

# TRI-LAKES SPECIAL SERVICES COOPERATIVE



ECSE HANDBOOK

2023-2024



### Program Philosophy

Our educational philosophy is based on meeting the developmental needs of the children we serve. We believe that each child learns and develops at his or her own rate. Our purpose is to assist each child in developing to his or her potential by implementing a curriculum that will nurture and promote developmental growth.



❖ **ECSE AGES**

We accept children ages 3 through 5 years identified with a disability as per the local school district eligibility criteria. A limited number (3 per session) of reverse mainstream children are also accepted with administrator approval.

❖ **ECSE HOURS**

The morning session begins at 8:00 a.m. and ends at 11:00 a.m. The afternoon session begins at 12:00 p.m. and ends at 3:00 p.m. **Please** do not bring your child prior to the stated drop off time for the session your child is enrolled in. If your child is enrolled in a full day program please refer to the schedule provided by your child's teacher. Full day program hours are 8:00am to 3:00pm.

**Staff will be available for conferencing before and after school while we are in session. Please contact your child's teacher for the exact times they are available.**

All other times are spent with students. Please respect the learning times and refrain from contacting teachers during session hours unless it is an emergency.

❖ **PICK UP AND DROP OFF**

We require that parents/guardians wait outside of our early childhood centers to pick up or drop off your child. We desire to keep our children safe so the doors to the centers will be locked **at all times**. Staff will be available to escort your child into the center at the assigned drop off time and they will bring your child to you at the appropriate dismissal time. There will be no exceptions to this policy.

Changes to the authorized pick up list must be made in person. **Identification will be required of all new individuals added to the pick-up list.** For the safety of your child we cannot allow changes to be made by telephone. Anyone picking up your child will be asked to provide a photo ID to the staff.

**Morning drop off begins at 7:50am. Afternoon drop off begins at 11:50am.  
Pick up is at 3:00pm. If you are running late please contact your respective center.**

❖ **SNACKS**

Snacks will be served no later than 10:00 a.m. for the morning session and no later than 1:30 p.m. for the afternoon session. Only pre-packaged prepared snacks will be served. If you bring a snack to share, please bring something that is pre-packaged.

❖ **DISCIPLINE POLICIES**

We use time-out as our method of discipline, consisting of 1 minute per year of age of the child. Very often, that brief separation gives a child some quiet time in which to calm his/her emotions. We also feel that it's important to speak with the children about any problems or feelings, how we can help, and how problems might be handled in the future. Should it become necessary to physically restrain a child we will follow Forsyth R-III school district policy on this matter. Parents will be promptly notified of such occurrence. Staff are properly trained in de-escalation and restraint procedures annually.

## ❖ CLOTHING

We get messy and we are busy! Comfortable play clothes with simple fasteners and comfortable soft-soled shoes are best for early childhood. Please bring a change of clothing (shirt, shorts or pants, underwear and socks) to leave at school for your child. Check your child's backpack every day for soiled clothing, and also check the clothing periodically for weather appropriateness.

## ❖ INCLEMENT WEATHER

In the event of inclement weather or poor road conditions, information about school closings will be broadcast on TV Channels 3, 10, or 33 (NBC, CBS, & ABC); it will also be on the Branson radio station (106.3 FM). If your school is closed due to weather, we will be closed as well, so be sure to listen for any information.

## ❖ INFORMATION FOR OUR FILES

All information submitted by you is strictly confidential. It will be kept in your child's file and stored safely. We must have the following information on file in order for your child to attend our early childhood special education centers:

- a completed enrollment form
- a copy of your child's immunization record (up-to-date)
- the Parent/ECSE agreement
- a completed Child Information form
- a completed medical form
- a copy of child's birth certificate

Please notify us throughout the year of any changes in address, phone number, work numbers, etc.

## ❖ TOYS/ITEMS FROM HOME

We supply all the necessary school supplies: paper, crayons, markers, glue, etc. We would prefer that the children not bring toys and books, and other personal items from home. They can easily get lost or broken, and items from home often cause conflict when it comes to sharing. Devices that track and/or audio record the student and classroom are strictly prohibited, as they violate the confidentiality of all other students in the room, per FERPA regulation.

## ❖ SPECIAL EVENTS

We do have holiday parties and we occasionally go for walks within the school grounds. We will let you know when there are special events, parties, or celebrations coming up. Please watch for newsletters, calendars, permission forms, and other pertinent information sent home by your child's teacher.

## ❖ SECURITY

Your child will be released **only** to his or her parents/guardians, or to persons designated on the enrollment form. If it is necessary for the child to be picked up by anyone else, we must have permission from the parents/guardians to release the child. **We cannot accept a phone call changing plans or pick up person.** The person must be identified on record in the center. If the person picking up a child is unfamiliar to us, we will require a

photo ID. Restricted custodial/parental rights must be accompanied by a court order document on file at the preschool/ECSE.

If you provide an order of protection to the school, we will take that order seriously. If the person named on that order comes to the school campus or in anyway violates the order of protection presented to school personnel, the Director or the designee of the Director will immediately call law enforcement. The only way to rescind an order of protection is to follow the appropriate legal procedure. If you rescind an order you must also notify the school with the proper paperwork in order to avoid the notification of law enforcement. Once you present the order of protection to your child's teacher they will notify the Director of Special Education.

**Our doors are locked at all times**, in accordance with the MO Safe Schools Act. We teach the children not to open the door, even if they see their parents outside, unless a teacher tells them that it's okay. If there is a School Lock-Down situation, a custody problem, or strangers on the school grounds, our children will be kept safe without being alarmed.

❖ **ECSE CENTERS**

Children being served in ECSE centers will attend the center closest to their resident district. Exceptions will be allowed only at the discretion of the Coop Director. Reasons for non-resident placements would be based on specific student needs and/or the sole discretion of the Director to place students in a different center for staffing and numbers purposes. This determination will be made on a case by case basis. ECSE Center locations will serve the following districts:

- ECSE Kirbyville - Kirbyville, Forsyth\*, Mark Twain\*, Taneyville (case by case basis)
- ECSE Forsyth– Taneyville, Forsyth, Bradleyville\*, Mark Twain, Thornfield
- ECSE Chadwick – Chadwick, Sparta, Bradleyville\*, Plainview
- ECSE Spokane – Spokane/Highlandville, Galena, Hurley, Billings
- ECSE Niangua – Niangua
- ECSE Exeter- Exeter, Shell Knob

\*Bradleyville students may attend Chadwick or Taneyville. Forsyth students may be enrolled in an integrated class, which is located in the Forsyth Pre-School, or at the Forsyth ECSE classroom, which is located inside of the Forsyth Elementary school building. Mark Twain students may be placed in Kirbyville or Forsyth ECSE. Determination is dependent upon enrollment numbers and location of residence.

❖ **OUT OF DISTRICT ENROLLMENT**

Non-resident students are not eligible for enrollment or for services provided through the Cooperative.

❖ **HEALTH AND SAFETY**

In the interest of containing infectious illnesses, and for your child's comfort and safety, we are required by the state to notify you if your child develops symptoms of a contagious

illness, since they are not permitted to remain at school under those circumstances. The symptoms of illness are as follows:

- a temperature of over 100.4 degrees
- more than one episode of diarrhea or vomiting that is associated with an illness
- severe coughing with wheezing, croupy, or whooping sounds
- yellowish skin or eyes
- pinkish eyes with redness of eyelid lining, irritation, swelling or discharge
- unusual spots or rashes
- sore throat or trouble swallowing
- headache and stiff neck
- an infected patch of crusty, bright yellow, dry or gummy areas of the skin
- severe itching of the body or scalp, or other indications of lice or scabies

Children must be free of symptoms for 24 hours without medication before they return to school for the above symptoms. Our school nurse will contact parents/guardians in the event that your student needs to be picked up.

**COVID-19:** If your child has symptoms of COVID-19 we ask that your child not attend school until they are symptom free for 24 hours without medication. The CDC has recommended that we now treat Covid-19 as any other illness. We continue with additional cleaning and safety measures to ensure the health and wellness of our students and staff. Therefore, we will follow the recommended safety measures provided to us by our health departments and the CDC.

### **Injury**

If your child is injured at ECSE, this will be reported to you by your child's teacher and a complete report will be kept on file and available to you. Reporting will be completed no later than one hour after the end of the school day, however, will be immediately if the injury requires medical attention or is considered to be a serious matter.

### **Seclusion and Restraint**

Every attempt is made to redirect behavior and keep students safe while maintaining a hands-off approach. In the rare occurrence that your child exhibits aggressive or violent behavior that becomes an imminent danger to themselves or others (adults or peers) the use of Non-Violent Crisis Prevention techniques will be utilized to either disengage the student or restrain them for the least amount of time necessary to deescalate the behavior. If this type of intervention becomes necessary you will receive verbal notification within one (1) hour after the school day ends and a written report will be provided to you within five (5) school days of the incident.

### **❖ COMMUNICATION**

Your child will spend a good part of his or her day here with us, and it's important to us that the children all feel comfortable here and that you feel comfortable also. If you have any questions, comments, or concerns, please feel free to talk to a member of the staff. Remember, we are all in this together! A list of the staff members is included in this handbook.

Watch for newsletters and notes to let you know what's been going on, what we have planned next, things we may need your help with, news about any special events we are planning, and general information.

You can also find us on Facebook or at our website [trilakescooperative.com](http://trilakescooperative.com).

❖ **PHOTOGRAPHY**

Due to confidentiality issues surrounding our classroom we ask that parents/guardians and anyone coming into the center refrain from photographing any student at anytime in the center or on the premises of the ECSE center.

❖ **RECORDING OF IEP, EVALUATION, AND 504 MEETINGS**

A new law becomes effective August 28, 2021 that allows parents and legal guardians to audio record evaluation, IEP, and Section 504 meetings. We request that parents provide a 24-hour notice to the district in order to record. Recordings are the property of the parent or legal guardian. Video recordings are NOT permitted. Parent-teacher conferences, disciplinary conferences, or other meetings with district staff that are unrelated to special education are still a violation of board policy.

❖ **COVID LIABILITY**

Under Missouri law, any and all individuals on or entering the premises or engaging the services of the Tri-Lakes Special Services Cooperative waives all civil liability and claims against the individual or entity for a any damages based on inherent risks associated with an exposure or potential exposure to Covid-19, except for gross recklessness or willful misconduct. In accordance with SB 51(2021).

❖ **ADDITIONAL POLICIES**

These are just a few of the policies covered. A more comprehensive list of policies may be reviewed online at <http://www.forsythpanthers.org> under the central office tab then board policies. The Tri-Lakes Cooperative operates under Forsyth R-III as the fiscal agent and adheres to the policies and procedures of the Forsyth R-III school district.

❖ **ECSE DAILY SCHEDULE (schedule may vary slightly depending upon center location)**

Adjustments will be made for special events, holiday activities, guests, etc. Watch for newsletters, calendar, and notes for updates.

**AM SESSION**

7:50 - 8:00	Arrival time, morning activities
8:00 - 8:20	Breakfast
8:20 - 9:30	Center rotations and individualized instruction including art, language activities, etc.
9:30 - 9:45	Snack
9:45-10:05	Outdoor/Indoor play (Children will play inside when temperatures exceed 95* or wind chill factor falls below 40*)
10:05 - 10:15	Drinks/restroom breaks (transition)
10:15 - 11:00	Circle time large group, one on one, and language activities; Story time/music time; prepare for pickup
11:00	PICK UP
11:00 - 12:00	STAFF LUNCH/ Prepare for PM session/Planning time

**PM SESSION**

11:50 - 12:00	Arrival time
12:00 - 12:10	Gross motor, brain gym activities
12:10 - 1:30	Center rotations and individualized instruction including art, language activities, etc.
1:30 - 1:45	Snack
1:45 - 2:05	Outdoor/Indoor play (Children will play inside when temperatures exceed 95* or wind chill factor falls below 40*)
2:05 - 2:15	Drinks/restroom breaks (transition)
2:15 - 3:00	Circle time large groups; one on one and language activities; Story time/music time; prepare for pick up
3:00	PICK UP
3:00 - 3:30	Planning and preparation for following day



## CONTACT NUMBERS

### Administration Office

Director	Lorri Osbourn	417-320-5040
Administrative Assistant	Pam Horner	417-320-5040
ECSE Process Coordinators	Melissa Nelson Barbara McVey	417-320-5040
Diagnostician/ Process Coordinator	Ann Gonzalez	417-320-5040
Instructional Coach	Emily Johnson	417-320-5040
Receptionist	Desarae Veith-Mathis	417-320-5040

### ECSE Teachers

Chadwick	Melissa Holt	417-634-3588
Exeter	Angela Robinson	417-835-2922
Kirbyville	Stephanie Chambers	417-348-1439
Niangua	Bradley Hunt	417-473-6101
Spokane	Morgan Williams	417-587-3064
Forsyth	Millie Hardwick	417-546-6381

### SLP & SLP-A's

SLP	Angie Pittser	417-320-5040
SLP	Amy Beaver	417-320-5040
SLP: Supervisor, Assessments, Coordinator	Roxanne tenBensel	417-320-5040
SLP-A	Micaela Poe	417-320-5040
SLP-A	Olivia Williams	417-320-5040
SLP-A	TBD	417-320-5040

### Itinerant Teachers

Gail Cook	417-265-3212
Ashlyn Hilton	417-320-5040

### TLCO Central Office

Physical: 2404 State Hwy 248 Ste. 4 | Branson, MO 65616

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[www.trilakescooperative.com](http://www.trilakescooperative.com) or Facebook: @trilakescooperative

### MO Department of Health

417-895-6543

