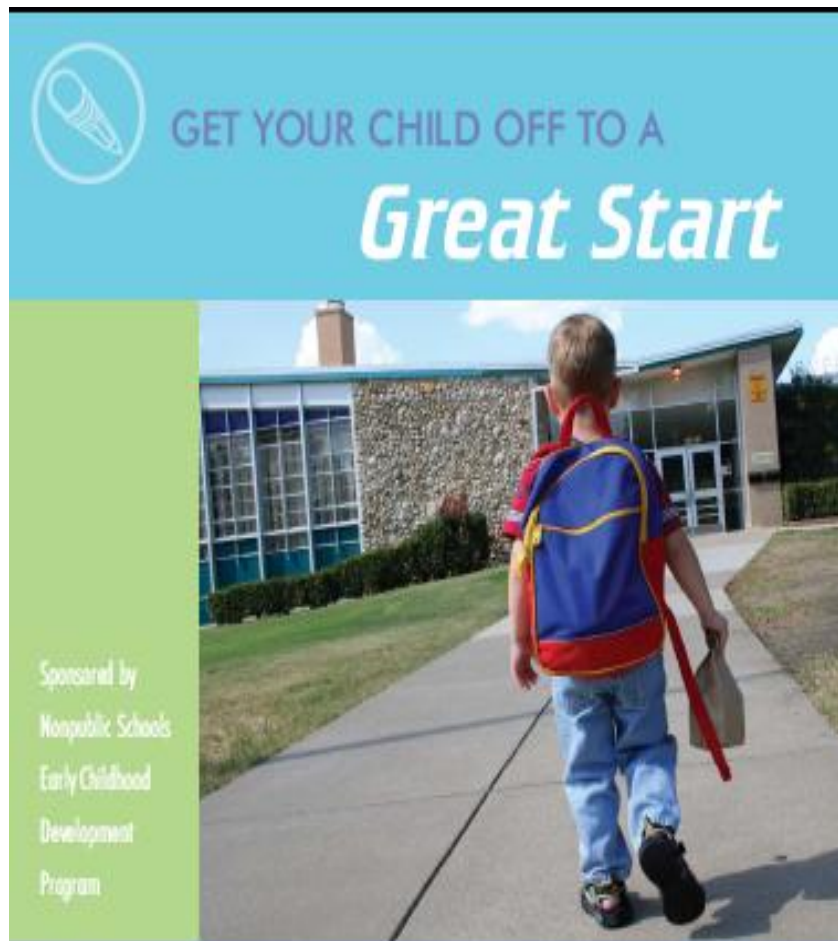


2012-2013 School Year; 5th Edition



# NSECD Parent Handbook





2012-2013 NSECD Eligibility & Enrollment Procedures
And Provider Responsibility Guideline Review
Acknowledgment Form

I \_\_\_\_\_, parent/guardian of
(Print Name)

\_\_\_\_\_ have reviewed the 2012-2013 NSECD Parent
(Print Name)

Handbook. I acknowledge receipt of the Parent Handbook. I have read and
understand the policies and procedures in the 2012-2013 Parent Handbook. I agree to
abide by them as will my child. I also understand that this form is to be signed and
mailed back to the NSECD Office two (2) weeks after the start of school.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_  
Signature of Teacher Date

Please Mail To:

Nonpublic Early Childhood Development Program
Louisiana Department of Education / Literacy
1201 North Third Street, 4th Floor
Baton Rouge, LA 70802

FOR NSECD OFFICE USE ONLY



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## **Introduction**

Preschool programs build a foundation of development and learning that allows your child to build “skills, attitudes and habits to do well in school and throughout life”. The Governor’s Office of Community Programs understands that preschool prepares your child for their journey of lifelong learning.

Both the NSECD Program and the Governor’s Office encourage you to be an active participant in your child’s education, as you are your child's first teacher. We also promote parent involvement in your child’s school activities. Research shows that children whose parents take an active role in their education and show interest in their work score higher on tests. It also builds a strong foundation for the child’s educational future.

The purpose of this parent handbook is to inform you of the NSECD Program rules that the school must follow and to provide you with local contact information for resources.

Please feel free to contact the NSECD Office if you have any questions. If you become aware of any activities that do not follow what is stated in this book, please contact the NSECD Office at 1-800-758-6934.

## **Program Philosophy**

The NSECD Program is designed to provide at-risk four-year-old children access to high quality, developmentally appropriate prekindergarten classes and before- and after-school enrichment activities.

## **Attendance**

### **Tardiness**

All NSECD schools are required to report classroom attendance on a daily basis. The school will complete an intervention plan for children that are tardy or absent from school on a regular basis. The following course of action will be taken:

- ✓ You will be contacted (via telephone, letter or conference) to review the responsibility agreed to in the NSECD Parental Choice form.
- ✓ If the child continues to be tardy or absent, a meeting will be required.
- ✓ The school may contact the Louisiana Department of Education for help in creating and carrying out an appropriate intervention plan to address this problem.

### **Disenrollment**

Students may be dropped from the class roster if their poor attendance continues for two (2) months.

Students may be dropped from the class roster if there is an outstanding balance for cafeteria fees (consecutive for three (3) months).

Disenrolled students will be eligible to re-enroll into the NSECD Program but will be required to re-apply in to the program, and may be placed on a waiting list depending on available space.

Parents may transfer their child to another participating NSECD School, only if the school you wish to transfer to has an available slot. Parents are urged to check with the school they wish to transfer to before disenrolling their child.

### **Early Dismissal**

If your school is scheduled for early dismissal, you are NOT responsible for child care fees.

### **Holidays**

Parents are responsible for payments if you choose to send your child to childcare during holiday breaks (Thanksgiving, Christmas, Easter and Mardi Gras).

### **Transportation**

Parents are responsible for getting their child to and from school.

The NSECD Program does not provide transportation for students therefore the schools that participate in the NSECD Pre-K Program are not required to provide transportation.

If a participating school decides to provide transportation for students, the NSECD Program is not liable for any issues that may arise while the student is under the supervision of the driver.

### **Uniforms**

Your school may request that prekindergarten students wear uniforms to school. However, your child WILL NOT be denied enrollment if you are not able to purchase a school uniform.

Parents and the school can contact private or public support service agencies to get assistance for families.

### **Immunization and Health Screening Requirements**

All NSECD children are required to have their age-appropriate immunizations and screenings during the school year.

## **Immunizations**

Louisiana law (effective 2009-2010 school year) requires two doses of the Varicella vaccine before your child can start school. For your convenience, listed below are the immunizations your child should have by 4 years old:

- ✓ 4 doses of DTap
- ✓ 3 doses of Polio (IPV)
- ✓ 2 doses of MMR
- ✓ 3 doses of HBV



- ✓ 2 doses of Varicella

If your child receives any immunizations during the school year, an up to date record is to be given to the school office.

Immunization documents are to be turned in during registration (or by the time Pre-K classes begin) and it will be kept on file in the school office. If your child is due for an immunization, please contact your pediatrician to schedule an appointment.

## **Health Screenings**

Hearing and vision screenings will be provided to NSECD Pre-K children within the first 90 days of school. Follow up contacts will be made to all children that have a screening result that falls out of the normal range. The school will inform all parents whose children need additional testing.

Parents are asked to make sure that your child is present and on time for these scheduled health screenings.

Schools are encouraged to provide additional screenings (dental, motor skills). Check with your school for screening dates and times.

If your child's school does not offer dental screenings, please understand the importance of dental hygiene and the effect it has on overall health. Encouraging your child to develop healthy dental habits will benefit them in the future.

## **Supplies**

Parents are not required to supply classroom materials such as glue, crayons, markers, tissues, and other typical materials.

Parents may donate classroom materials, but it is the school's responsibility to cover the costs for classroom materials.



## Snacks and Meals

Parents are not required to supply daily food or snacks.

Parents who choose to send meals and snacks for their child must inform the school administration.

The school is to serve a nutritious breakfast to children attending before-school class. ***If your child does not qualify for free or reduced lunch, you are responsible for cafeteria fees that are set by your school.***



In addition, the school is to provide prekindergarten children with a nutritious morning or afternoon snack (depending on the time that breakfast and lunch are served). A snack is to be served to all children attending after-school activities.

Parents are responsible for paying cafeteria fees. After two (2) consecutive months of non-payment, the school has the right to disenroll a student from the program.

Snacks may not be sold to prekindergarten children during the regular school day, the before-school enrichment classes, or the after-school enrichment classes.

## Field Trips

Parents of NSECD Program children are not required to pay field trip fees for their child.

Schools are required to take Pre-K classes on at least 2 field trips during the regular school year.



Parents who choose to participate on the field trip are responsible for their own cost(s).

## Student Portfolios

Prekindergarten teachers are required to keep a portfolio on each student. Portfolios must be kept up-to-date in the classroom and available for you to review. Portfolios are to include:

- ✓ Samples of the child's work
- ✓ Teachers notes/records
- ✓ Results from the *Developing Skills Checklist*
- ✓ Information on the child
- ✓ Summaries of child development
- ✓ Vision and hearing screening reports

- ✓ Referral and follow-up records for support services

### **Parental Involvement**

Parental involvement in the NSECD program whether it be through volunteering, attending programs or field trips, etc., is encouraged.

Parents who choose to participate in extracurricular activities, such as purchasing school photographs, T-shirts etc. *may be charged fees for these activities.*

At least two individual parent-teacher conferences will be offered during the school year (fall and spring) to discuss:

- ✓ portfolio contents
- ✓ summaries of child development

The NSECD Office strongly encourages parent to attend the scheduled conferences. Other parent-teacher conferences may be held if requested.

### **Language/Punishment**

NO form of demeaning language or corporal punishment is allowed in the NSECD Program, by anyone at any time.

### **Parent Orientation Meeting**

The school is to have a Pre-K orientation that will meet the parents of the NSECD Program. This orientation will offer an opportunity for you/parents to ask questions to the Pre-K teachers and administrators about the Program.

**Schools are to provide the following at orientation:**

- ✓ Opportunities for parents to gain knowledge of child development and parenting.
- ✓ Support services, including parenting classes available in the community and information on enrollment in local adult literacy programs.
- ✓ Information on opportunities to participate in classroom activities, field trips, or workshops relating to parenting or child development.

### **Extra Curricular Activities**

Parents **are not required** to financially support enrichment activities, before or after school program activities, or enrichment activities or extracurricular activities or fundraisers.

Parents who choose to participate may be charged fees for these activities.



### **Enrichment classes**

Any enrichment classes or service offered to paying students must also be available to NSECD eligible children (such as art, gymnastics, and music classes).

### **Before and After School Program**

NSECD Program students cannot be denied any service that is made available to other prekindergarten children for a fee.

Schools that allow parents of non-NSECD Program eligible students to pay fees to enroll their prekindergarten children in special enrichment activities (e.g., tumbling, music, art, dance), have agreed to make any and all of these same enrichment activity opportunities available to children served through the NSECD Program at no charge.

Parents are responsible for fees that the school may charge for any before and after school service(s) provided outside of the established hours (Example: late pick-up from after care).

### **Before and After School Activities (Do's and Don'ts)**

#### **Do's:**

- ✓ Schools are to provide before- and after-school enrichment activities for all children enrolled in the prekindergarten classes

#### **Don'ts:**

The following before- and after-school enrichment activities program practices are considered inappropriate and unacceptable:

- ✗ Requiring children to participate in rest/naptime periods (Individual needs for rest/sleep can be met.)
- ✗ Restricting children to only outside play or to only inside play (except during inclement weather).
- ✗ Allowing children to watch television programs or videos longer than 40 minutes of the time spent in before- and after-enrichment activities
- ✗ Allowing children or adults to hear or view television programming, video, radio, audio, or Internet sites that are inappropriate for young children



## Hooray for Handwashing

### Always Wash Your Hands:

After playing outside



After sneezing or coughing



Before you eat or prepare food



After bathroom trips



After playing with pets



Visit Our Website:  
<http://www.agctr.lsu.edu/wwwac>

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## Fact Sheet

High Five

**Remember the High Five to prevent the spread of infection**



### Five steps in Handwashing

**Step 1**

Wet hands with water and then add soap.



**Step 2**

Use friction to work up lather and wash hands for at least 20 seconds.



**Step 3**

Rinse well under a stream of water.



**Step 4**

Dry hands thoroughly, with a single use paper towel whenever possible.



**Step 5**

Turn off a faucet with a paper towel, if possible.



## RESOURCES FOR PARENTS

### Educational Resources

- NSECD website: [www.prek1a.org](http://www.prek1a.org)
- Louisiana Department of Education  
1-877-453-2127
- Pre-K Now: [www.preknow.org/families](http://www.preknow.org/families)
- Teaching Strategies for Parents:  
[www.teachingstrategies.com/page/PS\\_ParentResources](http://www.teachingstrategies.com/page/PS_ParentResources)
- LPB website: [www.pbskids.org/read](http://www.pbskids.org/read)

### Health Information and Wellness Resources

- LA Office of Public Health- Office of Vital Records:  
(504) 219-4500
- Louisiana Department of Social Services:  
1-800-772-1213 or [www.dss.state.la.us](http://www.dss.state.la.us)

### Family Support and other Services:

- Louisiana Medicaid Office  
1-888-342-6207
- Louisiana Office of Food Stamps  
1-888-524-3578
- Early Childhood Support & Services Program OMH/DHH (225) 342-8706
- YWCA of Greater Baton Rouge  
(225) 383-0681
- YWCA of New Orleans

(504) 482-9922

- YWCA of Shreveport  
(318) 222-2116
  
- Office of Mental Health  
Child Adolescence Response Team (CHART)  
(225) 922-0631
  
- Office of Family Planning  
(504) 568-5330
  
- Office of Immunizations  
(504) 838-5300
  
- Nutrition (WIC) Office  
(504) 219-4789
  
- Families Helping Families  
[www.fhfla.org](http://www.fhfla.org)

## LOUISIANA DEPARTMENT OF EDUCATION

### NONPUBLIC SCHOOLS EARLY CHILDHOOD DEVELOPMENT PROGRAM

[WWW.PREKLA.ORG](http://WWW.PREKLA.ORG)

1-800-758-6934

