24 months
  - o Tuberculosis screening within the past 12 months or written documentation from a physician or public health clinic stating that the child is low risk factor
  - o 2 doses of Varicella (chickenpox) vaccine (or proof of disease)

The Board of Education or its designee may grant exemption from the immunization requirement for medical or religious reasons upon presentation by parents of acceptable documentation. The nurse will contact parents of those children whose health records do not show the required immunizations.

- **Yearly Updated Physicals**
  - o We are committed to supporting the physical health of our students and our staff. The American Academy of Pediatrics recommends yearly Well Visits and the DE Department of Public Health requires that families of preschoolers in our program submit up-to-date physicals and immunizations. A new physical must be completed and submitted to our school nurse **every 13 months**. If you have any questions, please contact the school nurse or the preschool coordinator.
- **Injuries & Illness**
  - o Please notify the school nurse if your child has an injury outside of school, as your child may need to be restricted from recess or physical activity depending on the injury.
  - o Your child must stay home if he/she has any condition that is contagious, and you must notify the school nurse. If given an antibiotic for an illness, your child must be on the antibiotic for 24 hours before returning to school.
  - o Your child must stay home until free from vomiting, diarrhea, and fever (100.6 degrees Fahrenheit) without the use of Tylenol or Motrin for 24 hours.
  - o For any child who has been hospitalized, the school requires a copy of discharge orders prior to the student’s return to school. Return to school documents may also

be required. Please speak the school nurse for details. Additionally, parents/guardians must contact the school nurse in order to share any additional medical information.

- o **Dismissal Due to Illness** –If it is deemed that your child is unable to remain at school due to illness or injury, the nurse will call the numbers given on the emergency card. Please give names and numbers of adults who can come and pick up your child if it is necessary. Your child will not be allowed to ride home on the bus if he/she has any type of contagious disease.
- **Medication Policy** Upon arrival to school, the nurse will verify the quantity of the medication. If a discrepancy is encountered, the parent will be notified. For students on a medication regimen, a new physician's order is mandatory at the beginning of each school year.
  - o Whenever possible, medication should be administered at home.
  - o Students are not permitted to carry medication or take any medication during school hours without the nurse's supervision, including cough drops. The only exception is fast-acting medication such as inhalers or Epipens. Families must share these needs with the school nurse in writing AND on the emergency card.
  - o Nurses may administer prescription and non-prescription medication during school hours, utilizing the instructions outlined in this policy:
    - The medication must be in the original container, with the attached prescription label. **No medication is to be sent to school in plastic bags or foil wraps.**
    - A note from home must include the following information:
      - Name of medication
      - Amount of medication in bottle
      - Dosage of medication
      - Time of administration
      - Reason for administration

### **Nutrition**

- **Student Birthday Parties/Celebration**-Due to the number of students with food allergies, and the district emphasis on wellness, birthday celebrations may not include food from any outside resource, including store bought. It is the Colonial School District Policy that ALL snacks/classroom treats must be ordered through our school cafeteria. **Please be advised you must submit your snack request form at least one week before the date you will need them.** The order form can be found in the appendix section. Due to safety and distraction issues, balloons and/or other favors are not allowed in school or on the school bus. Thanks for your cooperation!
- **Snack**- All half day students receive snack. A light snack will be served daily in the classroom. Children are permitted to bring a snack from home; however, there may be an instance that some items may be prohibited due to severe allergies. Breakfast, lunch and snack are provided to all full day students.

### **Parents as Teachers**

CEEP partners with Parents as Teachers to host weekly playgroups for families and children ages birth-age five at CEEP/The Colwyck Center. There is no need to register, dates and times TBD. Parents as Teachers also offers home visiting services and monthly family activity nights. For more information, please call (302) 454-5955.

**Purchase of Care**

Purchase of Care (POC) is a Child Care subsidy, and Typical Peer families may apply for POC through the Division of Health and Social Services. For more information please contact Dawn Alexander at [dawn.alexander@colonial.k12.de.us](mailto:dawn.alexander@colonial.k12.de.us) or 302-429-4096.

**Parents Right To Know Notice**

Under the Delaware Code parents are entitled to inspect the active record and compliant files of any licensed child care facility. To review a child care facility record contact:

Office of Child Care Licensing  
3411 Silverside Rd  
Hagley Building-Concord Plaza  
Wilmington, DE 19810

You may also viewed substantiated and compliance review histories for the past three years by visiting: <http://www.apex01.kids.delaware.gov:7777/occl/>

**Screen Time Permission**

Children over the age of two may have educational videos, movies, or games incorporated into their curriculum. These may be viewed on a SMARTboard, computer, or tablet. These need to be age –appropriate and limited to one hour per day unless a special occasion or activity occurs.

**Schedule (Classroom)**

A detailed schedule will be provided by your child’s classroom teacher. A typical schedule includes time for child-guided play (interest centers), large group instruction, small group instruction (art, math, literacy activities, etc.) gross-motor play, read-alouds, snack, nap (full-day), etc.

**School Readiness**

Please make sure to send your child to school each day with:

- Back pack (labeled with your child’s name)
- Folder
- Weather appropriate clothing and outerwear, if needed
- Closed toed shoes with backs (we will go outside every day, weather permitted)

**School Safety**

The safety and welfare of students is of utmost importance. The CEEP/Colwyck School staff is committed to assuring that the highest level of safety is maintained within our building on a daily basis. Therefore:

- All school doors will remain locked at all times. When visiting, family members must ring the school buzzer and tell the office staff the reason for their visit.
- Once admitted, visitors must report directly to the main office where they MUST present identification, sign in and receive a “Visitor Badge.” Visitor Badges must be clearly displayed at all times.
- After receiving a Visitor’s Badge, all visitors will be escorted to and from their destinations: classroom, therapy room, cafeteria, etc.
- Parents who wish to visit their child’s classroom are to write and submit a note or send an email to the teacher 24 hours prior to the requested visit. This will provide uninterrupted instruction to all students and at the same time allow parents the opportunity to view programming.

### **CEEP Transitions**

It is important to us at CEEP to provide a variety of transition opportunities for our students and their families, and we ask that families take advantage of all of the opportunities that we offer. We understand the need to support children and their families as children enter into our program, transition from one classroom into another classroom, and transition out of the program and into kindergarten.

- **CEEP Handbook**-Our families receive a copy of this handbook when they register their children for school, allowing families to learn about the program and to think of questions that they may need answered before their children start school.
- **CEEP Tours**-All new children and families are encouraged to participate in a program tour before starting at CEEP. This tour includes classroom observations with children present, the opportunity to visit important rooms around the school (main office, nurse's office, etc.), and the opportunity to ask questions about daily preschool activities and routines.
- **Back to School Night**-In August, before school starts, Back to School Night is held. On this night, children and their families are invited to visit their assigned classrooms. Preschool staff is in attendance to speak with children and families, and children have the opportunity to play and meet their classmates.
- **Transitions within the Program**- Children and families are encouraged to visit the new classroom before children start in the new classroom. Most often, children transition within the program when they move from an Early Childhood classroom (age three) to a Before Kindergarten (age four) classroom; this transition usually happens during the summer.
- **Midyear Transitions to Other Programs/Schools**-If a family is moving to another district or has selected a different preschool program, CEEP staff will work closely with the family to transition the child from CEEP to the new program. This may include holding a meeting at the new school, arranging a tour at the new school, and sending pertinent documents/information from CEEP to the new school.
- **Transitions into Kindergarten**- Each year Colonial School District holds a district-wide Kindergarten Carnival, and children (and their families) who will be entering kindergarten the following year are invited to attend. All students enrolled at CEEP will automatically be enrolled in the district feeder school. Principals, kindergarten teachers, and other elementary staff attend the Kindergarten Carnival so children and families can meet the elementary staff, and so families can register with their elementary secretaries. Families who are interested in touring Colonial elementary schools may request personalized tours by calling the elementary schools or by visiting the elementary schools' website and completing online tour requests. During the summertime, Colonial offers free kindergarten camps for incoming kindergartners. These camps allow children to spend time at their future elementary school, where they meet the kindergarten teaching team as well as other elementary school staff. To learn which elementary school is your "feeder school," please visit: [www.dataservice.org](http://www.dataservice.org) and click on "SCHOOL FEEDER SEARCH."

### **Transportation—Arrival and Dismissal Procedures:**

**One** dismissal procedure should be specified as a child's regular routine. All children will be dismissed their regular way (by bus or as a pickup) UNLESS there is a written note from the parent/legal guardian requesting us to hold the child at dismissal. If a student tells us that someone is picking them up, but has no note, the child will be dismissed according to his or her usual



procedure. Switching dismissal methods between pickup and riding a bus is to be limited to emergencies only.

- **Handicapped Parking**-Parents who wish to drive their child to school will be able to utilize the handicapped parking spots in the Colwyck parking lot. Parents may cautiously enter the Colwyck parking lot along with the buses during our arrival and dismissal times.
- **Bus Transportation**-The Colonial School District provides transportation for children eligible for special education.
  - Children must ride their assigned bus.
  - All preschoolers riding the bus will use the “Safe Guard Star Safety Seats.”
  - Staff will review the school bus rules with all children, and families are asked to talk to their children about the importance of staying seated on the bus.
  - The Colonial School District requires that each child be met by a parent, guardian, or designee at the assigned bus stop. If there is no one to receive a child at the bus stop, the child will be returned to the school. Parents or guardians must then pick up the child at school within a reasonable amount of time. The school office closes at 4:00 pm.
- **Car Rider Transportation-Typical peers must be transported by their family.**
  - All families need to complete the “Authorization for Pickup” form, and return it to your child’s teacher during the first week of school.
  - We respectfully request that cell phones are not in use when delivering or picking up your child.
  - The staff member escorting your child may not be familiar with you, so please have your ID readily available.

#### **Arrival**

- Children should arrive at school between 9:29 and 9:40 a.m. (by 9:40 if they wish to participate in the breakfast program). Students will be considered late if they arrive after 9:40 a.m. or 1:10 p.m. (for ½ day PM Classes) If they are late, it is necessary for a parent to park in a space in the parking lot to sign them in at the main office before the student reports to class.
- On your child’s first day of school, families may walk children to their classrooms. Please park in a designated parking spot, and enter the Colwyck main doors. On the second day of school, and thereafter please use the dropoff/pickup procedures listed below.

#### **Dismissal**

- On the first day of school, staff members will be stationed at the front of the Colwyck building and will ask parents picking up their child(ren) for the names of the child(ren). On the second day of school and thereafter, please have your child(ren)’s name(s) prominently displayed on the passenger side of the front windshield of your car. The Yellow car sign will be provided by our school.
- If you need to come into the building during arrival/dismissal times to speak with someone, please park in the Colwyck parking lot and go to the main office in the Colwyck building for assistance.
- When entering the Colwyck parking lot, parents should follow the directions of staff. Please reference the map on the last page, follow the solid arrow for the pickup/dropoff route. Drive your car along the car line as far up as you are able. **Stay in your car and wait for your child(ren) to exit the building and enter the car.** Parents are to remain with their cars.

- o Parents must secure their children in car seats and safety belts, staff are not permitted to strap students into their car seat.
- o Students are received and dropped off between the **gated area only**. This is done to ensure the safety of all students. Please do not release your child until a staff member is able to receive them and walk them to the building. Your child will always be accompanied by an adult.
- o All car riders will walk to the Colwyck lobby and will line up and wait to be walked to their vehicles.
- o Students will exit through the Colwyck main lobby doors, and will be escorted by staff to their parents' cars.
- o **Please wait patiently until the car in front of you departs. Do not drive around any cars in the carline. This puts students and families at risk.** Please pull away slowly, watching for others, and proceed cautiously to the exit.
- o If you are going to have another person pick up your child, we require that you send in a note or email to the office secretary indicating the change. **Expect that person to follow these procedures.** Please be sure that the person brings a valid form of identification (driver's license/state ID). The name on this person's ID must be the same name that you provided in the note.
- o Adults who arrive after 3:30 PM will be asked to park in the Colwyck parking lot, and sign their child out from the main office. Please make every effort to be at school before this time. If you are going to be late, please contact the Colwyck Office by calling (302) 429-4085.



SCHOOL DISTRICT

**CEEP Appointment/Illness Note**

My child \_\_\_\_\_ Date: \_\_\_\_\_ Room: \_\_\_\_\_

Please check the appropriate box below.

☐ Was/will be late on \_\_\_\_\_ because \_\_\_\_\_.

☐ Was/will be absent on \_\_\_\_\_ because \_\_\_\_\_.

☐ Has a doctor's/dentist's appointment; I will pick up at \_\_\_\_\_ AM / PM.

☐ Will be going home with \_\_\_\_\_.

**THIS PERSON WILL HAVE THEIR ID WITH THEM AND READY TO SHOW IT TO STAFF.**

☐ I would like for \_\_\_\_\_ to call me so I can share additional information.

Parent Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



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Parent Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# All Car Line Arrival & Dismissal Map

Revised 8/28/2017

