EARLY CHILDHOOD

STUDENT HANDBOOK

2014-2015

HATHAWAY BROWN SCHOOL
19600 North Park Boulevard
Shaker Heights, Ohio 44122
(216) 932-9817
www.hb.edu

Non Scholae Sed Vitae Discimus

"We Learn Not for School but for Life."

Dear Parents,

Welcome to HB's Early Childhood program! We are excited about the upcoming school year, and look forward to greeting each of HB's youngest learners as the classroom doors open this fall. Our goal is to create a joyful first learning experience as the children engage in exploration and discovery in a safe and supportive environment.

This handbook outlines the basic policies and procedures that we have adopted to help our program run smoothly. Please take some time to familiarize yourselves with the contents. We welcome your input, and encourage you to get back to us with any questions that you may have as the school year unfolds.

We look forward to a year of personal growth and intellectual excitement for your child—and we anticipate having a lot of fun along the way!

Sincerely,

Jane Brown
Director of Early Childhood

Statement of Approval by the Board of Trustees:

All policies, rules and regulations adopted by Hathaway Brown School have been approved by the Board of Trustees. General rules and regulations are published periodically by the School and copies are available from the divisional offices.

Contents

Calendar **4-5**

Contacts **6-7**

Administration and Staff
Faculty
Support Services

Policies and Procedures **8-10**

Arrival
Dismissal
Driveway Safety
Recommended Dress
Classroom Visits
Lost and Found
Fire and Tornado Drills

School Communications **11-12**

How to Reach Us
School Closings
Classroom Updates
E-Newsletters
Website
Teacher Conferences

Classroom Routines **13-14**

Building Community
A Typical Day
Outdoor Play
Field Trips
Discipline

Holidays and Special Occasions **15-17**

Halloween
Winter Holidays
Valentine's Day
Grandparents' Day
Birthdays

Health and Wellness **18-21**

Nutrition
Illness/Medication
Physical Exams

Early Childhood Calendar 2014-2015

August 2014

Thurs. 8/28 & Fri. 8/29		EC Parent Orientation Conferences
Sun. 8/31	12-2:00pm	EC Family Picnic, HB Mixon Playground

September

Mon. 9/1		Labor Day - No School
Tues. 9/2		First Day of Classes for EC
Mon. 9/8		Extended Day Classes Begin
Wed. 9/10	8:30am	FS and PS Parent Coffee
Thurs. 9/11	8:30am	PK Parent Coffee
Sat. 9/13		Homecoming/Fall Family Picnic
Thurs. 9/18	7:00pm	EC Curriculum Night
Tues. 9/23		School Picture Day—FS
Wed. 9/24		School Picture Day—PS, PK
Thurs. 9/25		No School– Rosh Hashanah

October

Mon. 10/13		No School - Columbus Day
Wed. 10/22		Dads & Donuts (EC & Prime)
Fri. 10/24		No School – EC Parent Conferences

November

Thurs. 11/6		School Picture Retakes
Sat. 11/8	10:00am	EC/K Open House for prospective families
Wed. 11/26-Fri. 11/28		No School – Thanksgiving Break

December

Fri. 12/12	10:30am	PK2 Holiday Sing-Along
Mon. 12/15	10:15am	PS2 and PS3 Holiday Sing-Along
Tues. 12/16	10:00am	PS1 Holiday Sing-Along
Wed. 12/17	10:30am	PK1 Holiday Sing-Along
Thurs. 12/18	10:30 am	PK3 Holiday Sing-Along
Fri. 12/19	Noon	Dismissal for Winter Break
Mon. 12/22 – Mon. 1/5		No School - Winter Break

January 2015

Tues. 1/6		School Resumes
Mon. 1/19		No School – Martin Luther King, Jr.
Fri. 1/23		No School – EC Professional Day

February

Fri. 2/6		No School—EC Conference Day
Thurs. 2/12	6:30pm	EC Family Fun Night
Fri. 2/13 & Mon. 2/16		No School – Winter Weekend

March

Mon. 3/16-Fri. 3/27		No School – Spring Break
Mon. 3/30		Classes Resume

April

Fri. 4/3		No School – Good Friday
Wed. 4/15	10:30am	PK1 Grandparents' Day
Thurs. 4/16	10:00am	PS1 Grandparents' Day
Fri. 4/17	10:00am	PS2 Grandparents' Day
Tues. 4/21		Moms & Muffins (EC & Prime)
Tues. 4/21	10:30am	PK2 Grandparents' Day
Wed. 4/22	10:00am	PS3 Grandparents' Day
Thurs. 4/23	10:30am	PK3 Grandparents' Day

May

Mon. 5/25	No School – Memorial Day
Tues. 5/26	Last day of Extended Day for PS
Wed. 5/27	Last day of Classes/Class Picnic for FS, PS1, PS2, PS3
Wed. 5/27	Last day of Extended Day for PK
Thurs. 5/28	Last day of Classes/Class Picnic for PK1, PK2, PK3
Fri. 5/29	EC Portfolio Sharing Day

Contacts in Early Childhood

Early Childhood Main Office: 216-932-9817

To connect directly into voice mail for 7000 extensions, dial 216-320-8796 and enter the extension listed below when prompted. 8000 extensions may be dialed directly using a 320 prefix (as 216-320-8000.)

To reach any faculty or staff member by email, use their first initial and last name@hb.edu (For example, Jane Brown is: jbrown@hb.edu)

Administration and Staff

Ms. Jane Brown, Director of Early Childhood 8090
Ms. Marlo Henderson, Administrative Assistant 8100
Mrs. Eva Rosbach, Receptionist 8770
Mrs. Kristin Kuhn, Director of EC-Grade 4 Admissions 8093
After School Club 8770
Mrs. Eva Rosbach, K-4
Mrs. Shelby Dietzel, EC
Mrs. Siva Grossman, Expressions Coordinator 8085

Faculty – Classroom Teachers

Ms. Elizabeth Dreyfuss, First Step 7175
Ms. Mary Sloan, First Step 7290

Ms. Rosie Maes, PS1 7181
Mrs. Candice Badner, PS1 7240

Ms. Amanda Bruner, PS2 8087
Ms. Sarah Ferguson, PS2 7287

Mrs. Carrie Rodusky, PS3 7285
Ms. Tori Weisberg, PS3 7212

Ms. Stefanie Albrecht, PK1 7126
Mrs. Mary-Scott Pietrafese, PK1 7204

Mrs. Marissa Haverlock, PK2 7114
Mrs. Julie Harris, PK2 7123

Mrs. Kristen Wise, PK3 7142
Ms. Emily Mount, PK3 7286

Faculty – Special Teachers

Ms. Jenny Burnett, Dance 7117
Mrs. Kathy Englehart, Librarian 8096
Ms. Julie Kerrigan-Ettorre, Physical Education 8765
Ms. Allison Schumaker, Music..... 7199

Support Services

Mrs. Jennifer Stevenson, Director of Learning Resources..... 8094
Dr. Suzanne Schneps, Consulting Child Development Specialist ..... **
Ms. Amy Speidel, Certified Conscious Discipline Instructor ..... **

** Dr. Schneps and Ms. Speidel do not have HB email or a voice mailbox. To leave a message for them, please call the Early Childhood Main Office number -- **216-932-9817.**

Policies and Procedures

Arrival

Classrooms open for Early Childhood students at 8:15 a.m. The school day begins at 8:30a.m. An early drop-off is available beginning at 7:30 a.m., when children are supervised either outside on the playground or in the Music Room, depending on the weather.

Arrival and dismissal times for each class are as follows:

- First Step 8:30 – 11:00 M-F
- PS1, PS2 & PS3 8:30 – 11:15 M-F
- PK1, PK2 & PK3 8:30 – 11:30 M-F

Children who are signed up for our Extended Day program are dismissed at 2:45p.m.

Both doors to the Primary School building are open for arrival until 9:00a.m. After 9:00a.m., the building may be entered through the main Primary entrance only (push the buzzer for admittance).

Dismissal

We ask Early Childhood parents to fill out forms on the first day of school letting us know how each child will go home daily. Please notify your child's teacher of any changes. We will not allow any child to leave in a manner other than the one you have indicated unless we have written notification from home. When picking up your child at the end of the day, please make sure to check in with a teacher.

Driveway Safety

Parents of all Early Childhood students are asked to park and escort children to the classrooms at arrival time for the first two weeks of school, after which curbside drop-off will be in effect from 8:15-8:30 daily. Parents of three-year-old students are also asked to meet their children at the classroom door at pick-up time for the first few weeks of the school year.

During pick-up time, we ask parents to pull up to the main front door in a single-file line, where the children will be escorted by teachers to the cars. In order to keep the flow of traffic moving, please do not block the driveway by leaving your car, even for a few minutes. If you need to walk over to meet your child, we ask that you park in the designated parking spaces.

Recommended Dress

We ask parents to send their children to school in comfortable play clothes that can be managed independently. Footwear **must** be sturdy, comfortable, and appropriate for active play**. Please do not send your child in flip-flops or in shoes with no backs.** Rubber-soled shoes with Velcro closures or cotton laces are recommended. Your child will need one complete outfit of extra clothing to stay at school all year, which we ask you to send in a plastic bag. Please clearly label all clothing, including shoes and boots.

Classroom Visits

Pre-arranged visits to classrooms by parents are encouraged and enjoyed by all. If you have any hobbies or interests that you would like to share with your child's class, please let us know. Parent participation adds a great deal to our program.

Lost and Found

Lost and Found items are maintained by Eva Rosbach, EC/Primary Receptionist. Please check with her if you are missing any items.

Fire and Tornado Drills

The State of Ohio requires regular fire drills. During fire drills there is to be no talking from the time the fire bell sounds to the time everyone is back in the School after the drill has ended. The classroom teacher will accompany the class to the assigned exit and waiting area. Staff will check the building to be sure all are evacuated.

The State of Ohio requires regular tornado drills in addition to fire drills. Areas of our building most likely to be safe refuges in case of a tornado have been designated, and every student, faculty, and staff member has been assigned to one of these areas. All will go immediately to these areas when warned by the tornado alarm.

School Communications

How to Reach Us

Eva Rosbach, EC/Primary Receptionist, is always available at the front desk to answer questions, relay information, or direct inquiries. If your child is ill and will be absent, please call Eva at 216-932-9817.

If you need to speak with a teacher, voice mail extensions as well as email addresses are listed in the front of this Handbook. Please know that the teachers will also contact you with any questions or concerns that may arise as the year progresses.

School Closings

In the event that school will be closed due to weather conditions or other issues (such as a power failure), all families will be notified through the **Schoolreach** system. **Schoolreach** allows voicemails to be sent electronically to cell phones and home phones, and emails will simultaneously be sent to each address that we have on file.

Classroom Updates

Look for daily email communications from your teachers, designed to give you a lively snapshot of what's happening in the classroom.

E-Newsletters

Our Early Childhood E-Newsletter is an opportunity for us to give you fresh updates on what's happening in the classrooms and around the school, as well as some ideas for home and family. Look for our e-newsletters each month.

Website

The HB website contains information about school-wide events and happenings, and password-protected parent portals at the divisional and classroom level are regularly updated with information specific to your child's educational experience. We encourage you to check in weekly for updates on current news and events.

Login information and passwords are sent to each new family prior to the beginning of the school year. Please contact the EC/Primary School Office at 216-932-9817 if you have any questions about the process of logging in.

Teacher Conferences

We will hold scheduled conferences on October24 and again on February 6. All parents will receive a written conference report at the end of the school year. If you have concerns at any time, however, please feel free to call or email your child's teacher for a conference.

We also schedule an end-of-the-year Portfolio Sharing Day, which is an opportunity for you, your child, and your conference teacher to meet together and review individual student portfolios, which can then be taken home. Each portfolio consists of photographs, projects, and work samples that together create a wonderful "memory book" while demonstrating the tremendous growth that has taken place on every level.

Classroom Routines

Building Community

Beginning with our very youngest learners, our program encourages the development of social competence and emotional growth. The children are guided to engage in cooperative problem-solving, to exchange ideas, and are supported in taking on new challenges. Respect for the child is at the core of our program, promoting in turn a positive self-concept, a tolerance for differences, and an investment in the classroom community.

We consistently encourage the children to model good manners and extend simple courtesies to others. These include responding appropriately to a greeting, remembering social amenities such as "please", "thank you", and "excuse me", and "holding their thoughts" when others are speaking. We understand that forming habits of grace and courtesy takes practice, and ask for your support in reinforcing these behaviors at home.

A Typical Day

A typical Early Childhood day at Hathaway Brown School includes the following activities:

- Arrival and free play
- Group time
- Learning Center activities

  We ask that you not allow your child to bring toys from home. Conflicts often arise over sharing special possessions, and children are distracted from investing in the classroom materials and activities set up by the teachers.
- Special subjects (music and movement, library, gym, Spanish)
- Snack
- Story time
- Outdoor or Large Muscle Room play
- Rest period (for those children who stay for Extended Afternoons)

  A blanket and a pillow are welcome for rest time. Our storage is limited, so please send in only small items.
- Afternoon highlights

- Dismissal

  A book bag or backpack will be needed daily, large enough to hold papers and projects that will be sent home, as well as extra clothing. HB tote bags are available at our **Brown Bag** store.

Outdoor Play

Children usually play outdoors daily unless it is raining or exceptionally cold. Please provide appropriate clothing each day, including boots, mittens, hats, and snowpants for cold weather play. As we are unable to supervise children who are recovering from an illness, we ask that you keep your child home until he or she is well enough for outdoor play.

Field Trips

Theme-based learning is enhanced for our pre-kindergarten children through visits to museums, farms, concerts, and other places of interest throughout the greater Cleveland community. Parent volunteers are always appreciated on class trips, and the children love to have parents come along.

We ask that parents who are helping to supervise please leave young siblings at home. Since the programs are planned for the age level of our classes, younger siblings often have difficulty maintaining the same attention or interest. We also ask that cell phone use be kept to a minimum on field trips.

Discipline

Because young children like to please the adults in their lives, our teachers acknowledge and reinforce appropriate behaviors and accomplishments. We believe that children need and deserve reasonable, consistent guidelines every day. We try to be clear and positive in our directions and expectations as we help children make appropriate choices, learn to use language to settle disagreements, and take increasingly more responsibility for their actions. As in all areas of a young child's life, it is important that parents and teachers work together to help each child become a productive and considerate member of a group.

Holidays and Special Occasions

Halloween

Children enjoy the fun and excitement generated by pumpkin carving, special treats, friendly creatures (not too scary), and dressing up. Our experience, however, has demonstrated that there is a fine line between healthy excitement and over-stimulation that can result in general chaos. Many children at this age are also still struggling with very real fears surrounding monsters, ghosts, and "scary" things.

In order to help children with the process of more clearly differentiating fantasy from reality, the teachers will begin to introduce activities several days before Halloween. Classroom activities will focus on the change of season, including falling leaves, harvesting crops, and how animals prepare for winter. Halloween stories are read and discussed, and the creation of a jack-o'-lantern from a pumpkin becomes a group effort.

Children are invited to engage in dress-up or costume-making at school rather than bringing costumes from home. A special dress-up area, often in the form of a "costume shop," enables each child to watch and experience the transformation that results from putting on and taking off a costume.

Halloween will be celebrated in the classroom with special activities, including stories and a snack, planned by the teachers. Our goal is to keep Halloween child-friendly, safe, and fun.

Winter Holidays

We are pleased to be able to recognize and celebrate the many different traditions that are reflected in the HB community. Our focus is on family, friends, and celebrating together through music, dance, stories, and the many different foods that are enjoyed during the winter holiday season. Parents are welcome to come and talk about their own family traditions and to share a special food or book.

A Sing-Along that family members are welcome to attend will be scheduled for each class followed by a reception in the classroom. Children will be involved in the planning of the reception, sending invitations, helping with refreshments, decorating the room, etc. This celebration is truly a heartfelt holiday gift from each child to his or her family.

Valentine's Day

Valentine's Day is celebrated in early childhood as "a day of kindness and love," and the teachers plan activities that highlight the symbols and colors of this special holiday.

Our annual Valentine's Day Party is planned for the whole family. Scheduled for early evening, children are invited to wear PJ's and bring a stuffed animal "friend". Cookies and hot chocolate are enjoyed while a guest performer entertains all with songs and stories.

Grandparents' Day

This is an opportunity for those very special people in the lives of each child to experience a day at school. Grandparents will have the opportunity to spend some "quality" time in the classrooms, share a special snack, and observe a Music or Dance class.

If Grandparents are unavailable to visit on that day, please feel free to invite other VIP's in the life of your child, from aunts and uncles to neighbors and nannies—or drop in yourself. Just let the teachers know who the special guest will be, and a personal invitation will be issued.

Birthdays

Birthdays are a special time in the life of a child, and every birthday at school is recognized and celebrated in class. Parents are invited to bring in simple birthday treats to share in the celebration—just let the teachers know in advance if you would like to participate. The teachers are also happy to celebrate summer birthdays at any point in time during the year so that every child has an opportunity to be recognized. The gift of a birthday book will be given to each child by the teachers on this very special day.

If you are planning a birthday party for your child, our experience is that large, gala celebrations can often be overwhelming. A good rule of thumb is to invite the same number of children as your child's age. Relatively short parties (1 ½ - 2 hours) with simple, well-planned activities are usually the most successful.

Health and Wellness

Nutrition

Snacks

Enjoying a snack with classmates is a way to reenergize as well as an opportunity to practice table manners and engage in conversation with peers. Snacks are served mid-morning, and again in the afternoon for those children who stay full days. Crackers, cheese, bagels, fruit, raw vegetables, and cereal are typical snack items. No snacks containing peanut products will be served.

Lunch

Early Childhood students who stay for the Extended Day program eat lunch in the Early Childhood cafeteria. They sit at tables with their teachers and meals are served family-style. Menu options include the daily hot entrée, a vegetable, fruit, and a salad bar options. Special menus for children with dietary restrictions may be set up with the staff dietician.

Lunch guests are always welcome with advance reservations. If you would like to eat lunch with your child, please make arrangements with the classroom teacher at least 24 hours ahead of time.

Illness/Medication

Illness

If your child is ill and will be absent, please notify Eva Rosbach, EC/Primary School Receptionist (216-932-9817), no later than 9:00am. We also ask that you inform us of any confirmed contagious illness so that parents of classmates may be notified. In the event that a child becomes ill at school, we have a nurse on duty at all times, and you will be notified immediately. **Please have a contingency plan in place if you are not able to pick up a sick child from school. We do not have the facilities or the staff to adequately attend to children who become ill.**

The following are guidelines to help you determine when to keep your child home:

- A fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Severe congestion, headache, runny nose, coughing, sneezing, or sore throat
- For 48 hours after initial treatment with an oral antibiotic, or 24 hours after a shot has been administered.

In addition:

- All rashes must be diagnosed and/or treated for your child to remain in school.
- **Pink Eye** may be indicated if your child has thick mucus or pus draining from the eye. A medical assessment must be made before your child can return to school.
- If you observe that your child is unusually tired, pale, lacking an appetite, confused, irritable, etc., this may signal the onset of illness, and we ask that you consider keeping him or her at home.

Medication

If your child needs medication at school, it must be sent to the school nurse in the original labeled container, along with a signed parental request form as well as a signed prescribing physician's form which includes complete dispensing instructions. Both forms are available in the Primary School Office.

The most effective deterrent to the spread of communicable disease is frequent handwashing. Children are instructed to wash hands thoroughly before preparing or eating food, after toileting, and when hands have been in contact with nasal or mucous secretions. Handwashing charts showing correct procedures are posted in each bathroom.

Contagious Disease Policy

It is recognized that contagious diseases such as tuberculosis, Acquired Immune Deficiency Syndrome (AIDS), and hepatitis pose significant medical, social, and legal problems. In response to these concerns, the Board of Trustees has adopted the following policy. The policy is consistent with the recommendations made by the Center for Disease Control.

Section 1

The determination of whether a student diagnosed as having a contagious disease is to be permitted to attend regular classes or participate in school activities shall be made by the Head of School on a case-by-case basis in consultation with the student's physician; the student's parents or guardian; the head of the school division, where appropriate; the designated school physician; and such other persons as the Head deems appropriate.

Section 2

In making such a determination, the Head of School shall consider:

(a) the recommendation of the individuals identified in Section 1;
(b) the behavior, neurological development, and physical condition of the student;
(c) the expected types of interactions with others in the school setting;
(d) the impact on both the infected student and others in that setting.

The student will be permitted to remain in a classroom setting, unless it is determined that the student's presence poses an immediate threat or danger to himself/herself or to others.

Section 3

Unless the Head assigns the student to a restrictive or alternative program, or determines after consultation with those identified in Section 1 that the safety of the school community will be better served by removing the student from school, the student shall remain in the classroom. A student who has been assigned to a restrictive or alternative educational setting may request a reconsideration of the assignment, provided such request is accompanied by medical evidence of a change in the student's health status.

Section 4

The medical records of all students shall remain confidential, except where disclosure in mandated by law or as necessary in the judgment of the Head for the implementation of this policy.

Section 5

The Head shall limit the number of school personnel who are aware of the student's condition to the minimum needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase (e.g., bleeding injury of infected student).

Physical Exams

A yearly physical exam is mandated by the Ohio Department of Health. We must have a signed and completed form on file **that is current within the last 12 months** in order for your child to attend school. An exam may be current at the beginning of the school year but expire mid-year, in which case we will need an updated form from your pediatrician.