

# TABLE OF CONTENTS

<b>GOAL STATEMENT .....</b>	<b>3</b>
<b>PROGRAM.....</b>	<b>3</b>
<b>CLASSROOMS .....</b>	<b>3</b>
CURRICULUM.....	3
THERAPY SERVICES .....	4
FUNDING.....	5
ACCESS PARENT ASSOCIATION.....	6
<b>VISITORS .....</b>	<b>7</b>
<b>SCHOOL DAY.....</b>	<b>7</b>
ARRIVAL AND DISMISSAL .....	7
CAR RIDER.....	7
LUNCHES .....	8
EXTENDED CARE .....	9
<b>DRESS CODE.....</b>	<b>9</b>
<b>ATTENDANCE .....</b>	<b>9</b>
TARDY SCHOOL ARRIVAL.....	10
TUITION AND ENROLLMENT.....	10
SNOW DAY POLICY .....	11
PARENT COMMUNICATION.....	11
<b>ILLNESS POLICY .....</b>	<b>11</b>
<b>MEDICATION .....</b>	<b>12</b>
<b>IMMUNIZATION .....</b>	<b>13</b>
<b>INCIDENT/INJURY REPORT .....</b>	<b>13</b>
<b>BEHAVIOR MANAGEMENT .....</b>	<b>14</b>
<b>FIELD TRIPS .....</b>	<b>14</b>
<b>TELEPHONE CALLS.....</b>	<b>15</b>
<b>CLIENT FILES .....</b>	<b>15</b>
CONFIDENTIALITY .....	15
RELEASE OF INFORMATION.....	16
CHILD, PARENT, & GUARDIAN RIGHTS.....	16
<b>MALTREATMENT REPORTING .....</b>	<b>16</b>
<b>EMERGENCY DRILLS.....</b>	<b>17</b>
<b>ADMISSIONS.....</b>	<b>17</b>
<b>DISCHARGE .....</b>	<b>18</b>

**ACCESS SCHOOLS STAFF ..... 20**

**ACCESS SCHOOLS BOARD OF DIRECTORS ..... 21**

    TOP THINGS ..... 21

**THEMATIC UNITS AND SPECIAL PROJECTS ..... 23**

**TODDLERS CLASSROOM DAILY SCHEDULE..... 25**

**2 YEAR OLD CLASSROOM DAILY SCHEDULE..... 26**

**3 YEAR OLD CLASSROOM DAILY SCHEDULE..... 27**

**PRE-K CLASSROOM DAILY SCHEDULE ..... 28**

**FOUNDATIONS CLASSROOM DAILY SCHEDULE ..... 29**

**SCHOOL CALENDAR 2008-2009 ..... 30**

# **ACCESS Preschool & Foundations**

## **Goal Statement**

ACCESS Preschool and Foundations is a creative learning environment, which provides a quality education to children with special learning needs and to children with traditional needs. The hands-on curriculum prepares young children for elementary education.

## **Program**

ACCESS Schools is a private non-profit school that has an intensive learning environment for young children. Programs are individualized in order to meet the needs of each child and maximize their learning potential. We focus our attention on building a firm foundation of language skills, motor skills, social skills and pre-academic skills. We strive to prepare our children to successfully meet the challenges they will face in their next learning environment.

## **Classrooms**

Infant - Ms. Roxanne

Toddlers – Ms. Brittany

2 years and up – Ms. Suzanne

3 years and up – Mr. Tim

Pre-K (4 years and up) – Ms. Monika

Foundations (4 years to 6 years) – Ms. Jenny

## **Curriculum**

Our specialized program offers a curriculum designed to teach young children. The core components of our program work intensively on language development, using a “multi-sensory” hands-on approach. Structured lesson plans involve activities that are developed around children’s literature. These activities are taught to assist children with motor skills, play skills, social skills, problem solving, memory, and vocabulary. The literacy-based curriculum is a great tool for pre-literacy development. We develop a love of reading and some effective pre-reading skills that assist young children in becoming literate. We have added a phonics program to our curriculum for children who have a language age of 3 years or older. This is a structured program that is designed to teach basic reading skills for children with language learning difficulties.

We use a variety of tools that assist children in participating in our curriculum. Visual schedules and manipulative activities throughout all aspects of our program

give children the necessary information to not only be a part of the activities, but to learn and use information throughout the day.

**Activities include:**

Reading Time	Academics	Play Time
Circle/Calendar Time	Writing	Lunch/Snack
Large Group Instruction	Phonics Lab	Recess
Small Group Instruction	Self-help Skills	Gross Motor
Individual Instruction	Story Time	Computer
Language Experiences	Cooking	Movement
Music	Quiet Time	Fine Motor
Art	Social Skills	Drama

The teaching staff offers training to assist parents in understanding our curriculum and teaching methods so they can help their children at home.

All students must buy pre-packaged school supplies starting in the toddler room through Foundations. This will ensure that each student will have the exact items needed and also takes the burden off of the parents for finding them. We believe we are able to get a better price for families by offering this service.

Students who occupy typical slots in our preschool are offered a free developmental screening each year. Our professional staff performs this service and results are given to each family.

**Therapy Services**

ACCESS Preschool and Foundations is a unique school setting that utilizes an entire team to assist children in reaching their full potential. Our therapy staff is organized in classroom teams so the teachers and children have a core group of professionals providing services. The teachers and therapy staff work together to develop an atmosphere that promotes the highest level of learning for each child. Therapists are available to assist the classroom teacher in programming as an aspect of our team approach. The teacher leads weekly team meetings where the team has a designated time to discuss classroom and child based issues, develop plans, and share information.

The ACCESS therapy team includes Speech Therapists, Occupational Therapists, and Physical Therapists. Therapy is delivered using several models a) pull out individual therapy, b) pull-out pragmatic therapy, c) individual therapy that is integrated into classroom activities. The delivery or combination of therapy

models is individualized for each child. Setting up our environment and delivery of services to enhance learning potential is an ongoing process for each child.

Therapy is an important aspect of our program. It is one of the unique components of our preschool and has greatly contributed to the overall success of our program. We require all families to maintain a minimum of 80% attendance.

The ACCESS Schools model was developed by the founders so that each child attending has every opportunity to realize their full academic and therapeutic potential. In order to provide school and therapy services with the quality and intensity required to ensure maximal progress, we must control all of the programmatic variables. Therefore, we require that students receive all of their therapy services from ACCESS Schools.

### Funding

Some children enrolled in our program receive Day Habilitation services, which are funded through the Department of Developmental Disabilities. This funding enables ACCESS Schools to provide a high quality educational service for every child. We are able to receive funding on an hourly basis for our services for children with special needs. In order for our school to maximize the capability to obtain funding, we require families of children with DDTCS slots to attend school a **minimum of 80% attendance**. Furthermore, we can only bill for whole hours, so we ask families to consider this when they come to school late or leave school early. **YOU MUST BE ON TIME!**

ACCESS Schools receives reimbursement for therapy services as well. Again, we require families to maintain **a minimum** of 80% attendance so we can continue to offer quality services for all children. Parents must notify the office immediately when their children will not be at school so we can cancel and reschedule therapy. Advance notice of absences helps us with rescheduling.

Children who attend school regularly and receive the therapy and education services recommended by their doctor and therapy/educational team make the most gains. It is impossible for your children to realize their full potential without these services.

### The Evaluation and Resource Center

The ACCESS Evaluation and Resource Center provides developmental psycho-educational and therapy evaluations, comprehensive educational resources,

educational diagnoses, and recommendations, for children, adolescents and young adults.

Cheri Stevenson, Speech-Language Pathologist is the Director for this program. Joining her team are Sabine Falls, Ph.D Clinical Psychologist; Susan Jeter, LPE, Psychological Examiner; Annabel Johnson, Speech-Language Pathologist, Renee Bennett, Physical Therapist, and Krysta Rupp, Occupational Therapist. The center has the best team in Arkansas for educational and therapy evaluations, diagnostics and also hosts a lab for students to “access” educational tools that enhance their learning and assist them with study skills. Janice Edmonson, Speech-Language Pathologist administers the lab; which is complete with equipment, software, and a sample study station. Supplemental services include home/school consultations, training, tutoring and setting up learning environments and creative strategies to assist with organization and study skills. The evaluation center will serve ACCESS Schools students, as well as, students in other schools in the surrounding area. Families interested in these services will need to contact the front office.

We also offer Developmental Evaluations for children ages birth to five years. Our expert team consists of a special educator, speech-language therapist, physical therapist and occupational therapist. Referrals can come from parents, physicians, teachers, and other early intervention programs.

#### ACCESS Parent Association

The ACCESS Parent Association (APA) is our organized parent group. When participating in this group, parents have the opportunity to assist the school while getting to know other families. Activities will be planned including parent outings, small fundraising events, and projects that will help with school activities. The mandatory membership fee is \$15.00 annually per family. Please sign-up orientation night or contact Stephanie Beall.

Please make being an active part of this group a priority! If all our parents became an active participant, the entire school would benefit greatly. ACCESS Schools needs parents who are willing to help at whatever level they can. Anyone can make a difference... the only requirement is time.

#### **2008 – 2009 ACCESS Parent Association Officers**

Stephanie Beall, President	(501) 803-0525 home
GirlsMom2@sbc global.net	(501) 650-6209 cell
Ashley Stuckey, Vice-President	(501) 868-6375 home
<a href="mailto:stuckeyville@comcast.net">stuckeyville@comcast.net</a>	(501) 772-4167 cell
Clarke Delp, Sec.-Treasurer	(501) 664-2794 home
<a href="mailto:cc_sos@comcast.net">cc_sos@comcast.net</a>	(501) 413-8542 cell

## **Visitors**

Visits to our school by prospective ACCESS Schools parents, residents of the community, and interested educators are welcomed. In order to protect the educational programs from undue disturbance, the school requires that people wishing to visit make appointments. There are designated days for these activities. All visitors must register at the school office at the front desk.

We want to extend an open door policy at our school for parents. However, it is important for parents to consider the disturbance of children during their visit. Many of our children are very distractible and some children do not exhibit typical behaviors when guests are present.

Parents may observe class or therapy. However, we cannot accommodate several parents on a given day. Making an appointment will help to prevent this situation from occurring.

## **School Day**

All children may arrive as early as 7:30. From 7:30 until 8:00 we offer morning care for children who are enrolled in Foundations, Pre-K, and 3 yr old classroom located in the indoor playroom in building B. The younger children in 2-year-old classroom, Toddlers, and Infants will go directly to their classrooms for morning care. Our actual school day for the children in Toddler DDTCS slots, 2 year olds, 3 year olds, Pre-K, and Foundations is from 8:00 until 3:00. Children of **working parents** must be enrolled to attend the extended day program. Working parents will need to sign up and enroll their child in aftercare at orientation.

## **Arrival and Dismissal**

School begins at 8:00 a.m. We have a strict policy for children enrolled in DDTCS slots in infants, toddlers, 2 year old, 3 year old, Pre-K and Foundations that they must be at school, in their assigned place, and ready to start the day at **8:00**. The school day is completed at 3:00. We expect all children to be picked-up in a timely manner at the completion of our school day. Please adhere to our policies so the school can run efficiently and effectively for all the children.

## **Car Rider**

All classes from Mr. Tim's 3 year olds through Foundations, dismiss from the car rider line. Children who are leaving at 3:00 **must** wait for their ride in "car rider line". Please remember that car rider line is not the place for conversations. If you need to talk to someone, please park. Many of our parents are on a strict time

frame and conversations “slow-up” our entire process. Please DO NOT BLOCK THE LINE!! This also applies to morning drop off.

Any child who is left in the car pool line at 3:00 will be sent to extended care. There will be a \$15.00 charge. This is a huge inconvenience for our entire staff so you must pick up your child on time! This will be strictly enforced.

Parents of children in the Toddlers and 2-year-old room will need to go to the room and pick up their children at **3:00**.

**\*There are no designated “school hours” for infants. However, please make an effort to adhere to the scheduled hours so the classroom can follow a routine, which is appropriate for this age child. (DDTCS slots do have specific attendance guidelines)**

#### Lunches

Lunches may be brought from home; however, they cannot be refrigerated or heated. You have the option to buy or milk or juice from the cafeteria. All lunches must meet childcare licensure standards for a balanced meal.

- 1 serving milk (fluid)
- 1 serving meat/meat alternative (cheese, egg, beans, peanut butter)
- 1 serving bread/cereal
- 2 servings fruits/vegetables
- Dessert is optional

You also have the option to buy a school lunch. There is a monthly menu and the lunch count is taken in each classroom every morning by 8:30 a.m. If your child is tardy you will need to stop by the front desk and let the receptionist know that your child will need a lunch. All lunch money should be turned in to the teacher.

ACCESS Schools provides two nutritional snacks per day for Toddlers and two-year olds that is prepared by our High School Home Ec class. The second snack from Mr. Tim through Foundations is in aftercare.

**\*Infant parents are aware of their own child’s diet based on developmental age of the child and are responsible for providing the snacks for their child.**

## Extended Care

Extended Care is a service available for **working parents**. It is available from 3:00 until 5:30. This service is not part of our educational day for children enrolled in the Toddler, 2-year, 3 year, Pre-K and Foundations classrooms. Extended care cost is \$75.00 per month. Children must be enrolled in the extended care program to attend.

We do have a drop-in policy for Extended Care in order to assist families in case of an emergency or a situation where parents need care on a given day. Your approval of a drop-in is based on staff availability to ensure proper staff to child ratios. Cost of drop-in is **\$15.00** per day. **Call the office for approval.**

Children must be signed out of after-school care with the staff member in charge. Children who stay for extended care **must** be picked up by 5:30 p.m. Parents will be billed \$5.00 per minute after that time. There will be no exceptions to this policy. If a parent is late three afternoons, extended care privileges **will** be withdrawn.

**\*Infants do not have extended care charges.**

## Dress Code

**Children may not wear *flip-flops or Crocks*** or other types of shoes that make it difficult for them to walk around our facility, play on the playground or participate in school movement activities. Tennis shoes work best! Please refer to your weekly lesson plans and make sure your child is dressed appropriately for the events of the day.

Please make sure that your child has two changes of clothes available here at the school at all times. Remember to change these extra set of clothes with the seasons.

## Attendance

It is very important that the school office is notified about a child's absence because of the level of individualized teaching/learning that is done on a daily basis. There is also a great impact on therapy schedules as well. Following a few guidelines make it easier for our staff:

1. Give all information about absences, arriving late or leaving early to the receptionist. We do not want teachers or therapists burdened with remembering to notify the office.

2. Parents are required to call the office by 8:00 on that school day if their child will not be attending. Parents may leave a message on the answering machine prior to 8:00 a.m. or after 5:30 p.m.
3. If the parent(s) know ahead of time that their child will be absent (i.e., vacation, doctor's appointment, etc.) we ask that you notify the office as soon as you know the dates.
4. In the event of a therapist being absent, children may not receive their designated therapy or a different therapist may see them.
5. We will make every attempt to schedule make-ups for therapy. Our staff will track therapy attendance and be able to determine how many make-ups a child can receive. The staff will work with parents to accommodate their requests for times and days of make-ups. Ricky Cooper is the Therapy Coordinator who handles the therapy schedules and can be contacted with questions.

The front office will contact parents of children who occupy DDTCS slots attending school less than 80% of the time in one month. Cheri Stevenson will contact parents of children who attend 80% or less of therapy sessions in a month. Snow days or staff cancellations will not be included in the 80% attendance policy. The situation will be discussed and options are chosen to correct the attendance problem.

#### Tardy School Arrival

All children enrolled in Toddler DDTCS slots, 2 year, 3 year, Pre-K, and Foundations must be in their classrooms and ready for class **no later than 8:00**. Parents must organize their arrival time to allow this to happen each day.

The school entrance doors will be locked at 8:05 am each day. From that time on you will have to use the office entrance. You may not enter or exit through the playground gate – EVER!

#### Tuition and Enrollment

Parents will be charged a flat monthly fee regardless of a child's attendance. The payment will be automatically bank drafted and is due by the 1<sup>st</sup> or the 15<sup>th</sup> of each month.

## Snow Day Policy

In case of inclement weather, for children of ACCESS Preschool and Foundations, watch/listen to local broadcastings for school closings, late arrival or early dismissal announcements. The broadcasting will be listed as **ACCESS Schools**. When ACCESS Schools is closed for snow, all offices will be closed and therapy services will be canceled.

## Parent Communication

Communication is a vital component of our program. We do have several communication options for our staff to send and receive information on a regular basis:

1. Therapy notebooks – Each child receiving therapy has a therapy notebook that contains information about the child’s therapy schedule, goals and paper for notes. Each therapist is asked to write a note one time a week to let you know about therapy issues and progress. Parents may also use this notebook to address concerns, ask questions, etc.
2. Parents have the freedom to call a team meeting or request a meeting with their teacher or a specific therapist. Please be respectful of the staff’s time by scheduling a meeting in advance instead of just “dropping by” to talk.
3. Please use communication notebook, phone call, or set up a meeting since email is not an option for parents to teachers.
4. When a deadline for an event or activity is set there will be no exceptions to adding names past the date, due to the coordinating of staff, students, food, cost, etc.
5. ACCESS will use our web site, phone tree, email and front sign to communicate with all parents.

## Illness Policy

**Children enrolled in 2 year, 3 year, Pre-K, and Foundations classrooms will adhere to the following:**

No child is to attend school if:

1. Running a temperature of 100 degrees
2. Broken out with a rash that is undiagnosed
3. A contagious disease (chicken pox, impetigo, etc.)
4. More than two incidences of diarrhea
5. More than two incidences of vomiting

A child must be free from fever for a 24-hour period of time or on an antibiotic for 24 hours in order to return to the program. A child should be free of diarrhea and/or vomiting for 24 hours before returning to the program.

If your child gets sick at school the office will:

- a) Isolate the child until he/she can be picked up
- b) Call the family and/or emergency number to arrange for the child to be picked up ***immediately!*** We do not have a sick area or staff to be with a sick child.

### **Illness for children enrolled in Infant and Toddler classrooms**

No child is to attend school if:

1. Running a temperature of 101 degrees
2. Broken out with a rash that is undiagnosed
3. A contagious disease (chicken pox, impetigo, etc.)
4. More than three incidences of diarrhea while in attendance

Symptoms due to teething, immunizations, and antibiotics can be exceptions.

5. More than two incidences of vomiting

Does not include children who have reflux

If your child gets sick at school the office will:

- c) Isolate the child until he/she can be picked up
- d) Call the family and/or emergency number to arrange for the child to be picked up ***immediately!*** We do not have a sick area or staff to be with a sick child.

\* Please allow your child time to get well before returning to school. Your child may require more than 24 hours, even if they are symptom free, to be well enough to return to school and not have a relapse.

If your child has been absent for an extended period of time or has a contagious condition, you must bring a note from the physician clearing the child to return to school.

### **Medication**

If an ACCESS Preschool or Foundations child is in need of oral medication during school hours, ACCESS Preschool staff will administer the medication with written permission from parents and with a doctor's orders.

All medication must be in the original bottle. If a prescription, the bottle must have child's name, date, dosage and doctor's name on the label.

If the medication is to be given daily, a bottle will be kept at school in a locked cabinet. Staff will notify parents when medication is running low. When empty, the bottle will be sent home for parents to refill.

All parents must complete and sign a medication form. You must get this form at the front office and fill it out. A medication log containing these forms will be kept in a central location to document administration of medication.

ACCESS Preschool and Foundations staff are unable to accept prescriptions to administer medication “as needed” with the exception of an EPI-pin, an injection for allergic reaction to wasps/bees.

All information regarding medication is confidential. Medication is kept in a locked box in a cabinet with the medication logbook. Parents may not have access to this area. Staff will assist you by placing your child’s medication in the appropriate place and documenting that activity in the log.

Your child will have an individual medication report in the logbook. The assigned staff will document all medications given. You may ask to see your child’s report or receive a copy of this log at any time.

### **Immunization**

Parents must have their child’s immunization records up to date before they are enrolled in school. A copy will be kept in the child’s file. As your child receives additional immunizations throughout the year, please turn in as promptly as possible.

### **Incident/Injury Report**

Accident/Injury reports will be completed regardless of severity.

Staff is responsible for filling out and having the parents sign an incident report for the following situations:

1. Child is hurt any time they are on ACCESS Schools premises— before, during and after programming time period.
2. Sibling or family members are hurt while on our premises.
3. Staff person is hurt while interacting with your child.
4. Other incidents involving your child that warrants reporting.

The form will be completed and signed on the day of the incident or injury by the preschool staff involved and the program coordinator. The report must be signed by the parent and returned to the school.

### **Behavior Management**

ACCESS Preschool and Foundations is committed to assuring a school climate that is appropriate for children to learn while their safety and welfare is ensured. Because of the educational emphasis of our school and the success of our program, we must strive toward acceptable and appropriate behavior. Therefore, social skills and behavior training is intended to help children understand their obligations to others in the school and the role of rules at school and other settings.

Social skills and discipline should be taught and directed to develop skills necessary for children to:

1. Learn play skills
2. Follow directions
3. Solve problems effectively
4. Develop positive relationships with others
5. Follow classroom rules
6. Develop a responsibility for his/her actions
7. Respect the property of others
8. Develop self-discipline
9. Sensory regulation and coping mechanisms
10. Find appropriate ways to express emotions
11. Learn in a group setting
12. Share
13. Turn taking

We utilize positive reinforcement and redirection to encourage appropriate behavior. When appropriate, we use time-out for children age two and up for behaviors that need to be extinguished.

ACCESS Preschool and Foundations does not allow physical and/or verbal abuse of staff, children, or families.

### **Field Trips**

Field trips are an aspect of our academic experience for children. Parents who agree to help with a field trip should plan to concentrate on their child and his/her classmates during that time to ensure their safety. Siblings are a distraction for the parent, teacher, and the particular class involved. Consequently, **siblings are not permitted to be included in field trips.**

Any child weighing 60 pounds and under **or** under the age of 6 years old must be transported in a car seat, provided by his/her family. Each child must have a signed permission form from his parent/guardian before leaving the building. If a parent declines the field trip for their child, they must remain at home.

The ACCESS Bus will be used for field trips. Depending on available seating for students, parents may or may not be able to ride on the bus if they are attending the field trip.

### **Telephone Calls**

Teachers are not available to take phone calls during class time. The office will gladly put you through to voice mail or put a note in the teacher's message box so that your call can be returned during a break time if you must speak with the teacher during the school day. If you have an emergency, the office staff will assist you in whatever way they can. Please remember that your child's teacher must utilize available time before and after class for classroom preparation.

Therapists may not receive phone calls during therapy. It will be necessary to leave a message if you want to talk to your child's therapist. Please feel free to leave a note in the therapy notebook or leave a message in the office.

### **Client Files**

Confidential client files are kept in the administrative office in a locked file cabinet.

### **HIPAA Statement**

ACCESS Schools is dedicated to maintaining the privacy of your child's individual health information as protected by law, including the Health Information Portability and Accountability Act (HIPAA). In conducting our business, we will create records regarding your child and the treatment and services we provide to your child. We are required by law to maintain the confidentiality of health information that identifies your child. We also are required by law to provide you with this notice of our legal duties and privacy practices that we maintain at ACCESS Schools concerning your child's protected health information (PHI). By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

### **Confidentiality**

Confidentiality of all information found in the child's record shall be protected.

1. All information in the records is classified as confidential.
2. No information from the child's record/file is to be released except as that permitted by regulation or unless proper authorization to do so is received from the parent/guardian.

3. It is preferred that all requests be made in writing. Information from the records can be released via telephone if proper procedure is followed.
4. There will be no charge for copies of records sent to other agencies when the information is required. Other individuals will be charged a fee no greater than the amount that is required to make the reproduction.
5. Clinical interns may use records only if there is written authorization signed by the parent/guardian.
6. It is acknowledged that the parent or guardian has a right to review the contents of the records, but ACCESS Preschool reserves the right to schedule a time for such a request.
7. All records will be stored in a secure area and protected from the use by unauthorized individuals.
8. An employee of ACCESS Preschool or Foundations cannot release information that did not originate within ACCESS Schools.

#### Release of Information

Proper authorization to release information from a child's records shall be identified as a written document containing all the following information:

1. Child's name
2. Date
3. A description of the information to be released and why the recipient requires it.
4. New release of information form must be signed each time information is requested.

#### Child, Parent, & Guardian Rights

When parents are divorced, the school requires that a custody statement be on file in the office specifying whether or not the school may release the child to the non-custodial parent. No child will be released to a person other than the parent or legal guardian or designee of the legal guardian.

All parents must complete a child access sheet for authorization of designees who are permitted to pick-up their child. We will refer to this document if anyone other than the parent comes to pick-up your child. Your designee must be prepared to show picture identification (driver's license).

#### **Maltreatment Reporting**

Any employee of ACCESS Preschool or Foundations is considered a mandated reporter of any "suspected" child mistreatment. Staff having reasonable cause to suspect that a child is being abused or neglected, shall immediately report this to

the Maltreatment Hotline: 1-800-482-5964. This number is also posted in the hall by the school entrance. A written report to the local DHS office will follow and will be kept in a confidential file accessed by the Education Director. These reports will not be placed in a child's personal file.

The Department of Human Services (DHS) requests you be notified that your child may be subject to interviews at anytime by childcare licensing or the Department of Children and Family Services (DCFS), Special Investigations, and Law Enforcement for investigative purposes and/or for determining compliance with licensing regulations.

### **Emergency Drills**

ACCESS Preschool and Foundations staff will follow the emergency drills one time each month for both tornado and fire. These emergency plans of action will stay posted in the school building. The documentation of these drills will be kept in a file in the administration office. Fire extinguishers, smoke detectors and emergency backup lighting will be checked on a regular basis.

### **Admissions**

ACCESS Preschool and Foundations currently admits children 6 weeks to 6 years of age who meet the eligibility criteria, without regard for race, religion, ethnic origin, gender or disability. We accept children with and without disabilities into our program.

### **Children with Disabilities**

Children with developmental delays or neuromuscular disorders make-up our population of children with disabilities. Interested parties will be selected based on openings in the classroom, age of the child, and the judgment by the school that the child's placement would help maintains, (1.) A balanced classroom, (2.) Adequate/required staffing, and (3.) An environment based on the "least restrictive" principles. When services cannot be provided due to availability, referrals are made and children are placed on our contact list.

Foundations Classroom criteria includes:

- IQ of 65 or higher
- Total Language age of 2.5 years or higher
- Chronological age of four to six years old

- Students can not exhibit disruptive and aggressive behaviors
- Students who do not meet the criteria for ACCESS Schools Kindergarten classroom
- Is set up for 4 to 6 year olds for a two year intensive learning environment

Foundations classroom will emphasis:

- An individualized language based curriculum using the Association Method for reading (oral recall) writing and reading comprehension
- Pragmatic Functional Language
- Growing With Math by Wright Group

### **Discharge**

A child can be discharged from school for any of the following reasons:

1. Doctors orders due to a health/medical condition
2. Unresolved behavior including behavior that disrupts the classroom or behavior that is aggressive.
3. Parent request
4. Team request

*\* A probationary period and plan of action will precede any school dismissal.*

When a child is accepted into ACCESS Preschool they are committing to the program for **12 months**. When discharge is planned, a sixty-day written notice is necessary to facilitate a smooth transition to the receiving agency or school. The team takes the necessary steps to ensure this occurs by the following procedures. The Education Director, Monika Smith, is responsible for the coordination of alternative placement.

**When a child is accepted into ACCESS Foundations classroom the parent(s) are required to sign a year contract with the school.**

Discharge to public school

1. Approximately six (6) months before the discharge date, the team begins the process by meeting to discuss recommendations for school placement. At this meeting, each member of the team gives his or her input. The family informs the other team members what has been done to date.
2. If requested, the Education Director assists the family in making the necessary contacts to begin the process.
3. Team members from ACCESS Preschool and Foundations will attend the transition conferences with families upon request.

4. Families are encouraged to sign necessary releases in order that ACCESS Schools may share information with the new school.
5. With parent permission, the receiving school's staff is invited to the discharge/transition conference.

Students with a disability who attend ACCESS Preschool or the Foundations classroom are ***not*** automatically accepted into the ACCESS Academy Program. There is a criteria for admission that all students must meet in order to attend ACCESS Academy. The team will make recommendations along with family input before the child's kindergarten year. Parents then can apply to the Academy.

ACCESS Academy criteria includes:

- IQ of 65 or higher
- Total Language age of 3 years or higher
- Chronological age of five years or higher
- Students cannot exhibit disruptive and aggressive behaviors.
- Students must have the ability for oral communication (verbal)
- Students must have the ability for written expression (writing).

# ACCESS Schools Staff

## Administration Staff

Tammy Simmons, Chief Executive Officer, Founder  
Cindy Young, Chief Operations Officer, Founder  
Cheri Stevenson, Therapy Director

*For **emergencies** that arise beyond our hours of operation, you may feel free to contact ,Cindy at 772-7771 or Cheri 351-1810.*

## Office

Shalene Hammons, Administrative Executive Assistant  
Pam Priest, Operations Executive Assistant  
Tina Funderburg, Accounts Manager  
Cindy Hunt, Office Manager  
Julie Zimmerman, Billing  
Tamara Hill , Billing  
Donna Purifoy, Receptionist  
Beth Rice – Admissions

## Fundraising

Beth Johnson, Development Director  
Kevin Ryan, Development Officer

## Academy Teaching Staff

Nicole Cooper	Shawnda, teaching assistant
Becky Terbrack	Joyce Lauffer, teaching assistant
Kelly Arnold	Lafell , teaching assistant
Candace Chappell	Joy, teaching assistant
Suzanne Fullerton &	Barbara, teaching assistant, aftercare
Lindy Vint	Leslit Rawlings, teaching assistant, aftercare Nathan Windham, teaching assistant, aftercare

## Preschool and Foundations Teaching Staff

Roxanne Maloy	Anja Scarberry & Nancy Murry, teaching assistants
Brittany Franklin	April Carson, teaching assistant
Suzanne Carter	Carrie Smith, teaching assistant
Tim Thomas	Stephanie Tremble, teaching assistant
Monika Garner-Smith	Barbara Hanafiah, teaching assistant
Jenny Adams	Whitney Bell, teaching assistant Cindy Windham, teaching assistant, aftercare Jean Hess, teaching assistant, aftercare

## **Therapy Staff**

### **Speech-Language Therapy**

Annabel Johnson  
Janice Edmonson  
Lindy Vint  
Megan Makovec  
Stephanie Wood  
Melissa Hannah  
Cynthia Woodson

### **Physical Therapy**

Julie Love  
Amy Hughes  
Renee Bennett

### **Occupational Therapy**

Ricky Cooper  
Heather Johnson  
Suzanne Fullerton  
Krysta Rupp  
Holly Miguet

## **Coordinators**

Monika Garner-Smith – Founder, Preschool Curriculum  
Candace Chappell – Academy Curriculum  
Nicole Cooper – Resources  
Ricky Cooper – Therapy  
Janice Edmonson - Technology  
Tim Thomas – Early Intervention  
Suzanne Fullerton – Vocational  
Beth Rice - Admissions

# **ACCESS Schools Board of Directors**

Lynn O'Connor, President	Walter (Skip) M. Ebel III
Kurt Knickrehm, Vice President	Turner Harris, M.D.
Jackson Farrow, Treasurer	Doug Jackson
Erin McConnell, Secretary	Steve Jonsson
Stephanie Beall – APA President	Michael Ptak
W. Scott Davis	Becky Scott
Chad Delp	

Founders:., Tammy Simmons, Cindy Young, and Monika Garner-Smith

## Top Things

ACCESS Parents need to know!

1. Handbook with all policies and procedures is on our website – updated before 8-18
2. Communication notebook – phone and or meeting (no staff email)
3. Dress Code – tennis shoes (no crocs or flip flops)
4. Lunch process
  - a. Must be prepaid
  - b. 10 am is the latest for lunch order or to cancel a lunch
  - c. There will be an extra entrée offered if your child needs an additional portion
5. On time – set a good example, students need to understand the importance of this!
  - a. Being tardy is disruptive to the entire class and staff
  - b. 3 tardies = 1 unexcused absence
6. Attendance Policy
  - a. Have to give front desk a Doctor's note for excused absences
  - b. Preschool - 80% attendance required
  - c. Academy - 13 unexcused absences – turned into state truant office
7. Illness Policy – mandatory to follow so others are not exposed
8. Park only in lot (***never*** in the No Parking zone) and no speeding
9. Deadlines for events, youth events, teen events, will be upheld – no exceptions
10. Playground gates are not for entry or exit in the Preschool area
11. Use Website for calendar, school lunches, handbook, important parent info
12. Call office if student is ill, on vacation, or missing school
13. Preschool entrance closes at 8:05
14. Medication form has to be filled out and signed with meds in original bottle
15. How we communicate to ACCESS Families
  - a. Email
  - b. Phone tree
  - c. Front sign
  - d. Backpack Thursday
16. Join APA – mandatory \$15.00 per family

# Thematic Units and Special Projects

	Toddlers	2's	3's	Pre K	Foundations
<b>August</b> <u>SELF</u>	Jack Be Nimble	Me!	All About Me	Me and My Friends	Me & My Family
<b>September</b> <u>FALL</u>	Baa, Baa Black Sheep	School!	Apples Pumpkins	Dinosaurs Apples/Pumpkins	Apples & Pumpkins
<b>October</b> <u>HALLOWEEN</u>	Peter, Peter, Pumpkin Eater	Clothes!	Jack-o-lanterns Costumes	Pumpkins Scarecrows Halloween	Halloween
<b>November</b> <u>THANKSGIVING</u>	Jelly On a Plate	Eat!	Fall Leaves, Family Thanksgiving	Fall Leaves Native Americans Pilgrims Thanksgiving	Thanksgiving Feast
Family Feast for Preschool and Foundations children and their families.					
<b>December</b> <u>CHRISTMAS</u>	Little Jack Horner	Toys!	Christmas	Christmas Traditions	Christmas
Class Christmas Parties and Letters to Santa Academy Christmas Pageant					
<b>January</b> <u>COLD</u>	Mulberry Bush	Cold!	Winter Snow Winter Animals	Winter Snow Alaska	Winter & Cold Winter Animals
<b>February</b> <u>OUR COMMUNITY</u>	Roses Are Red	Go!	Bears Community Helpers Transportation	Shadows Community Helpers	Transportation
Visits from some of our local Community Helpers Valentine's Day Parties					
<b>March</b> <u>WIND</u>	Rock A Bye Baby	Blow!	Clouds Wind	Sky Space	Wind Weather
Spring Break and St. Patrick's Day Party					

<b>April</b> <u>SPRING</u>	Rain, Rain, Go Away	Outside!	Everything Grows Rain	Rain Gardening Farm	Gardening
<b>May</b> <u>FARM LIFE</u>	Hey Diddle Diddle	Farm!	Farm Bugs	Farm cont., Insects Arachnids	Farm Life Bugs
<b>June</b> <u>ANIMAL LIFE</u>	My Little Dog	Bugs!	Zoo Circus	Frogs Birds	Pets Zoo
<b>July</b> <u>OUR WORLD</u>	I See The Moon	Wet!	Ocean Life and Beach	Rain Forest Grasslands Ocean Life	Pond life Frogs Swimming
<b>August</b>	Graduation Program				

# Toddlers Classroom Daily Schedule

## Ms. Brittany

<b>Time</b>	<b>Type of Activity</b>
<b>7:30 – 8:00</b>	<b>Arrival/Free Play</b> – Transition from parent
<b>8:00 – 8:30</b>	<b>Structured Play</b>
<b>8:30 – 8:45</b>	<b>Snack</b>
<b>8:45 – 9:00</b>	<b>Theme Time</b>
<b>9:00 – 9:15</b>	<b>Structured Play / Diaper “Adaptive Skills”</b>
<b>9:15 – 9:30</b>	<b>Read Aloud</b>
<b>9:30 – 10:00</b>	<b>Outside Play</b>
<b>10:00 – 10:15</b>	<b>Read (Interactive Books)</b>
<b>10:15 – 10:30</b>	<b>Movement / Music / P.E.</b>
<b>10:30 – 11:00</b>	<b>Free Play</b> – self directed, group play schemes / <b>Diaper “Adaptive Skills”</b>
<b>11:00 – 11:30</b>	<b>Lunch</b>
<b>11:30 – 1:30</b>	<b>Nap</b>
<b>1:30 – 2:00</b>	<b>Walk / Outside Play / Diaper “Adaptive Skills”</b>
<b>2:00 – 2:30</b>	<b>Snack / Art</b>
<b>2:30 – 2:50</b>	<b>Cognitive Development through Free Play</b>
<b>2:50 – 3:00</b>	<b>Clean-up / Read Story</b>
<b>3:00</b>	<b>Dismissal</b>
<b>3:00 – 5:30</b>	<b>Aftercare</b>

## 2 year old Classroom Daily Schedule

### Ms. Suzanne

<b>Time</b>	<b>Type of Activity</b>
<b>7:30 – 8:00</b>	<b>Arrival/Free Play</b>
<b>8:00 – 8:30</b>	<b>Play &amp; Bathroom</b> – Play centers and self help skills
<b>8:30 – 8:45</b>	<b>Story Time &amp; Snack</b>
<b>8:45 – 9:00</b>	<b>Circle Time</b>
<b>9:00 – 9:30</b>	<b>Movement</b> (can include a walk)
<b>9:30 – 10:00</b>	<b>Outside</b> – Playground (Indoor play during inclement weather)
<b>10:00 – 10:15</b>	<b>Bathroom &amp; Water</b>
<b>10:15 – 11:00</b>	<b>Centers</b> – Rotate through 3 groups <ul style="list-style-type: none"> <li>• <b>Art</b></li> <li>• <b>Language</b></li> <li>• <b>Sensory</b></li> </ul>
<b>11:00 – 11:15</b>	<b>Music</b> – Thematic songs and finger plays
<b>11:15 – 11:45</b>	<b>Lunch and Bathroom</b> Self help skills
<b>11:45 – 1:45</b>	<b>Rest Time</b>
<b>1:45 – 2:00</b>	<b>Snack, Bathroom, Clean-up</b> Self help skills
<b>2:00 – 2:30</b>	<b>Outside</b>
<b>2:30 – 2:50</b>	<b>Structured Play</b> – Dramatic and Constructive Play
<b>2:50 – 3:00</b>	<b>Carpet Time</b>
<b>3:00</b>	<b>Dismissal</b> – child picked up in classroom
<b>3:00 – 5:30</b>	<b>Aftercare</b> - Outside play or indoor play, social and play skills, language,

## 3 year old Classroom Daily Schedule Mr. Tim

<b>Time</b>	<b>Type of Activity</b>
<b>8:00 – 8:20</b>	<b>Circle Time</b>
<b>8:20 – 8:30</b>	<b>Restroom</b>
<b>8:30 – 8:40</b>	<b>Snack</b>
<b>8:40 – 9:00</b>	<b>Montessori</b>
<b>9:00 – 9:15</b>	<b>Movement</b>
<b>9:15 – 9:30</b>	<b>Large Group</b>
<b>9:30 – 10:15</b>	<b>Small Group</b>
<b>10:15 – 10:30</b>	<b>Restroom</b>
<b>10:30 – 11:00</b>	<b>Outside</b>
<b>11:00 – 11:30</b>	<b>Play Centers</b>
<b>11:30 – 12:00</b>	<b>Lunch</b>
<b>12:00 – 1:45</b>	<b>Rest Time</b>
<b>1:45 – 2:00</b>	<b>Restroom</b>
<b>2:00 – 2:30</b>	<b>Outside</b>
<b>2:30 – 2:45</b>	<b>AM 2 Groups / Oral / Written</b>
<b>2:45 – 3:50</b>	<b>Behavior / Reflection of Day</b>
<b>2:50 - 3:00</b>	<b>Car Rider</b>
<b>3:00 – 5:30</b>	<b>Aftercare</b>

# Pre-K Classroom Daily Schedule

## Ms. Monika

<b>Time</b>	<b>Type of Activity</b>
<b>8:00 – 8:15</b>	<b>Sign In, Center Free Choice</b>
<b>8:15 – 8:30</b>	<b>Snack, Question of the Day</b>
<b>8:30 – 9:00</b>	<b>Circle Time, Calendar, Bathroom Break</b>
<b>9:00 – 9:15</b>	<b>Movement</b> *Thurs. 9-9:30 PE with Ms. Amy
<b>9:15 – 9:30</b>	<b>Large Group Math</b>
<b>9:30 – 10:00</b>	<b>Recess</b> – outside play or inside during inclement weather
<b>10:00 – 10:15</b>	<b>Large Group Literacy</b>
<b>10:15 – 11:15</b> *Wed. 10:30 – Music with Ms. Kathy	<b>Small Groups</b> <ul style="list-style-type: none"> <li>• Language</li> <li>• Math</li> <li>• Literacy</li> <li>• Art</li> </ul>
<b>11:15 – 11:30</b>	<b>Thematic Music</b>
<b>11:30 – 12:00</b>	<b>Lunch</b>
<b>12:00 – 1:00</b>	<b>Quiet Time</b>
<b>1:00 – 1:45</b>	<b>Centers – 3 Rotations</b>
<b>1:45 – 2:15</b>	<b>Recess</b>
<b>2:15 – 2:50</b>	<b>Association Method</b>
<b>2:50 – 3:00</b>	<b>Wrap Up and Pack Up</b>
<b>3:00</b>	<b>Dismissal</b> – Car rider line
<b>3:00 – 5:30</b>	<b>Aftercare</b> – snack and play

# Foundations Classroom Daily Schedule

## Ms. Jenny

<b>Time</b>	<b>Type of Activity</b>
<b>8:00 – 8:15</b>	<b>Play Centers</b> - Montessori
<b>8:15 – 8:25</b>	<b>Snack &amp; Bathroom</b> – self help
<b>8:25 – 8:45</b>	<b>Circle time</b>
<b>8:45 – 9:00</b>	<b>Movement</b>
<b>9:00 – 9:15</b>	<b>Large Group Instruction</b> – Story Time
<b>9:15 – 10:00</b>	<b>Small Groups</b> – rotate through the groups <ul style="list-style-type: none"> <li>• Language</li> <li>• Art/Fine Motor</li> <li>• Academic</li> </ul>
<b>10:00 – 10:15</b>	<b>Bathroom</b> – self help
<b>10:15 – 10:45</b>	<b>Outside</b> - outside play or inside during inclement weather
<b>10:45 – 11:15</b>	<b>Centers and Math</b>
<b>11:15 – 11:30</b>	<b>Thematic Music</b>
<b>11:30 – 12:00</b>	<b>Lunch &amp; Bathroom</b>
<b>12:00 - 1:15</b>	<b>Rest Time</b>
<b>1:15 – 1:30</b>	<b>Bathroom</b> - Self-help
<b>1:30 – 2:00</b>	<b>Outside</b>
<b>2:00 – 2:45</b>	<b>Association Method</b>
<b>2:45 – 3:00</b>	<b>Clean up &amp; Pack Back Packs</b>
<b>3:00</b>	<b>Dismissal</b> – car rider line
<b>3:00 – 5:30</b>	<b>Aftercare</b>

# School Calendar 2008-2009

We will be sending a monthly calendar home so that you can stay informed on a monthly basis regarding ACCESS Schools activities. Below you will find our school closing dates and other important dates.

## 2008

August 18	First Day of ACCESS School
September 1	Labor Day – School Closed
October 7	Preschool School Pictures
October 8	Academy School Pictures
October 9	2 o'clock Dismissal ACCESS Staff Yearly Retreat
November 21 <sup>st</sup>	Academy Music Program - Madrigal Singers
November 26 <sup>th</sup>	Preschool Feast
	Preschool Noon Dismissal
	Academy closed
November 27 and 28	Thanksgiving Break – School Closed
December 19-January 2	Academy Christmas Break
December 24- January 2	Preschool Christmas Break

## 2009

January 5	School resumes
March 23-27	Spring Break
April 10	Noon dismissal – Easter Weekend
May 25	Memorial Day - School Closed
June 5	Academy last day of full days
	Academy High School Graduation
June 8	Academy starts ½ day
	ACCESS Adventure starts for Academy Students
July 3	4 <sup>th</sup> of July – School Closed
July 31	Academy last day of school
	ACCESS Adventure last day
August 3 – 14	Academy closed
August 6	Preschool Graduation
August 13-14	Preschool closed
August 17	2009-2010 School year begins