

Clackamas Early Intervention & Early Childhood Special Education Program

Parent Handbook



Clackamas Education

SERVICE DISTRICT

If you need the following information in another language, please contact our main office at 503-675-4000. *Si necesita la siguiente información en otro idioma, por favor llámenos a la oficina principal al 503 675-4000.*

CONTENTS

General Information.....	2
Parent Involvement	2
Local Interagency Coordinating Council.....	2
Early Childhood Special Education Classes.....	2
Transportation Guidelines.....	3
Attendance.....	3
What to Bring to School.....	3
Celebrating Holidays.....	4
Emergency Drills.....	4
Inclement Weather or Other Closures	5
Visitor Guidelines.....	5
Phone Calls to Staff.....	5
Gifts to Staff.....	6
Videotaping and Photo Guidelines.....	6
Reporting of Child Abuse.....	6
Illness Guidelines.....	7
Medication at School.....	7

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GENERAL INFORMATION

Welcome to the Clackamas Early Intervention/Early Childhood Special Education (EI/ECSE) Program! We are delighted to have the opportunity to serve your child. Family is the most important part of your child's life. We believe that you are the experts on your child's strengths and needs, and we want your family's concerns and priorities to guide our services.

Please see your copy of the *Procedural Safeguards Notice, Parent Rights for EI (Birth to 2 years) and ECSE (3 to 5 years)* for information about our processes and your rights. Let your child's service coordinator know if you have questions.

Some quick descriptions of our various services:

Early Intervention (Birth to 3): A primary service provider will work with you and your child at home (or, child care or Early Head Start classroom). The focus will be on developing skills through family routines.

Early Childhood Special Education (ages 3 to 5): Your child may be served at home, in a preschool, or in a specialized classroom. Services may include both direct services and consultation or supports for the adults who spend the most time with your child.

Service Coordination: Every child has a service coordinator who will help connect your families to community services, collaborate with other providers and your local school district, and manage your child's IFSP.

LOCAL INTERAGENCY COORDINATING COUNCIL

The Clackamas Local Interagency Coordinating Council (LICC) is a great way to become involved and support our program. The LICC is a group of parents, educators and community partners concerned with the quality of early childhood services in Clackamas County. Your perspective as a parent is highly valued.

Please consider joining to share your voice. Contact one of the program administrators on page 2 for more information.

EARLY CHILDHOOD SPECIAL EDUCATION CLASSES

The *Health Emergency Information form* and an *Immunization Record* must be completed prior to your child attending a Clackamas ESD classroom or group.

Immunizations

We are required by law to make sure all children who attend one of our classrooms has been immunized. Each child's immunization record is reviewed annually. If your child's immunization record is incomplete, your child will be excluded from school. Contact Clackamas County Health Department 503-655-8471 for more information.

Child Pick-Up

Please be on time to pick up your child when class ends. We are unable to offer after class child care. In the event that you do not arrive to pick up your child, we will first attempt to contact you. If we cannot reach you, we will call either the police or child welfare authorities to take your child into safe custody.

Please list anyone you authorize to pick your child up from classes on the *Registration Information - Health Emergency Information Form*. Photo identification is required at pick up. In case of emergency, call the classroom teacher and give the name of the adult who will pick up your child. **Photo ID will be checked.** Classroom teachers will make the final decision whether to release the child.

Contact Information

All telephone numbers and addresses in your child's file must be current. Report any changes to your child's teacher.

TRANSPORTATION GUIDELINES

Your local school district provides busing if transportation is included on your child's IFSP. They will contact you with pick up and drop off times. Please:

- Wait with your child at the designated pick up location at least 10 minutes prior to scheduled time.
 - ***Note:*** The bus will wait approximately one minute past scheduled pick up time. In the event an authorized adult is not at the designated drop off, dispatch will attempt to call you or the emergency contact(s).
 - ***Note:*** the district may call either the police or child welfare services if they are unable to reach you or the emergency contact(s).
- Call your bus dispatch at least one hour prior to pick up time if your child is sick.
 - ***Note:*** Transportation may be cancelled due to multiple absences without reporting.

Notify your child's teacher of any transportation location change. The school district needs 10 days' advance notice to make any changes in pick up or drop off location.

ATTENDANCE

Regular attendance is essential for your child to benefit from services and make progress towards the goals on the *IFSP*. If your child will miss a service and

- attends a Clackamas Early Childhood Special Education class: ***call the service provider or classroom teacher.***
- attends a community-based program (for example, Head Start): ***call the preschool*** directly.

WHAT TO BRING TO SCHOOL

Please send the following items with your child to class each day:

- Backpack or bag to carry items back and forth to school

- Change of clothing (or leave at school)
- Diapers and wipes (or leave at school)
- Notebook or notepad for communication between home and school

➤ **Note:** Mark all items with your child's name in a place that it cannot be easily seen by the general public.

Snacks

We offer limited snacks (e.g. crackers, canned fruit, cereal) during our short classes. We appreciate any donation of healthy snack items. Health department rules are that all snacks must be store-bought and wrapped.

➤ **Note:** **DO NOT send nuts or any products with nuts. Some children have life threatening allergies.**

Clothing

Please dress your child in comfortable play clothes. Sometimes preschool can be messy! We want your child to enjoy everything. Shoes should be suitable for running and climbing. Cold or rainy weather calls for long pants and a coat. Please let your service coordinator know if your family has needs in this area.

Many jackets or backpacks look the same. Please mark all items with your child's name in a place (hidden from view from strangers, such as on the clothing tag).

Fragrances

Many children and adults have allergies and sensitivities to fragrances, so please do not use products with artificial fragrance on your child or yourself if coming to the class.

HOLIDAYS

We like to celebrate! And, we honor and respect the diverse values of our families. Clackamas EI/ECSE is a public education program and follows laws governing how schools may include non-religious (secular) aspects of popular holidays in their curriculum. Please talk to us if you have any questions or concerns.

EMERGENCY DRILLS and PROCEDURES

Regular emergency drills (fire, earthquake, lock-down, etc.) are conducted as required by law. Staff, students, and visitors follow the policy and procedure of the school district in which the classroom is located. Please be aware that during lock-down drills, no one can enter or leave the building until the lock-down has ended. Please contact your service coordinator with any concerns.

If your child is injured at school, we will immediately attempt to contact you or the emergency contact. If the injury is serious, we will first call 911 to get emergency care for your child.

➤ **Note:** **Please be sure your service coordinator has up-to-date emergency contact information at all times.**

INCLEMENT WEATHER OR OTHER CLOSURES

Specialized Clackamas ECSE classrooms

If the school district in which the classroom is located closes, we will close. If the school district has a late start, our morning classes will be cancelled but afternoon classes will be held as scheduled. If there is an early dismissal, we will call you and ask that you arrange to pick up your child if needed.

Community preschools or childcare

If your child receives EI/ECSE services in a community preschool or childcare and either the center or the school district in which the center is located is closed, services will not be provided.

Services provided in the home

If your child receives EI/ECSE services in your home and the district in which you reside is closed, your child will not receive services that day. If the district is on an emergency late start, morning services will not be provided.

- **Note:** Please sign up for email and text alerts about school or community emergency closures at <http://flashalert.net>. Information is also available on local radio and television stations, as well as at the Clackamas ESD website: www.clackesd.k12.or.us.

VISITOR GUIDELINES

Parents/Guardians may come and visit their child during the school day. These guidelines assure confidentiality and minimize classroom disruption:

- Arrange the visit at least a day before with your child's teacher
 - Sign in at the front office to get a visitor's badge.
 - Limit your visit to 30 minutes so the learning in the classroom is not disrupted.
 - Wait to ask questions of staff until after class
 - Our children and families have legal rights to privacy, and we cannot talk about other children.
- **Note:** Non-custodial parents have equal access to schools unless we have a signed court order which restricts those rights.

PHONE CALLS TO STAFF

Your child's teacher will give you the classroom telephone number to call before and after class. Staff are unable to answer calls during class times to limit interruptions to the lesson. If an **emergency** requires that you speak with someone immediately, please call the front office at the school your child attends or the Clackamas ESD Main Office at 503-675-4000.

GIFTS TO STAFF

Clackamas ESD Board Policy and state law **prohibit** employees from accepting ANY gifts.

VIDEOTAPING and PHOTOGRAPHY GUIDELINES

Photographs or videotapes may be used to develop picture schedules or other classroom materials. These materials are for instructional purposes and used only in the classroom/center, among classroom/center staff and students.

We will ask you for your signed permission if we would like to photograph or videotape a child for a special project or for any use outside of your child's class-room. You may refuse consent if you do not wish your child's image to be included.

REPORTING OF CHILD ABUSE

If a staff suspects a child has been sexually, physically or emotionally abused or neglected, we must report this to Child Welfare or the police. Parents may also contact Child Welfare directly to seek assistance or to report possible abuse of their child.

ILLNESS GUIDELINES

We follow Health Department exclusion guidelines for school. Please keep your child home when ill. Some of the children attending our classes have compromised immune systems. If your child gets sick at school, we will call you or the person listed on your child's emergency form.

➤ **Note: Emergency contact information must be accurate at ALL times.**

If your child has a potentially communicable condition (e.g., pink eye, scabies), he/she will be sent home and will not be allowed to return until the condition is either cleared up or cleared from your health provider. If you have a home visit scheduled and your child or anyone in the family is sick, please call to reschedule the home visit.

Please do not send your child to school if your child has:

- Nausea or vomiting
- Fever (of 100 degrees or more)
- New or unidentified rash & complaints of severe itching
- Nasal discharge that is thick or colored
- Diarrhea
- Eye redness with discharge
- Ear drainage that is thick or colored
- Sore throat with elevated temp
- Open, draining sores
- Jaundice (yellow color of skin or in eyes)

Before your child returns to school:

- ***Fever:*** must be free of fever for 24 hours before returning to school.
- ***Nausea, Vomiting, or Diarrhea:*** be free of symptoms for 24 hours.
- ***Colds:*** should feel up to participating in activities or playing.
- ***Chicken Pox:*** scabs are dry and no new sores are emerging – usually five to seven days.
- ***Strep Throat:*** wait at least 24 hours from the first dose of antibiotics before returning to school.
- ***Communicable Diseases (Impetigo, Pink-eye, Scabies, etc.):*** Please send a note from your doctor.
- ***Head Lice:*** Each CESD classroom follows their hosting school district policy on head lice exclusion and re-entry.
- ***Injury/Surgery/Hospitalization:*** Please have your doctor fill out a “Return to School Clearance” form so that we may plan for a safe environment to meet any new needs your child may have. This form needs to be received prior to your child’s return to school.

MEDICATIONS AT SCHOOL

If your child needs us to administer **ANY** medication (including prescription or over-the-counter medication such as topical medications, sunblock, Tylenol, etc.), the following procedures are required by law:

- **Medication must be brought directly to the school by the parent.** State policy does not allow medications to be sent to and from school in a child’s backpack. At the end of the school year, parents/caregivers must come in and pick up the medications, in person.
- **Parents must sign an authorization form** allowing school personnel to administer or assist the child in taking the medication.
- **The child’s physician must give written directions for any prescription medicine.** These instructions need to be included on a prescription label. The label must include the child’s name, the name of the medication, the dosage, time, route, prescription number and physician’s name. . Ask your pharmacist to provide two prescription bottles, one for home and one for school.
- **All medication, including over-the-counter medications, must be in their original containers.**
- Medications will be administered by the school nurse or other, designated trained staff.
- Any changes in administration of medication must be in writing. This includes written instruction from the parents and physician. Verbal requests to change medication amounts or frequency are not acceptable.
- All medications are kept locked at all times in a designated location within the classroom.
- Only medications essential for your child to have during school hours will be administered.

Medical Protocols

If your child has a medical condition that may require emergency intervention, inform your child’s service coordinator. A medical protocol will be developed by the program nurse and reviewed with you and ECSE staff. If your child uses district transportation, CESD will include an advisory notation of his/her medical protocol on the interagency transportation request.