



# MADISON EARLY CHILDHOOD CENTER

**2215 W Madison Avenue  
Boise, Idaho 83702**

**Head Start (HS) and the Early Childhood Special Education (EC) Program welcome you and your family to the 2011-2012 school year at Madison.**

**HS (Rooms 1 & 2) Office Phone: 854-5522  
HS Transportation: 344-9187**

**Madison Center Fax: 854-5521**

**EC (Rooms 4 & 13) Office Phone: 854-5520  
EC Transportation – First Student: 854-5230**

- **If your child will be absent from school, please call the appropriate program office and let us know.**
- **Please refer to the Head Start Calendar/Early Childhood Special Education Handbook for more information.**
- **For the security of our students, and following Boise School District directives, all who enter a District site must stop at the office to receive a visitor's badge.**

## **BUILDING SCHEDULE**

**Children at this site will attend school Tuesday – Friday**

		<b>8:15</b>	<b>Office Opens</b>	
8:00	HS A.M. class begins		9:15	EC A.M. class begins
12:00	HS A.M. class ends (bus leaves at 11:45)		12:00	EC A.M. class ends
12:00	HS P.M. class begins		1:00	EC P.M. class begins
4:00	HS P.M. class ends		3:45	EC P.M. class ends (bus leaves 3:45)
		<b>4:15</b>	<b>Office Closes</b>	

**EC program will run the following schedule during early release days**  
 EC A.M. session 9:15-11:00 • EC P.M. session 12:00-1:45

## **ARRIVAL & DISMISSAL**

When your child arrives at Madison on the bus, a staff member from the site will meet the bus and help direct your child to his/her classroom or teacher.

### Head Start

- Parents transporting their child will need to sign-in and sign-out their child within the classroom. If the class is not in the room, arrangements must be made with the teacher for this procedure; The classroom teacher and the parent/responsible adult MUST make visual/verbal contact.
- Parents/responsible adults staying to volunteer or visit, will sign-in and pick up a one-day stick-on pass from the front desk. Adults will not be allowed past the immediate classroom area without a current pass. The pass will be dated and void past the issue date.
- Afternoon students being transported by parents will not come into the building until 11:55. This allows the morning classes to sign out and be dismissed.
- Adults must be prepared to provide picture identification if asked.

### District Early Childhood.

- Parents picking up, dropping off, visiting or volunteering will need to first stop at the front counter to sign in and obtain a one-day stick-on pass.
- Students who are riding a bus home and parents wanting to pick up their child, use the walk-through gate on 22<sup>nd</sup> Street. Parents may wait outside the fence for the teacher or BSD representative to bring the child to the parent.
- Adults must be prepared to provide picture identification if asked.

ALL students are to arrive no more than five minutes before sessions starting time and are to be picked up within five minutes of dismissal. If you arrive earlier, please stay with your child until the appropriate time. If a child is left longer without specific pre-arrangement, all contact phone numbers will be called. If personal contact is not made, the School Resource Officer or Health & Welfare will be called.

Please refer to your copy of the Student Security Guideline. You have been asked to sign your acknowledgement of having read this important document.

## **NUTRITION**

At Madison your child will receive well-balanced meals/snacks. During these times many different skills will develop to promote positive growth in your child.

### **HS**

A.M. classes will be offered breakfast and lunch.

P.M. classes will be offered lunch and a snack.

### **EC**

A.M. classes will be offered a snack.

P.M. classes will be offered a snack.

Eating breakfast/lunch before coming to school will give your child a better start to the school day. If the meal is missed, please let us know.

Please let your child's teacher know if your child has any food allergies.

## CLOTHING AND PERSONAL ITEMS

While at Madison each day, your child will be busy exploring in many different ways. Please dress your child comfortably and appropriately, to allow for easier climbing, jumping, and running, knowing that your child may come home messy and happy.

During the winter months, please dress your child warmly – coat, mittens, hats, and appropriate shoes. Layers of clothes can be very efficient to accommodate the fluctuation in temperatures throughout the day.

In order to make sure your child brings home their personal items each day, **please label all of your child's personal items; e.g., coats, mittens, hats, back packs...**Unlabeled unclaimed items will be put into a lost & found.

Backpacks are recommended to more easily transport information, finished projects and a change of clothes. Please provide a pack that will accommodate a 3-ring 2-inch binder with perhaps a separate compartment for the change of clothes. It is asked that parents check the contents daily. Use this as a conveyer of messages (**Do not ask the bus drivers to relay important messages!** They are already busy with providing safe efficient transportation to the children.) **Promptly send in written notices of changes of address, phone numbers or contact names/numbers.** Call the teacher if you have further questions or clarifications.

## ILLNESS GUIDELINES

In order to promote a healthy environment at school for your child, we ask that you consider these guidelines when making a decision as to whether or not to send your child to school.

- Experiencing discomfort from cold symptoms: nasal congestion and cough. A continuous green discharge from the nose may be a sign of infections. Consider having the child seen by your health care provider.

**The following conditions will require attention by a health care provider. Do not send your child to school with:**

- Conjunctivitis (Pink eye): Following a diagnosis of pink eye, the child may return to school 24 hours after the first dose of prescribed medication.
- Rashes: Common infectious diseases with rashes are most contagious in early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- Skin lesions that drain and/or are pus filled.
- Stiff neck or headache with fever.

**The following conditions will exclude your child from school for the recommended amount of time:**

- Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay home and return to school only after being symptom-free for 24 hours.

- **Fever:** A child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Head lice:** Hair needs to be treated with an appropriate product (contact school nurse or pharmacy for suggestions) as soon as possible after identification. Family members should also be checked and treated as needed. The environment should be treated to eliminate reinfestation. The child must be checked by school nurse or representative before reentry to school. The hair should continue to be checked regularly for two weeks and treated as needed.

A sick child can't learn well and is unable to participate in class. Keeping a sick child home prevents the spread of illness in the school community and allows the child time to rest and recover. If your child becomes ill while at school, you will be called and asked to pick him/her up. It is important to provide the school with current contact phone numbers in case of an emergency.

If your child will not be at school please call the school directly and let them know. See front cover for phone number.

## **Fundraisers**

In order to provide money for extra items or activities in or outside the school setting, fund raisers must occur. Several national companies and local businesses offer fund raisers of which we have chosen to participate. The following are items we collect and redeem throughout the year. Please share this information with friends, family and co-workers. As more resources become available, we will notify Madison families. We are currently saving:

- **Campbell's Labels for Education** (UPC bar codes with Campbell's emblem).
- **Boxtops for Education.** These labels are on many brands of cereals, snacks, etc. Each is worth 10 cents (Details will be sent home with your child.).
- **Target link** (inquire at Target store).
- **Fundraisers we have participated in include: cookie dough sales; Scholastic Book Sales; monthly Pizza nights.**

The money raised in the past has been used to: reimburse each teacher up to \$50 for extras in their classroom; assist several families with purchasing birth certificates (required for enrollment); buy appreciation gifts for the folks who regularly volunteer at Madison; and a donation was made to Idaho Dance for their presentation to our students. In the past few years, fundraisers have paid for the updating of the Madison Early Childhood Center marquee (seen on the 23<sup>rd</sup> St. end of our campus), purchased field trip tee shirts and paid for the installation of the bike path after a generous donation purchased our bike barn.

**Madison will be contacting families to assist with classroom and/or school wide activities throughout the year. Please watch for information being sent home with your child.**