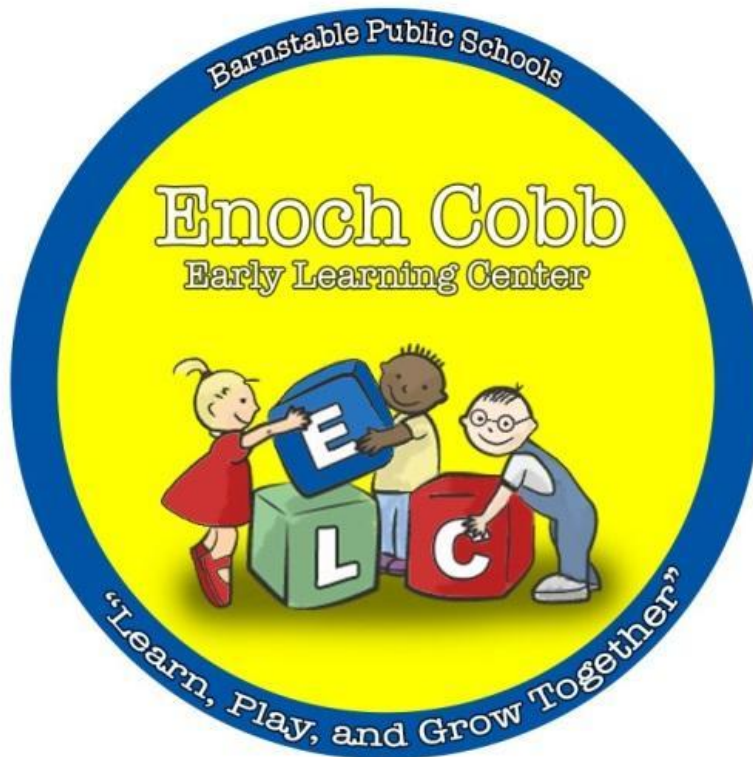


# Enoch Cobb Early Learning Center

Parent & Student Handbook

2021-2022



50 Old Craigville Rd.

Hyannis, MA 02601

Phone: (508) 790-6493

Fax: (508) 790-9833

[www.barnstable.k12.ma.us](http://www.barnstable.k12.ma.us)

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>PURPOSE</b>	<b>3</b>
Barnstable Public Schools Vision	3
ECELC Mission	3
Core Values	3
<b>SCHOOL CONTACTS</b>	<b>3</b>
<b>DROP OFF/PICK-UP</b>	<b>4</b>
<b>WHAT TO BRING</b>	<b>5</b>
<b>PARENT-TEACHER COMMUNICATION</b>	<b>6</b>
<b>VISITOR POLICY</b>	<b>6</b>
<b>MASK POLICY</b>	<b>7</b>
<b>STUDENT ABSENCES</b>	<b>7</b>
<b>FREQUENTLY ASKED QUESTIONS</b>	<b>8</b>
Do you follow a curriculum?	8
What does a typical preschool day look like?	8
Do peer model students receive the same amount of teacher attention as students with special needs?	8
How big are the class sizes?	8
How do you assess progress?	9
How do you discipline?	9

## PURPOSE

### Barnstable Public Schools Vision

To educate the whole child by creating a student centered school culture that addresses students' physical, social, emotional, and academic needs by creating a safe and healthy learning environment in which students are challenged, supported, and engaged.

### ECELC Mission

To maximize the achievement of all our young students. We aim to provide children with high-quality social, language, and early academic experiences, which address each child's individual needs in an emotionally and physically safe environment by following developmentally appropriate, best practices for young children of all abilities, embracing diversity, and by providing a standards-based curriculum.

## Core Values

- ❖ Commitment - We are dedicated to the learning and growth of all
- ❖ Collaboration - We work together while keeping student needs at the center of all decision making
- ❖ Community - We build strong, respectful partnerships that support student success

## SCHOOL CONTACTS

Role	Name	Phone	Email
Administrative Assistant	Betsy McKane	508-790-6493 Ext 1514	mckane_betsy@mybps.us
Principal	Nicole Caucci	508-790-6493 Ext 1513	caucci_nicole@mybps.us
Special Education Coordinator	Stephanie Markwell	508-790-6493 Ext 1527	markwell_stephanie@mybps.us
School Nurse	Patty O'Hara	508-790-6493 Ext 1515	ohara_patricia@mybps.us
School Psychologist	Amber Camelio	508-790-6493 Ext 1528	camelio_amber@mybps.us
Portuguese	Gustavo Barandas	508-790-9844	barandas_gustavo@mybps.us

Translator		Ext 1015	
Spanish Translator	Adela Blanco Ro...	508-790-6445 Ext 1243	blancoroman_adela@mybps.us
Transportation (Special Education Only)	Beth Metell	508-790-6478	metell_beth@mybps.us

## PRESCHOOL SCHEDULES

The majority of our classes operate 3-5 days per week for 2.5 hours per day. Students attend either AM or PM sessions depending on parent preference and availability of openings. We also offer one specialized, full day program for students who qualify for intensive specialized instruction and have a diagnosis of Autism Spectrum Disorder. Barnstable partners with The New England Center for Children (NECC) to provide special education services for these students.

School start/end times:

AM half-day session - 9:15am-11:45pm

PM half-day session - 1:15pm-3:45pm

Full day session - 9:15am - 3:45pm (NECC program only)

## DROP OFF/PICK-UP

Families are strongly encouraged to use the curb-side drop off and pick up procedure described below at regular arrival and dismissal times in order to avoid lines and congestion at the front door. If a child arrives late or needs to be dismissed early, caregivers may park, walk up to the main entrance and ring the buzzer. Parents/guardians will not be permitted to enter the building during routine arrival or dismissal procedures, per the district's current visitor policy.

Families are provided with a car tag to place in the passenger side window showing the child's name and classroom teacher. Students and caregivers must remain in vehicles until a staff member approaches. The staff will come out to get students five minutes prior to their school start time. Adults may then get out to assist children out of car seats and hand them off to the staff member. The staff member will then walk your child directly to his/her classroom. Each staff member will use hand sanitizer between students, as hand-holding is necessary for safety while traveling near the road/parking lot.

The photo below shows the proper flow of traffic at drop-off and pick-up times.



## WHAT TO BRING

Please be sure to send your child to school with:

- ❖ A backpack large enough to fit a 9.5 x 11.5 inch folder
- ❖ A change of clothes to keep in school (including socks and underwear) just in case we get too messy!
- ❖ Weather appropriate outerwear in the cold months. Please be sure to label all items.
- ❖ One small comfort item (must fit in the backpack) is okay to ease transitions; although, this item may need to be kept in the backpack or cubby during lessons/activities.
- ❖ A healthy snack. Healthy foods are encouraged. Please send only one small snack. Time to eat is limited. Water is provided. Please do not send drinks. Filtered water will be provided at school.
- ❖ A bagged, cold lunch and snacks - only if your child attend's our full day program.

## PARENT-TEACHER COMMUNICATION

- ❖ Parents/guardians are welcome to call our main phone number at 508-790-6493 and leave a message on the teacher's voicemail. If it is during a class session, your child's teacher will return your call when she is not with students. Every attempt will be made to return your call within 24 hours.
- ❖ All staff emails are [last name\\_first name@mybps.us](mailto:last_name_first_name@mybps.us)
- ❖ Please send a written note in your child's backpack if there is something important we need to know right away! Staff will check backpacks/folders each day for notes from home.
- ❖ Teachers will be sending home or emailing weekly or biweekly newsletters to inform parents of themes, concepts/skills they are working on and special events. Please be sure to read your newsletters!
- ❖ Optional parent-teacher conferences will be held in December by appointment.
- ❖ Progress reports will go home for all students in January and June.
- ❖ Teachers use the Remind App as another way of communicating with you. Your child's teacher will give you instructions on how to join her class, so that you get important messages and updates on class happenings.

## VISITOR PROTOCOL

Per CDC guidance, non-essential visitors, volunteers and activities involving external groups and organizations should be limited, particularly in areas of moderate to high COVID-19 community transmission.

- ❖ Parents/guardians will be permitted to enter buildings for scheduled meetings. Parents/guardians and schools will continue to have the option to have meetings held virtually.
- ❖ Dismissal practices will be determined by individual schools. Please note that any planned dismissals should be communicated to the school.
- ❖ Parents/guardians will be permitted to enter buildings to drop medication off to the school nurse. Drop-off times should be arranged with the school nurse.
- ❖ If parents/guardians are dropping off a personal item for the child(ren) they will need to call the school first. Upon arrival, there will be a container located near the front entrance in which the item can be left. The item will be taken into the school and delivered to the student.

- ❖ Parents requesting school tours and volunteers who work outside of the classroom will be permitted, provided that health and safety guidelines are followed.
- ❖ Direct service providers will be permitted to access schools and classrooms, provided that health and safety guidelines are followed.
- ❖ All visitors to schools will need to follow all of the safety guidelines set forth below:
  - Face masks are required for all visitors, regardless of vaccination status.
  - Hand sanitizer should be used upon entering the school.
  - Visitors should not enter buildings if they are not feeling well.
  - Any visitor entering a school will be required to sign in/out at the main office.
- ❖ Any visitor who learns they are COVID-19 positive and were in the building during their infectious period (48 hours prior to symptom onset or positive test, if asymptomatic), must alert the school

## **MASK PROTOCOL**

All staff and students are required to wear face coverings. Preschool students are required to have a mask and wear it to the greatest extent possible, with the exception of eating, drinking or mask breaks. If a student does not have a face covering, he/she will be provided with a face covering by the District.

- ❖ Students who are unable to wear a mask at any time due to a disability or medical condition will require a mask exemption letter from a physician to be kept on file at school. This will communicate to staff that building mask tolerance should *not* be worked on with the child.
- ❖ Students who are not yet wearing masks consistently, who are working to build mask tolerance, DO NOT need a letter from a physician, as they are not exempt from wearing a mask. Staff will be working with them to develop and increase mask tolerance while at school. If a non-exempt child fails to make progress toward mask tolerance within a two week period of time, a physician's note may be requested.

## **STUDENT ABSENCES**

Please notify School Nurse, Patty O'Hara, by calling 508-790-6493, Ext. 203 and keep your child home if your child exhibits any of the following symptoms:

- ❖ Fever over 100 degrees
- ❖ Persistent Cough
- ❖ Shortness of breath or difficulty breathing
- ❖ Persistent Fatigue



- ❖ Muscle/body aches or chills
- ❖ Headache
- ❖ New loss of taste or smell
- ❖ Sore throat
- ❖ Persistent Congestion or runny nose
- ❖ Nausea or vomiting
- ❖ Diarrhea
- ❖ Unusual skin rash
- ❖ Red eyes or discharge from eyes

Should students be required to quarantine for Covid-19 related reasons, parents/guardians will be given access to ECELC's Google Classroom which contains parent resources and suggested learning activities that can be done at home. It will be the parent/guardian's choice to implement these activities. ECELC educators will not be providing live instruction during the quarantine period.

## **FREQUENTLY ASKED QUESTIONS**

### **Do you follow a curriculum?**

Yes, Massachusetts standards for preschoolers are embedded into thematic play so that every activity is a meaningful, but fun learning experience for your child. There are currently formal preschool standards in the areas of Literacy, Math, Science, History and Social-Emotional Development. Our teachers follow a curriculum map which ensures that each child in our program receives a consistent educational experience.

### **What does a typical preschool day look like?**

A lot can happen in two and a half hours! In this time, children will participate in a Circle Time (a large group meeting in which they engage in music, movement, stories and hands-on lessons), Recess (outdoor play), Snack Time, and Center Time (small group activities which provide opportunity to practice skills, engage socially with peers and create).

### **Do peer model students receive the same amount of teacher attention as students with special needs?**

Yes, our teachers are trained to differentiate instruction so that each child receives what he/she needs. Our goal is to make sure that every child continues to learn and grow throughout their time in our program.



## How big are the class sizes?

Due to rolling admission, our class sizes start smaller and grow to a maximum of 14 students by year's end. Each class has 1 lead teacher and 1 teacher assistant at all times. Classrooms in which the student population has a higher level of need have additional paraprofessional support.

## How do you assess progress?

We use a developmental, observation-based, early childhood assessment tool called, Teaching Strategies Gold. It allows classroom staff to make note of how each child performs while completing classroom activities. Once entered into the system, the program can monitor growth and compare students to their same-aged peers, helping us to plan appropriate next steps for instruction and play. We will communicate your child's developmental levels on this assessment on the report card which will go home in January and in June.

## How do you discipline?

We use an approach called, Positive Intervention Behavior and Supports (PBIS). Much can be found online about this approach. In a nutshell, it is a proactive way to set students up for success using lots of visual supports, direct teaching of expectations, modeling and practice. This eliminates the majority of challenging behavior, however, when needed teachers may redirect, correct, set appropriate limits or utilize Applied Behavior Analysis strategies (ABA).