

Castle Rock Early Learning Center Handbook

112 S. Elliot St.
Phone: 509-663-7117



For online information, go to
<https://www.wenatcheeschools.org/cp>

STAFF

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Early Childhood Coordinator: Emily Wilgus

Early Childhood Pyramid Model Trainer: Heidi Schroeder

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: Shawna Gardner

SCHOOL TRANSPORTATION/509-662-6168

School district transportation is available to students who receive special education services. Each preschool bus has appropriate seatbelts and integrated car seats. Transportation is only available within the school district's boundaries.

If you need to cancel transportation (extended illness, vacation, etc.) please call transportation and also let your child's classroom teacher know.

If your address changes or another adult is authorized to pick-up/drop-off your child please call transportation and also let your child's classroom teacher know.

An adult must be present at pick-up and drop-off 5 minutes prior to the established route times. 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.

SNOW DAYS

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 delay, the morning preschool sessions will be canceled.

ILLNESS/HEAD LICE

ILLNESS:

Please keep your child home if he/she has:

- Fever of 101 degrees or more
- New or persistent cough
- Vomiting
- Diarrhea
- Fatigue
- Muscle pain or body aches
- Sore throat

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* (per 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.

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:

MY CHILD IS GOING TO TAKE THE BUS. WHEN WILL I KNOW THE ROUTE/TIMES?

If your child receives special education transportation service, someone from either the Transportation Department will call you to let you know the bus number and times for pick up/drop off. **The routes will not be completed until the end of August.** The transportation department will attempt to call twice. If you have not heard from someone and it's nearing the first day of school, please call the transportation department at **509-662-6168**

MY CHILD IS ON AN IEP BUT I WOULD LIKE HIM/HER TO ATTEND MORE DAYS. WHAT CAN I DO?

The amount of days a child is offered is based on his/her needs and is ultimately an IEP decision. If you would like to add more days (or decrease the amount of days), the FIRST step is to reach out to your child's teacher and request an IEP meeting. During that meeting, your concerns or request will be discussed.

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?

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.**