ECAP HANDBOOK

Parent Acknowledgement Form

The ECAP Handbook is designed to provide rules, expectations, policies, routines, attendance mandates, and behavior expectations. Parents are responsible for understanding and adhering to the material in the ECAP Handbook and reviewing with their student. Please sign below to acknowledge that you have received a copy of the ECAP Handbook and agree to the school expectations. By signing below, I am confirming that I will make every effort to:

- Ensure that my child abides by the ECAP Handbook
- Ensure that my child meets the attendance standard of 85%
- Provide acceptable written documents for the reasons for any absence

Student’s Name: ___________________________________________

Parent/Guardian’s Name: _____________________________________

Parent Signature: __________________________ Date: ____________
Welcome to Joseph Brumskill ECAP

About our Program

Our classrooms strive to provide a safe, educationally rich, and fun environment where children can learn through play. A variety of centers and activities are available so that children have opportunities to play alone, play in small groups, and to participate in large group activities. Children use materials that encourage motor development, language development, thinking skills and social skills. We offer children the opportunity to develop technology skills with our computers and early childhood computer software. Story time, music, recess, and art are a part of each child’s day at school. Our activities reflect the current “theme” or unit. We are always interested in new ideas from our families. We would like to welcome you and your child to preschool!

Philosophy

Joseph Brumskill ECAP (Early Childhood Assistance Program) is a state-funded pre-school program for four-year-old children. The program is located at Joseph Brumskill Early Learning Center inside the P.S. duPont Middle School.

The main focus of the program is to prepare children to be successful in meeting their educational milestones. Our immediate goal is to ensure that students have the necessary skills to enter kindergarten. This goal is met through the use of successfully proven, developmentally appropriate curriculum. Parents are encouraged to play a significant role in their child’s development and educational process. In addition, the program will assist students and their families in accessing services and resources they might need in their daily lives. The children learn in an environment that is creative, nurturing, and culturally relevant.

ECAP strives to offer a program that promotes the emotional, social, cognitive, and physical development of your child. The children are encouraged to develop a positive self-image and a love of learning. Students learn that there are school expectations, how to share and play well with others and how to follow multi-step directions. Your student will develop skills to increase socialization, self discipline, and resilience.
ECAP Staff

<table>
<thead>
<tr>
<th>Program Lead</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Heather Austin</td>
<td>Mrs. Brenda Eccleston</td>
</tr>
<tr>
<td><a href="mailto:heather.austin@bsd.k12.de.us">heather.austin@bsd.k12.de.us</a></td>
<td><a href="mailto:brenda.eccleston@bsd.k12.de.us">brenda.eccleston@bsd.k12.de.us</a></td>
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<tr>
<td>Homeroom 12</td>
<td>Homeroom 13</td>
</tr>
<tr>
<td>Mrs. Chrissy Shaw</td>
<td>Mrs. Jessica Basile</td>
</tr>
<tr>
<td><a href="mailto:christina.shaw@bsd.k12.de.us">christina.shaw@bsd.k12.de.us</a></td>
<td><a href="mailto:jessica.gilbert@bsd.k12.de.us">jessica.gilbert@bsd.k12.de.us</a></td>
</tr>
<tr>
<td>Homeroom 14</td>
<td>Homeroom 16</td>
</tr>
<tr>
<td>Mrs. Julie Taplin</td>
<td>Ms. Paige Bennett</td>
</tr>
<tr>
<td><a href="mailto:julie.taplin@bsd.k12.de.us">julie.taplin@bsd.k12.de.us</a></td>
<td><a href="mailto:paige.bennett@bsd.k12.de.us">paige.bennett@bsd.k12.de.us</a></td>
</tr>
</tbody>
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Program Hours

Doors Open at 8:50 am
Class Begins at 9:00 am
Class Ends at 3:00 pm

Classroom Rules

1. We are always nice and polite to others.
2. We keep body parts to ourselves.
3. We listen to our teacher, visitors, and friends.
4. We use inside voices in the classroom.
5. We respect and take care of all things in our classroom.

Program Overview

Brandywine ECAP uses the Big Day Curriculum. This encompasses a multitude of tasks and sets of goals for students to master throughout the course of the year. In addition, there is an emphasis on social, emotional, cognitive and motor development. Non-violence strategies and empathy are also practiced with the children weekly through role-play and class discussions. Handwriting Without Tears provides readiness and writing lessons, teaches body awareness, cooperation, taking turns, listening, crayon grip, drawing, building, letter and number recognition, capital letter and number formation.

Field trips and special programs are incorporated into the curriculum. Students have recess daily. Appropriate table manners are modeled during our “family style” meals.
All students entering the program will have developmental screenings. Parents may request the results of these evaluations. Based on the outcomes, further evaluation and/or formal testing may be recommended. Parents will complete ASQ: Ages and Stages Questionnaires at their first school visit.

The program has policies and procedures to ensure that students with disabilities receive the services they need. In addition to a special education teacher, we also offer speech, occupational, and physical therapy.

The school nurse completes health evaluations on all students in the beginning of the school year. Vision and hearing assessments are done as well as weight and tracking the child’s height. The Head Start Requirements mandate that all students have dental screenings, this is the parents responsibility. If you should need resources to assist you in getting the screening for your child, please call the office.

**The Importance of Name Tags**

We are requesting that your child wear name tags each day to help teachers identify your child’s bus number or if your child is a walker. Your child needs to wear their name tag for the first two weeks of school.

**Emergency Forms**

You will be receiving emergency forms to be completed at the beginning of the school year. The forms will be sent to the school nurse so you can be contacted in the event that your child is sick or in an emergency situation. Please return the forms on the first day of school. It is **extremely important** that we have current phone numbers for emergencies. Children can develop fevers or become sick very quickly. It is critical that we are able to reach you while your child is in school. During the course of the year, we will be sending home forms for you to update your information.

**Parent Interview Form**

There will be a Parent Interview form in the folder that needs to be completed and returned to your child’s teacher. The Parent Interview form provides teachers with information about your child such as allergies and your child’s “likes” and “dislikes” and any concerns and information you may have about your child.
School Dress Code

**Shirts/Blouses:** Any color, solid color, collared or crew neck (no jean material)

**Slacks/Pants:** Blue, black, or khaki (no jean material)
Pants must be worn at the hip. Sweatpants and sweat suits are not appropriate school wear.

**Shorts/Skorts:** Blue, black, or khaki
Shorts and skorts must be solid in color (striped athletic shorts not permitted). All shorts and skorts must be of appropriate length. A general guideline of “within four inches of the knee” will be used as the standard.

**Dresses:** Solid color, any color
Dresses worn must allow students to engage in everyday school activities. Spaghetti straps and revealing styles are not permitted. All dresses must be of appropriate length. A general guideline of “within four inches of the knee” will be used as the standard.

**Shoes:** Closed toed with a strap or back
Casual dress shoes or sneakers are recommended and will allow students to participate in typical activities throughout the day. For safety reasons, slippers, flip flops, high heels, open toed, and backless shoes should not be worn to school.

**Outerwear:** Temperatures will vary in the building. All students should bring a solid colored sweatshirt or sweater to keep in their cubbies if needed.

**Hoodies:** Hoodies may be worn to school and out for recess, but **hoodies will not be permitted to be worn inside the building.** All hoodies will be placed in cubbies during the school day.

**Miscellaneous:**
- Jean Days for students is the last Friday of each month. Students may wear appropriate T-shirts or team jerseys on jean day.
- Oversized clothing will not be permitted (example: student wears size medium shirt, yet comes dressed in size 2x shirt).
- Hats and hoods are not to be worn inside the building.
- Shoes should be tied to avoid tripping hazard.
- Jewelry and accessories should not cause distractions to other students or teachers, nor should they present a safety hazard to the owner.
- Book bags and back packs are to be kept in the students’ cubbies during the school day.
- Clothing with objectionable, suggestive, or inappropriate language or graphics will not be permitted.

Please note that we go outside for recess throughout the school day. Please be sure your child has extra layers of clothing to keep in their cubby.
What To Bring To School

- Book Bag-no wheels (Large enough to fit a pocket folder inside)
- Change of clothes (shirt, pants, underwear, socks) to be kept at school.
- Photo of your child and their family
- Child sized rest mat for rest time (example: Sleeping bag/child size mat
- Small blanket for rest time
- Label all belongings with a permanent marker

What To NOT Bring To School
Please remember that toys, gum and snacks are not to be brought to school. We are unable to serve your child food that is in their backpack for health & safety reasons. The Early Learning Center is a nut-free building. We have students that have severe allergies. We ask that parents & students do not bring food into the building.

Supplies For The Classroom

It will be helpful if you would provide these supplies:
- (1) Box of baby wipes
- (1) Bottle of hand soap
- (1) Box of tissues
- (1) Box of 1 gallon zip lock bags
- (1) Box of quart zip lock bags

Child Take Home Folders

Your child will receive a folder in the beginning of the year. This folder will be used to send home important papers, parent/child home activities, and daily behavior sheets. Please leave the behavior sheet stapled to the inside of the folder and sign or initial daily. School forms, permission slips and newsletters will also be in your child’s folder. Please put notes for teachers and/or the office inside the folder and empty folder daily.

Parent and Child Home Activities

We will be asking your child to color, glue, cut, and paste activities at home. Please assist your child with the provided activities. You will want to have the following materials available at home for your child. If you are unable to provide these materials, please contact your child’s teacher.

*Crayons  *Glue
*Scissors  *Markers
*Supply Box  *Pencils
**Attendance**

**Absent:** When your child is absent, it is necessary for you to provide the school with an excuse note. It is expected that your child attend school on a daily basis. If your child will be absent from school, please call the office. If your child misses school on 2 consecutive days, we will be contacting you. Children must maintain an enrollment average of 85% to remain in the program. This includes excused and unexcused absences. If your child is absent due to a doctor, dentist or other appointment a written note from the physician must be provided. Students who accumulate excessive absences are at risk of being withdrawn from the program. All absences are documented and entered into the district attendance system.

**Tardy:** When children arrive late, this disrupts the classroom. The ECAP school day begins at 9:00 am. Students are considered late at 9:05. While we understand that on occasion unforeseen events can cause lateness, please note that tardy arrivals are documented and entered into the district attendance system. We are unable to provide breakfast for students who arrive late to school.

**Early Dismissal:** Students are dismissed at 3:00 pm. To avoid confusion and distraction, we are unable to dismiss students between 2:30-3:00 pm. If you need to pick up your child before dismissal, please arrive before 2:30 pm. Please try to schedule activities and appointments after dismissal. Many of our specials are in the afternoon and students leaving early would miss these activities.

**Pick Up and Drop Off by Parent/Guardian**

When dropping your child off at school, please make sure you stop at the desk in the main lobby to sign in your child.

If someone other than you is going to pick up your child and this is different from their regular routine, we must receive a written request. If you need to pick your child up early, please go to the main office to sign them out. ID will be required for anyone picking up a child. These policies and procedures are important for maintaining all children’s safety.
Weekly Curriculum Log

The Weekly Curriculum logs are a tool we utilize for monitoring and communicating with you regarding your child’s progress each day. It is very important that you review the log with your child and sign the sheet daily. Please don’t hesitate to call the teacher if you need further information. Acknowledging that you read their folder reinforces to your child that you are supporting their learning.

Breakfast and Lunch

A nutritious breakfast and lunch will be provided to the ECAP students each day. We will provide breakfast and lunch menus at the beginning of each month. We ask that children do not bring food from home to school. We are unable to serve food that is in your child’s backpack for health and safety reasons. If your child has allergies or special dietary needs we can arrange for you meet with a staff member from School Nutrition as well as our nurse. An alternate meal will be provided based upon dietary needs. We understand some children may eat breakfast at home. We ask that your child still arrive on time to socialize with their friends at breakfast.

Rest Time

A daily rest period is part of our schedule. Children will rest on their yoga mats and listen to quiet music or they may nap. As the school year progresses, we will shorten rest time and/or offer alternate activities.

School Visits

Staff are required to meet with parents/guardians before school begins and at the end of the school year in addition to conferences. Parents & Staff will visit before school begins to introduce themselves, meet your child and complete Information Sheets. Parents & Staff will visit again in June to review your child’s school year, answer any questions you have about the transition to kindergarten and provide you with Summer Work packets. Each visit is approximately 30-45 minutes. These visits are a critical part of the school program. The first visit must be completed before your child begins the program. School conferences are also held in October, February and June to discuss your child’s progress.
**Birthday Celebrations**
If you would like to celebrate your child’s birthday at school, please call or send a note a few days in advance. There are 18 children in each classroom. Please check with your child’s teacher so they can provide you with a list of allergy-free snacks. Birthday celebrations are scheduled at 2:30 p.m. We welcome an allergy free snack and beverage. We ask that you refrain from bringing balloons and goodie bags.

**Holiday Celebrations**
Our program teaches students about multi-cultural traditions throughout the world. We recognize many holidays throughout the year. Please let us know if your child will not be able to participate in holiday related activities. If you would like to share a holiday tradition with your child’s class, please notify his/her teacher. We welcome parent participation in class.

**Parent/Teacher Communication**
We believe that involved parents and families are a very important part of our preschool program. We have listed a few ways in which we provide you with information:

- **Newsletters**- Every month, we will send home a newsletter that describes classroom activities. The newsletter may also contain a message from the Principal, a health column written by our Nurse and the Social Worker Corner.
- **Weekly Communication Logs**- Please discuss with your child and sign daily.
- **Conferences**- Formal conferences are scheduled during the school year with each family. Conferences will be held in your child’s classroom. We will be sending home a letter to arrange for a specific appointment time. We are available to meet with you at additional times to discuss any questions and concerns. Our teachers make every effort to accommodate your schedule.
- **School Visits**- There will be two scheduled visits during the school year. One visit is prior to the beginning of school and one at the conclusion of the school year. The program guidelines mandates that every family have a minimum of two visits per year. You will be asked to complete the Family Partnership Agreement, which is a Federal Head Start requirement. The initial visit must be completed before your child begins the program.
- **Report Cards**- Report cards are issued three times per year. We will ask that you sign the original report card envelope and return it to your child’s teacher.
- **Parent Letters**- If you have any concerns, questions, or comments, please send a note in your child’s folder and we will respond as soon as we can.
- **E-Mails**- All staff members can be reached via e-mail.
  To contact a staff member:  First Name.Last Name@bsd.k12.de.us
- **DOJO**- https://www.classdojo.com/ (see teacher for student’s specific invitation)
Our School Nurse
We are very fortunate to have Richele Lawson as our school nurse. She is available to care for bumps, bruises, or illnesses. Should your child become ill at school, you will receive a phone call from the nurse. If your child needs medication while at school, you must provide the nurse with a letter from your child’s doctor with the original labeled prescription bottle or container. It is imperative that we have working phone numbers to reach you during the school day. If you would like to personally speak to the nurse she may be reached at 762-7147. Parents are responsible for picking up a sick child if the nurse determines they need to be at home.

Allergy/Illness

If your child is ALLERGIC to any food, or other materials please notify us in writing immediately. Please send us a letter that indicates the specific allergy or problem. We require that your child stay home for 24 hours following a fever or vomiting.
Open Door Policy
Parents are always welcome in the classroom! In an effort to ensure the safety and security of all students and staff, parents must sign in at the main office and receive a visitors pass before heading to the classroom.

District Visitor Sign-In Procedure
Welcome and thank you for visiting the Brandywine School District. The District has implemented new visitor procedures to ensure the safety and security of all students, employees, and visitors to our buildings. The district-wide procedures outlined below are required and will be enforced without exception. Thank you in advance for your understanding, support, and partnership in keeping our schools safe for all.

Plan Ahead: Program and classroom visits, as well as building tours during the school day, must be scheduled in advance. Please call the main office directly to schedule. Requests to meet with a teacher or staff member should be made at least 48 hours in advance to allow the school sufficient time to make arrangements. Parents/guardians who are dropping off items for a student in the main office, and who will not be proceeding into the building, may do so without advance notice.

Secure Entrance: All visitors are asked to enter the school/program through the main entrance and report to the main office. For the safety of all students, employees, and visitors, all exterior entry doors will be locked. Students and staff have been directed not to allow access to visitors through any doors other than the main office. All schools in the Brandywine School District have main offices that are equipped with locking mechanisms that control access to the portion of the building containing students. To gain access to student portions of the building, visitors will be asked for a legal photo identification card (drivers’ license, military ID, other government issued ID). The identification card will be scanned using the District’s visitor management solution, SWIPE K12. The system will electronically record the visit start and end times, print a visitor’s badge that must be worn displaying name, date, time, destination, and picture, and complete a background check against the National Sex Offenders Registry. Individuals who are unable or unwilling to provide an ID will be escorted by a district employee at all times. The District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual’s presence would be detrimental to the operation of the school and the learning environment.

Visitor Badge: The visitor badge must be displayed and visible at all times during your visit. For the safety of students, employees, and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.

Student Release: The District will only release students to their legally authorized parents or guardians or to those authorized on the student emergency card by the parent/guardian. In all cases, the District will not allow release without verification of identity from a legal photo identification card such as a driver’s license, military identification card, or other government issued identification card (employee identification badges are not acceptable forms of identification).

Leaving the Building: At the completion of your visit, you will be required to return to the main office and sign out. Your cooperation in signing out allows us to ensure an accurate accounting of all building occupants at any given time.

Video surveillance: Please note that our buildings are under video surveillance.
Packages and bags: BSD reserves the right to examine any packages or bags that are brought onto district property.
Parent Committee/Family Engagement (PAWS)

Students who have parents that are involved and engaged are more successful students. We offer many formal and informal opportunities for parents to be involved in school; visiting your child’s classroom, volunteering, chaperoning field trips, assisting in classrooms, attending parent committee meetings, accessing parent workshops and more. The Federal Head Start Guidelines require that parents be active participants. The Parent Committee is comprised of parents/guardians who work closely with the ECAP staff to support the growth of children and advocate for the program. Parents and staff meet to discuss goals, new initiatives, curriculum, field trips and other aspects of the program. Workshops and classes are offered to address parenting skills, literacy, child development and other family-related topics. Activities are offered both during the day and evening in order to accommodate parents other responsibilities. Participation ensures that we are addressing the needs of our families and strengthens our program. Please plan to attend a minimum of two Parent Committee meetings or Parent Workshops this school year.

Counseling

Confidential counseling services for a variety of issues are available through our program. A certified social worker can assist families and students. We offer support and resources for many needs including mental health, homelessness, employment, drug/alcohol abuse, child development, nutrition, and parenting issues. All counseling is free of charge. Resource materials are also available and can be sent home.

Preschool will be a new and exciting experience for you and your child. It is our goal at Brandywine ECAP to make your child’s first year of school a happy and positive experience. We are looking forward to helping your child have a fun and successful school year!
Snow Days and Weather Emergencies

In the event that school is closed due to inclement weather, announcements will be made on the following radio stations:

You may also check the district’s website: www.brandywineschools.org

ReGroup

Brandywine School District utilizes the “ReGroup” messaging system. Important information is relayed to families via phone about District happenings, school events, school closings and messages from the Superintendent and Principal. In order to provide this valuable material to families, we will need your current cell phone or home phone number. New phone numbers can be added to the system at anytime, so please ensure that the Early Learning Center Office has your most up to date contact numbers.
**Delaware STARS**

Delaware STARS for Early Success is a Quality Rating and Improvement System. The program is administered by the Delaware Institute for Excellence in Early Childhood Office through the University of Delaware. STARS has a five-tier rating system. The purpose is to evaluate and rate early childhood programs and providers to ensure that children are receiving quality childcare and preschool services. Programs are reviewed using the ERS Rating Tool, classroom observations, and data collection. Brandywine ECAP was awarded a Star Level 5. This rating indicates that we provide the highest quality preschool services for our students and families.

**Transportation**

School bus service is available for children at predetermined locations. Parents/daycares may choose to transport their child. Please be aware that our transportation policies and procedures are in place for your child’s safety. Students who ride a bus must be met by an adult who is authorized by a parent/guardian. Students will not be released to individuals unknown to the bus drivers. Students who are walkers will only be released to an adult who is authorized by a parent/guardian. The adult may be asked to provide a picture ID.

Students are to be picked up promptly at dismissal. We do not have staff available to stay with your child after dismissal. Our transportation policies and procedures for students returned to school by the bus or not picked up by parent/daycare promptly are:

1. Parents will be notified that their child is at school after dismissal.
2. Parents are responsible for coming to school immediately for their child.
3. If a student remains at school 30 minutes after dismissal or the staff are unable to contact a parent/guardian, the school will notify District Administrators.
4. If a child is picked up late and/or returned on the bus 3 times they are at risk of being withdrawn from the program.

The transportation department makes every effort to pick up and return children at the appointed time. On occasion, a bus may be delayed or early. To ensure that children do not miss the bus, we recommend parents be at their stop 10 minutes before the designated time. Buses are unable to wait at a stop if an adult is not present and they are not allowed to circle back to a stop for pick ups and drop offs. Before leaving the bus stop, call the office to ask if there is a delay.