

Rosa Parks Early Childhood Education Center

Parent Handbook 2016-2017



ROSA PARKS EARLY CHILDHOOD EDUCATION CENTER

13804 E 46th PI S

Tulsa, Ok 74134

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About Us

Our Mission: to enhance the development of very young children and promote healthy family functioning.

- The Rosa Parks Early Childhood Education center is a unique partnership between Community Action Project of Tulsa County (CAPTC) and Union Public Schools providing educational services for 176 three-year-old children who meet qualifications. CAP provides state and philanthropic funding to support programs operated with the expertise of Union's early childhood educators.
- Our school is unique not only in its early childhood education funding sources, but in its components of practice including the Reggio Emilia approach. These braided components of funding and programming bring many eyes to our school seeking models or practice further fueling our need to gain a clearer understanding of both the roots and nature of practice in our school.

Our Philosophy

Our belief is that all children are eager to learn at any age and we feel our classrooms should support their readiness. A warm and inviting environment of thoughtfully presented materials is critical in challenging children. We feel our environments should communicate to the children that we believe in their ability to become independent learners and critical thinkers. In our classrooms, you will find materials presented on low, open shelving, which allows easy access for the children to choose the things that interest them. Child engagement and success is evident throughout the school as the children independently and collaboratively explore the environments and materials

Promoting Community

We know from recent studies that children who feel a sense of identity, community, and friendship within a group are the most well-adjusted and successful in school. Families play an integral role in supporting each child's identity and development, and we strive to support these school family connections. To further support this philosophy, we have an office of Family and Children's Support Specialists as well as a Mental Health Associate ready to offer assistance in any way they can to your family and children.

Program Information

Procedures for Gaining Access to the Building when the Entrance is Secured

In the event of the entrance to the building being secured and no staff are available, there is a doorbell near the entrance to ring for assistance. If there is no answer, call the main phone number to gain entrance. 918-357-7380

Hours

Drop off at the Early Childhood Education Center is from 7:45am to 8:30am. Pick up is from 2:15pm to 3:00pm, with our hope being you have sufficient time to pick up from any other Union school where another child may attend. If you are going to be running late in the morning or at pick up time, please call the office at 918-357-7380 to let your child's teacher know when they can expect you.

Parent sign-in / sign-out

For the safety and security of the children, and by policy of DHS, someone must accompany every child inside the building and sign the child in each morning and out in the afternoon. Persons other than the custodial parent or guardian who will be picking up the student must be listed on the enrollment form. Please plan ahead for unforeseen circumstances and list alternate individuals for pickup. Children will not be released to anyone other than the designated adult without proper identification.

Verbal Authorization

In the event a parent/ guardian is unable to pick up their child, verbal authorization may be given over the phone for individuals not indicated on the enrollment form to pick up the child. Staff must be able to recognize that parent's voice as a security precaution.

Medical Information

Health Monitoring

Each child is observed initially and throughout the hours of the day for symptoms of illness or poison exposure and obvious signs of infestation or physical injuries. Parents are notified as necessary of communicable disease &/or infestation exposure at the direction of the teacher or principal.

Health Policy

In accordance with Tulsa Health Department guidelines, ill children may not attend school. Children with diarrhea, vomiting, fever, eye infections, head lice, unexplained rash, or any sign of illness will be sent home immediately. A child must be fever free and medication free for 24 hours before returning to school. If a child becomes ill during school hours, the child will be isolated immediately and a parent will be called to pick them up.

Medication and Health Conditions

A medication authorization form will need to be completed and signed by parent /guardian before medication can be dispensed to students. All medicine given during school hours must be in original prescription container with the child's name and pharmacy label. This includes non-prescription medications which must be in the original over-the-counter packaging. Students with signs of illness should not be sent to school. Students who become ill or sustain an injury will be made as comfortable as possible until a parent is able to pick up the child. Faculty and staff will use good judgment when administering first aid.

Medical Information Cont.

Medical Emergency Procedures

Medical emergency procedures for severe injury, poison exposure or acute illness will be followed at school. First aid will be administered. If necessary, 911 will be called. EMSA/ Tulsa Fire Department will respond. If necessary, we will call Poison Control at 1-800-222-1212 and follow directives given. Parents and DHS Licensing will be notified if emergency treatment is required.

Mandatory Reporting of Child Abuse

In accordance with Oklahoma state law and DHS Licensing Requirements, any individual who has a suspicion or reason to believe a child was abused or neglected or is in danger of being abused, must immediately make a report to the statewide Child Abuse and Neglect Hotline 1-800-522-3511.

Sunscreen

Students will play outside daily, weather permitting, for 60 minutes. We ask that parents wishing for their child to wear sunscreen, apply it at home before the child starts their day

Insect Repellent

Insect repellent will be used only at a parent's request and must be supplied by the parent. A signed medication form will be required from the parent. Insect repellent will be kept in a secure location, accessible only by staff.

Contact Us

Just Northwest of 51st and Aspen in Broken Arrow

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