Castile Rock Early Childhood Learning Center
Handbook
112 S. Elliot St.
Phone: 509-663-7117

For online information, go to
www.homewsd.wenatcheeschools.org

STAFF:

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Early Childhood Coordinator: Emily Wilgus
School Psychologist: Mandy Hupp
Speech Language Pathologists: Katja Sias & Christy White
Occupational Therapist: Sara Behle
Physical Therapist: Karen Pleas
Vision Specialist: Thea Appleton
Teacher of the Deaf – WA State School For the Deaf: Kristy Morrison
School district transportation is available to students who receive special education services. Each preschool bus has car seats. Transportation is only available within the school district’s boundaries.

Transportation is arranged at the beginning of the school year. There will not be any transportation changes during the first two weeks of school, so please be sure you provide the correct home or daycare information.

If a change needs to occur after the first two weeks of school, please contact Clare Oliver-Jones, special education receptionist, at 663-7117. Please DO NOT call transportation and make the changes yourself. The district transportation department may need up to 48 hours to make the change.

If you need to cancel transportation (extended illness, vacation, etc.) please call transportation at 509-662-6168 and also let your child’s classroom teacher know.

Children are not allowed on the bus if they have head lice (Please refer to the head lice policy for further information).

An adult must be present at pick-up and drop-off. The bus driver will not drop off children to unfamiliar adults.

Most importantly, if an adult is not present at drop-off, the bus driver will keep the child on the bus through the end of the route. If no one is home after a second attempt, the child will be taken back to Castle Rock. If more than one occurrence happens, the parent can expect a phone call from the Early Childhood Coordinator. Repeated occurrences may constitute a Child Protective Service referral.

SCHOOL DELAYS OR CLOSURES:

Wenatchee School District will send out an automated call to inform families of any school delays or closures. The Wenatchee School District also advises radio stations of any school delays or closures. If you do not receive the automated phone call or hear an announcement on the radio, you can assume school is running on a regular schedule.

When there is a two hour late start, morning sessions will begin 90 minutes after the normal start time. Transportation will still be provided, but on the delayed schedule.
ILLNESS/HEAD LICE

ILLNESS:
Please keep your child home if he/she has:

- a fever of 101 degrees or more
- been vomiting within the last 24 hours
- diarrhea within the last 24 hours
- any contagious illness
- a runny nose with a green discharge

If your child becomes ill at school, you will be contacted to come and pick him/her up as soon as possible. **Children who have been sent home must be symptom free for 24 hours** before they can return to school.

*It is important that we have current phone numbers for parents and an emergency contact in case of any kind of school emergency. Please keep your teacher informed when you have a change in numbers.

HEAD LICE* (district policy):
If a student is identified with live head lice, a head lice letter for parents/guardians will be sent home in classrooms where lice has been confirmed. The letter encourages parents to examine their own children.

The student identified with live lice will be sent home only when a parent/guardian can be contacted. If a parent/guardian cannot be contacted, the student will return to class the rest of the day, because head lice are shared only by close contact.

The student who has been identified with live lice may return to school when the parent/guardian reports having treated the student, and the student has no live lice on inspection. No student should have to miss more than one school day for head lice management.

Parents please remember lice is very common. Please notify the school if your child has lice from somewhere other than school.

*If the student only has nits within 1/4-inch of the scalp: he/she will stay in class until the end of the day. The parent/guardian will be asked to remove the nits before returning to school the next day. Also, parents are asked to continue daily efforts to remove nits that are located close to the scalp.
FREQUENTLY ASKED QUESTIONS:

CAN MY CHILD BRING TOYS FROM HOME TO SCHOOL?
The preschool teachers make sure that their classrooms have appropriate developmental toys available for all students. Teachers ask that children keep their personal toys at home. Teachers cannot be responsible for broken or lost toys. Toys brought from home may also create sharing problems at school.

If your child has a separation problem with a personal item, please talk with your classroom teacher. The parent and teacher may need to develop an appropriate plan to help support the child.

CAN TEACHERS GIVE MY CHILD MEDICATION AT SCHOOL?
Preschool staff are not allowed to administer ANY medications, lotions, etc., without a written order from the child’s doctor.
If your child needs medications, it is best to have him/her on a schedule that does not include school hours. If that is not possible, medication must be brought by the parent to the school in the original prescription bottle.

For a child who has special health needs, such as severe allergies or seizures, the preschool nurse will meet with parents and have a health protocol in place BEFORE that child can start school.

This protocol is required to be updated as often as needed and at least yearly.

WHAT SHOULD MY CHILD WEAR TO PRESCHOOL?
Preschool is a time for exploring and learning. Children will experience a variety of different activities at school that may be messy. Children paint, play outside, use glue, play in sensory tables filled with things like water, dirt, flour, etc… Please dress your child in play clothes and shoes appropriate for these activities.

Children will also be outside on a daily basis. They should always have clothing appropriate for the weather, including coats, hats, boots and gloves/mittens. All items should be well labeled.

Please provide an extra set of clothes that can remain in your child’s backpack in case of emergencies. These should also be well labeled.

WHAT DOES MY CHILD NEED TO BRING TO PRESCHOOL?
Please click the link for the 2022-23 school supply list.

Parents are welcome to provide snacks such as crackers, pretzels, fruit snacks, etc.… Unfortunately, we cannot accept items that have been opened or that are homemade. PLEASE ONLY SEND FOOD THAT IS NUT FREE. Thank you!!

If your child wears pull-ups, we ask that you send enough pull-ups and wipes each day for him/her. Please watch for notes from your child’s teacher when more pull-ups/wipes are needed. This only applies to children with special education needs. Children who are considered peers must be toilet trained prior to enrolling.
## SCHOOL SCHEDULE:

All classes start at the following times:
- Morning sessions (AM): 8:00-10:30
- Afternoon sessions (PM): 11:45-2:15

Tu/Th or Wed/Fri AM (2 days)
Wed-Fri AM or Wed-Fri PM (3 days)
Tu-Fri AM or Mon-Th PM or Tu-Fri PM (4 days)

### AUGUST:
- August 30
  - School starts for Wenatchee School District

### SEPTEMBER:
- September 5
  - NO SCHOOL (Labor Day)
- September 6
  - First day of school for Castle Rock students

### OCTOBER:
- October 14
  - NO SCHOOL (Professional Development Day for teachers)
- October 31
  - NO SCHOOL (Parent-teacher conferences)

### NOVEMBER:
- November 1-2
  - NO SCHOOL (Parent-teacher conferences)
- November 11
  - NO SCHOOL (Veterans Day)
- November 23-25
  - NO SCHOOL (Thanksgiving Break)

### DECEMBER:
- December 19-January 2
  - NO SCHOOL (Winter Break)

### JANUARY:
- January 16
  - NO SCHOOL (MLK, Jr. Day)
- January 20
  - NO SCHOOL (Professional Development Day for teachers)

### FEBRUARY:
- February 17
  - NO SCHOOL (Professional Development Day for teachers)
- February 20
  - NO SCHOOL (Presidents Day)

### MARCH:
- March 20
  - NO SCHOOL (Spring Conference Day)
- March 21
  - NO SCHOOL (Professional Development Day for teachers)

### APRIL:
- April 3-7
  - NO SCHOOL (Spring Break)

### MAY:
- May 5
  - NO SCHOOL (Non Contract Day/snow make-up day if needed)
- May 29
  - NO SCHOOL, (Memorial Day)

### JUNE:
- June 15
  - Last day of school for Castle Rock students