



# BURLINGTON SCHOOL DISTRICT - EARLY EDUCATION PROGRAM

Inclusive

Play-Based

Family Centered



150 Colchester Avenue, Burlington, VT

Main Office: 802-864-8463

Transportation: 802-864-8453

## **MISSION STATEMENT**

The mission of the Burlington Early Education Program (BEEP) is to provide high quality, play-based early education in a variety of settings in our community. We provide assessment and special education services for eligible children within these inclusive settings. We are committed to supporting the growth and development of young children and their families through home, school and community collaboration.

## **PHILOSOPHY**

The Burlington Early Education Program provides high quality, play-based early education using a collaborative, team-based approach to children between 3 to 5 years of age. Children attending our program are provided opportunities to develop skills in each of the early childhood learning domains: science, math, literacy, motor, communication and social-emotional skills.

Children learn best through playful engagement with peers and teachers. Instruction is designed to meet the needs of all learners within a positive, nurturing and diverse environment. All classrooms follow the guidelines of the Vermont Early Learning Standards. We value families as a child's first teachers and as our partners in supporting each child's growth.

Our teachers and service providers are advocates and leaders in early childhood education at the local, state, and national level. We collaborate with parents, colleagues, partner programs, health professionals, local organizations, and local and national legislators. As teachers and advocates of the earliest learners we have a vital role in preparing children for 21st century learning.

## **ACCREDITATION**

BEEP school sites are accredited through the Step Ahead Recognition System (STARS). All sites have received a top rating of five (5) Stars.

## **LICENSING**

BEEP is a licensed early childhood program under the Vermont Department of the Division of Children and Families (DCF). Regulations for licensing related to staffing, programming, and environment are renewed annually. Vermont Child Care Licensing Regulations are posted and available at each school site. If there are questions or concerns, parents are encouraged to:

- speak directly to your child's teachers
- contact the program Director at 802-864-8463
- or
- contact the Child Care Consumer Line at 1-800-649-2642

## BURLINGTON EARLY EDUCATION PROGRAM (BEEP)

The Burlington School District (BSD) offers preschool classrooms (ages 3-5) at the following BSD school sites.

<b>Integrated Arts Academy (IAA)</b>	Start Time	End Time	Days
Morning Program	8:10	11:00	Monday, Tuesday, Thursday, Friday
Afternoon Program	11:45	2:50	Monday, Tuesday, Thursday, Friday

<b>The Sustainability Academy (SA)</b>	Start Time	End Time	Days
Morning Program	8:10	11:00	Tuesday, Wednesday, Thursday, Friday
Afternoon Program	11:45	2:50	Monday, Tuesday, Wednesday, Thursday

<b>J.J. Flynn Elementary School</b>	Start Time	End Time	Days
Morning Program	8:10	11:00	Monday, Tuesday, Thursday, Friday
Afternoon Program	11:45	2:50	Monday, Tuesday, Thursday, Friday
Full Day Pre-K Program	8:10 8:10	2:50 12:00	Monday, Tuesday, Thursday, Friday Wednesday

<b>The Ira Allen Early Education Center (Ira Allen)</b>	Start Time	End Time	Days
Morning Program	9:15	12:30	Monday, Tuesday, Wednesday, Thursday
Afternoon Program	12:00	3:30	Monday, Tuesday, Wednesday, Thursday
Extended Day Program	9:15 9:15	3:30 12:30	Monday, Tuesday, Wednesday, Thursday Friday
Full Day Pre-K Program	8:15 9:15	3:30 12:30	Monday, Tuesday, Wednesday, Thursday Friday

Dates of operation for each preschool program can be found in the BSD school calendars for the 2017-2018 school year.

Classrooms at each site are supported by service providers as needed. Providers may include Special Educators, Speech-Language Pathologists, Discrete Trial Interventionists, Physical Therapists, Occupational Therapists, Head Start Early Care Advocates, clinicians from the Howard Center, pediatricians, and other specialists.

Enrolling in preschool at any of these specific school sites does not guarantee kindergarten placement at that school.

## **OUR CLASSROOMS**

Our preschool classrooms are taught by licensed teachers who create rich, developmentally-appropriate curriculum designed to meet the needs of all learners in our diverse Burlington community.

## *NUTRITION & MEALS*

Each classroom provides snack and/or lunch with food provided by the Burlington School District Food Service. These meals are served family style and meet federal nutritional guidelines. Special dietary requirements or allergies can be discussed with your classroom teacher and a plan will be developed.

## *SLEEP/REST*

Our full-day programs (Pre-K and Extended Day) provide all children opportunities for sleep or rest as outlined in the Vermont Child Care Regulations.

## **PARENTS RIGHTS/CONFIDENTIALITY**

You and your child have a right to privacy. No staff or volunteer shall share information about your child or family without your prior written permission. We follow legal confidentiality guidelines as outlined in the federal FERPA and HIPAA policies.

You have unlimited access to your child during the school day.  
It is your right to request access to your child's educational records at any time.

## **TRANSPORTATION**

We encourage families to bring their children to school each day. When you do this, it offers the opportunity for closer, more frequent school/home communication

- **The Ira Allen Early Education Center**  
Transportation may be available to students eligible for special education services depending on the child's individual needs. Decisions for transportation services are determined by each child's IEP team. Transportation may also be available to students who live more than .7 miles from the center.
- **Ira Allen and Flynn All Day Classrooms**  
We encourage families to bring their children to school each day. However, since these classrooms are Federally funded through the PreK Expansion Grant, children in these classrooms may access transportation.
- **IAA, SA, FLYNN (half day program only)**  
Transportation may be available to students eligible for special education services depending on the child's individual needs. Decisions for transportation services are determined by each child's IEP team

In order to make the bus service most effective, good communication between school and home is essential. To accomplish this, the following procedures are recommended:

- Have your child ready when the bus arrives. Walk your child to the bus. The bus aide will settle your child and buckle the seat belt.
- Be ready and waiting outside when the bus brings your child home.
- When your child is ill, and will not be attending school, please call your child's preschool **AND** the bus garage (864-8453) by 7:30 a.m. so the bus driver can avoid unnecessary delays.
- If it is necessary for a different person to take your child off the bus, please call the admin assistant at the Early Ed. Center at 864-8463 and the message will be relayed to the driver. The bus driver will not leave your child with an unauthorized person. Any new people picking your child up off of the bus will need to have a photo ID.
- **It's extremely important that the bus garage has a working phone number for children who ride the bus.** In the event of an emergency, the bus driver needs to be able to contact you when your child is in their care. If your phone number changes contact the Early Ed. Center Admin Assistant at 864-8463.
- It is the Burlington School District's policy that if a parent cannot be reached, and it is after Early Ed. office hours, the child will be brought to the Burlington Police Department, where they can be picked up by a parent or guardian.

## **MANDATING REPORTING**

All staff is required to complete the Vermont State Mandated Reporter Training. Staff working with children are mandated reporters of child abuse and neglect which may include, but is not limited to, physical, sexual, emotional, and domestic violence and unmet basic needs. Staff are required to report to the Child Abuse Hotline when they reasonably suspect abuse or neglect of a child. This report must be made within twenty-four (24) hours of the time information regarding the suspected abuse or neglect was first received or observed.

## **FAMILY INVOLVEMENT**

You know your child best! There are many ways to be involved in your child's education.

Ways to get involved:

- Speak with your teacher about volunteering in the classroom
- Join us on a field trip
- Classroom special events & celebrations
- Parent-teacher conferences
- Read your classroom's newsletters
- Open House
- And more!

## **HEALTH POLICIES**

### ***IMMUNIZATION***

Vermont State Law requires schools to get proof of your child's immunizations. A student cannot start school if their immunization information is incomplete or there is no plan for having it completed. Up to date immunization information must be authorized by the school nurse.

To comply:

- Submit proof of immunization to your child's teacher
- Make an appointment to have your child immunized with your child's healthcare provider and contact your child's teacher
- Submit an exemption request form to your child's teacher.

### *ILLNESS*

We follow the Vermont Child Care Licensing Regulations for Center Based Programs as outlined in Appendix A of their handbook. Please keep your child home and consult with your physician if your child has:

- Fever: a child must be fever free, without fever reducing medications for 24 hours before returning to school.
- Stomach Ache/Vomiting
- Rash: with fever or behavior change
- Diarrhea: 2 or more loose or watery bowel movements
- Behavioral changes including inability to participate or if care would compromise staff's ability to care for other children

Keeping your child home when they display these symptoms is best for them and helps prevent the spread of illness to others. If your child displays any of the above symptoms while at school you will be contacted immediately and be expected to pick up your child as soon as possible. It is vital that teachers are able to contact you in case your child displays any symptoms of illness.

It is parent's/guardian's responsibility to have a plan in place to pick up their child in case of illness.

### *MEDICATION*

Most families whose children require medication are able to give it to their child at home. There are occasional times when medication may have to be given during school hours.

*For prescription medications:* A parent/guardian must complete a request form to have prescription drugs administered during school hours; many physicians' offices have copies or they may be obtained from the school. A written order from the prescribing health care provider is required. The medication must be brought to school in the original container labeled with the student's name.

*For non-prescription medications:* The parent/guardian must fill out and sign the medication administration form. The medication must be in the original, labeled container. The director or designee reserves the right not to give the medication when there is a safety concern; parents/guardians will be notified and medical clarification requested. Parents can always come to school and administer the medication themselves.

### *HEAD LICE*

If a child is found to have head lice and/or nits parents/guardians will be notified by the end of the school day. After a treatment is given a child may return to school the next day. Teachers will notify all parents/guardians of children in the classroom in the event of a confirmed case of head lice and/or nits while maintaining the privacy and confidentiality of the child/children involved. Recommendations for monitoring and treatment are available upon request or in the case of an outbreak in a classroom.

Control of head lice depends on prompt diagnosis and effective treatment. Your help in routinely monitoring your child throughout the school year for the presence of head lice and/or nits is greatly appreciated.

### **EMERGENCY PROCEDURES**

We follow the BSD's emergency procedures. We are required to practice fire drills, lock-down drills, and evacuations.

We must have current contact information including a working phone number for all parents/guardians in the event of an emergency. If your phone number changes at any time please contact your child's teacher.

### **GUIDANCE AND BEHAVIOR MANAGEMENT**

We follow the Burlington School District's behavior policy to support positive behavior. One of our primary goals is to develop social-emotional skills, which promote positive peer interactions.

The teaching team shall consult with parents and professionals to design an effective behavior management plan and adapt behavior management practices for a child who exhibits a pattern of challenging behaviors.

We do not expel children from our program.

### **SPECIAL EDUCATION THROUGH ESSENTIAL EARLY EDUCATION (EEE) SERVICES**

Early Childhood Special Education services are provided to preschool children with identified disabilities and significant developmental delays. A broad range of special education services, consultations, and supports are provided in a variety of settings:

- Classroom-based services
- Early Learning Partners (Burlington community based preschools and child-care centers)
- Clinic Services

### ***REFERRAL PROCESS***

Children are referred for Essential Early Education (EEE) services by parents, physicians, community early childhood programs, and community agencies when there is a concern or question about a child's development. Referrals are assigned to a case manager who contacts the parent(s)/guardian(s) to discuss their interest in moving forward in the referral process. All of our services are voluntary and require approval from the parent(s)/guardian(s). The referral

process may lead to a screening and/or evaluation. If you have any questions or concerns about your child's development please call our Early Ed office at 802-864-8463.

### **OTHER POLICIES**

The Burlington Early Education Program (BEEP) follows the Burlington School District's policies for:

- Enrollment registration
- Bullying and harassment
- No-smoking
- Building/facility safety
- Field trips
- media/photographing/videoing

### **RESOURCES**

- Burlington School District Website: <http://www.bsdrv.org/>
- Agency of Human Services/Department for Children and Families Law and Regulations: <http://dcf.vermont.gov/cdd/laws-regs>