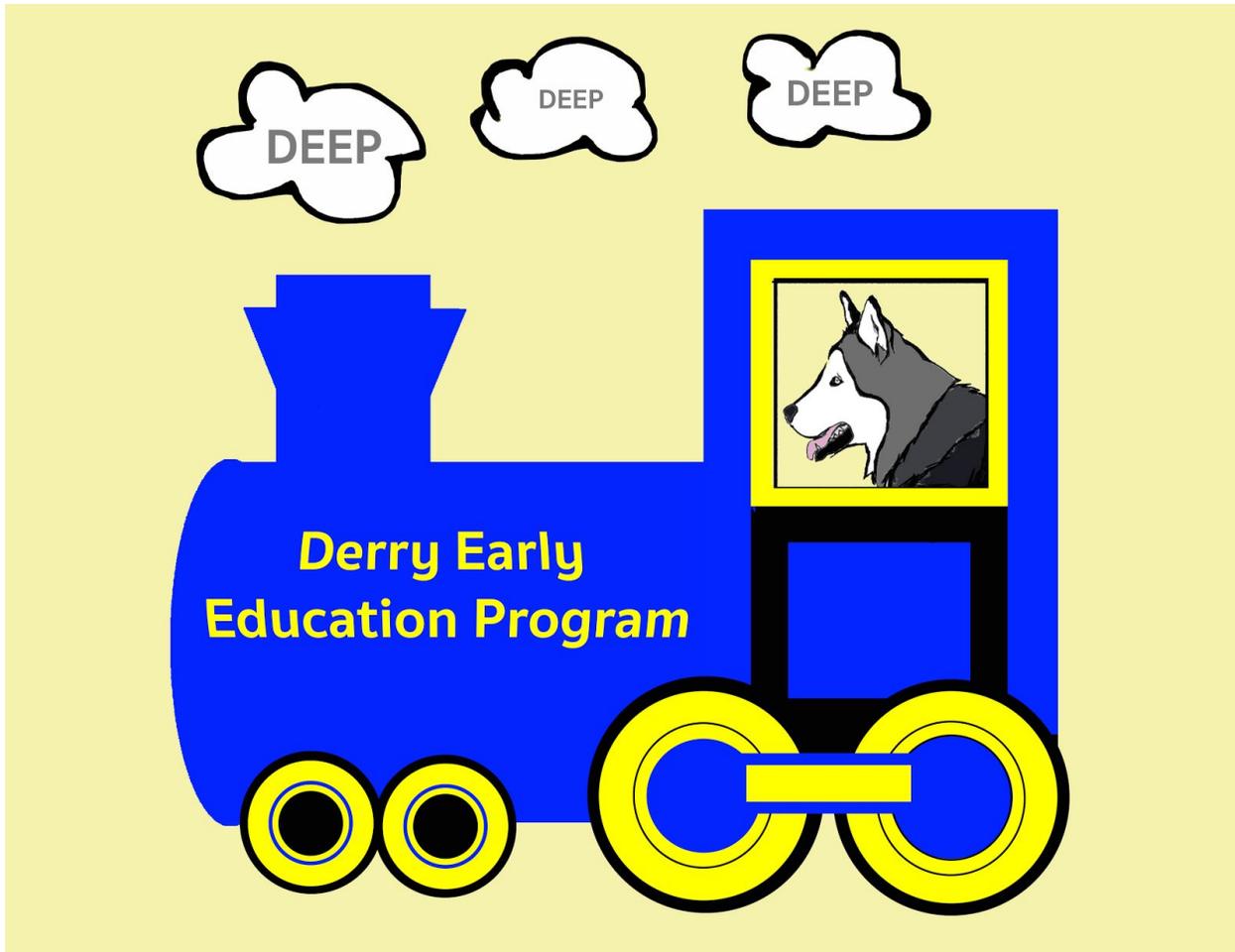


# Derry Early Education Program Handbook

2017-2018



## Mission Statement from the Derry Cooperative School District:

The Derry Cooperative School District's mission for school age children is to create a safe and successful learning environment for all students; One that fosters challenging situations, promotes self worth, encourages learning as a lifelong activity, and produces healthy young adults who will contribute to society. The school district is committed to ensuring that students possess the academic, social, and technological skills necessary to strengthen decision making, teamwork, life skills, and relationships.

# Table of Contents

Program Description.....	pg.3
Contact Information.....	pg.3
Program Hours.....	pg.4
School Cancellations/Inclement Weather.....	pg.4
Staff.....	pg.4
Absences.....	pg.4
Drop-off Procedures.....	pg.5
Pick-up Procedures.....	pg.5
Emergency Cards/Forms.....	pg.5
Parking.....	pg.6
What to bring to school.....	pg.6
Health Policies.....	pg.7
Allergies.....	pg.7
Medication.....	pg.7
Illness.....	pg.8
Tuition Information.....	pg.8
Policies, Rules and Guidelines.....	pg.8
Map of Derry Early Education Program (DEEP).....	pg.11



## **Derry Early Education Program (D.E.E.P)**

### **Program Description**

The Derry Early Education Program (DEEP) is an inclusive early childhood program designed to provide high quality programming to all children. The program utilizes an inclusion model (typically developing children and those who require an individualized education plan) and a team approach to incorporate all disciplines to meet the needs of each individual learner. The program offers a language rich, multi-sensory environment in which children engage in developmentally appropriate activities and learning experiences that support and enhance each child's social, emotional, physical, and cognitive development. Children who meet the New Hampshire standards for special education are eligible to attend the Derry Early Education Program without charge. Children who attend as inclusion models (children who are typically developing) are able to register by filling out an application and contacting the program director Jayne Boyle.

### **Contact Information**

Derry Early Education Program  
5 Hood Rd  
Derry, NH 03038  
603-845-1202

Staff email addresses, school calendars, and curriculum information can be found on the Derry Early Education Program (DEEP) website: [deep.sau10.org](http://deep.sau10.org).

### **Program Hours**

AM Session 8:30 - 11:00 a.m.

PM Session 12:20 - 2:50 p.m.

The four year old classes meet Monday, Wednesday and Fridays. The three year old classes meet on Tuesdays and Thursdays. The Derry Early Education Program follows the Derry Cooperative School district calendar.

### **School Cancellations/Inclement Weather**

If the school district cancels school, all preschool programs will be canceled as well. If there is a school delay, the morning programs will be canceled, but the afternoon program will still be in session.

### **Staff**

Classrooms are staffed by certified early childhood special educators. In addition, our staff includes a licensed speech and language pathologist, speech assistants, a licensed occupational therapist, a licensed physical therapist, classroom assistants, a school nurse and a program coordinator. Throughout a day, each classroom has a teacher and assistant(s) at all times. Therapists and paraprofessionals may join the classrooms periodically.

### **When your Child is Absent:**

When your child is going to be absent from school please call the school (603) 845-1202 and leave a message for the staff. This procedure should be followed each day that your child is absent.

## **Drop Off Procedures**

Drop off time for the morning session is 8:20am and 12:20 pm for the afternoon session. **You will need to park and walk your child into the building and to their classroom. Designated parking and entrance for families is located in the back of the school (see attached map). Please use this entrance as designated for our students.**

## **Pick-up Procedures**

Each child will be dismissed from the classroom and is required to be released to an authorized adult. Dismissal for the morning session is 11:00am and 2:50pm for the afternoon session. If you plan to have your child picked up from school by an alternate adult, it is necessary for you to send in written permission stating who you are authorizing to do so. We will not release your child without written consent. Alternate persons dismissing your child will also be required to provide proper identification.

## **Sign-in/out Procedures**

Please be sure to sign in and out during drop off and pick up. The sign in/out book is located outside the Derry Early Education office. These safety procedures help us to be aware of who is in the building at all times. It is critical that all parents and visitors adhere to these procedures.

## **Forms/Emergency Cards**

Each child should have 2 emergency cards on file with the office with current contact information as well as emergency contacts and alternate pick up persons. In the event of an accident, illness, or emergency school closing, it may become necessary to dismiss a child from school. It is the obligation of the parent/guardian to see that prior arrangements have been made with a neighbor or relative to be responsible for the welfare of your child if the school is unable to contact the parents/guardian. It is CRUCIAL that the school has accurate emergency contact information. Please contact the school at any time throughout the year to update this information.

## Emergency Drills

Throughout the school year, students will participate in both evacuation drills and “lock-down” drills. Participation in these drills is mandatory and is regarded as a valuable tool in maintaining school safety.

## Parking

Derry Early Education Program has a separate entrance and parking lot in the back of Gilbert H. Hood Middle School. Please note that access to the back parking lot is **one way traffic only**. Handicapped parking and ramp access are located in the front of Gilbert H. Hood Middle School. A map of parking can be found on our website, [deep.sau10.org](http://deep.sau10.org).

## What to Bring to School

- Please be sure to label your child’s items that he/she brings to school.
- Backpack—Please make sure the backpack is large enough to fit all of your child’s belongings and school projects inside of it.
- Snack—Please send a small nutritious snack with your child each day. The program does provide a choice of chocolate or white milk at snack time.
- Diapers and wipes—Please provide these items if your child uses them. You may choose to leave a supply in school or some in your child’s backpack.
- Change of clothes - We recommend keeping a complete change of clothes in your child’s backpack.
- Weather permitting, children receive access to our outdoor play area. The children typically do not go outdoors in the winter months but will participate in gross motor activities indoors. Please make sure that they have appropriate clothing and shoes. Sneakers or shoes with backs are the best for gross motor time. If your child comes to school in boots please include a change of shoes in their backpack.

## **Health Services**

The Derry Cooperative School District schools are staffed with a full-time registered nurse. All parents are requested to inform the nurse of any particular health concern. These should be a matter of record (ie. allergic reaction to bee stings, food allergies, etc.).

Students should have a doctor's note to return to school after surgery, or an illness that required hospitalization emergency room or urgent care visit. This documentation should include instructions regarding any activity restrictions and/or accommodations that may be needed in the school setting. This includes, but is not limited to, the diagnosis of concussion, and injuries that require splints, slings, casts or crutches.

Periodic vision, hearing, and other screenings will be conducted through the nurse's office.

The school nurse uses health program activities as learning experiences to contribute to health education. Each encounter with the student is a health teaching opportunity utilized by the school nurse to teach first aid, personal hygiene, preventative health measures, etc. The school nurse also provides counseling and guidance on health matters and serves as a health consultant/resource person to the school staff, students, and parents.

### **Physical Examination/Immunization**

The state of New Hampshire requires that all students have proof of immunization on file. All immunization dates must include the day, month, and year of administration. A physical examination completed within one year of entering program is required. Transfer students will need a physical examination if one is not in their records.

### **Medication**

Students are not allowed to bring medicine to school. Only medicine prescribed by a physician will be administered. Physician's written authorization along with parental/guardian permission must be kept on file in the school. All medicine containers must be properly labeled with the student's name, physician name, and instructions for the administration of the medicine. The medication must be brought to the school nurse by a parent or legal guardian. Students may not carry medication to school. No medicine may be dispensed until all of the above procedures have been followed. In the absence of the school nurse, the principal or assignee will assist the student with medication. Parents must make arrangements to pick up the student's medicine on the last day of school. All

medication not picked up by the parents will be disposed of by the school nurse and administration at the close of the last day of school.

## **Illness**

Please help us keep your child healthy. When a child shows signs of a fever or is ill, it is advisable to keep him/her home. Children are not permitted to return to school until they are “fever-free” for 24 hours without fever reducing medications. This policy serves as a protection for all student.

All communicable diseases afflicting your child should be reported to the school nurse. Any student with a communicable disease requiring antibiotic treatment must remain out of school for 24 hours after beginning treatment.

**PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE HAS A BAD COLD OR COUGH, FEVER, DIARRHEA, OR ANY OTHER SYMPTOMS THAT MAY POSSIBLY BE SPREAD TO OTHERS.**

## **Tuition for Inclusion Students**

Typical peers attend the Derry Early Education inclusive preschool program for a fee paid to the Derry Cooperative School District. Students may enroll at any point in the year based on space. Children must demonstrate strong speech and language skills and appropriate behavior/social skills. Applications can be found on our website or at the office. For questions regarding tuition and payment arrangements please contact Jayne Boyle at (603)845-1202.

## **Policies, Rules, and Guidelines**

### **Family Education And Privacy ACTS (FERPA)**

- I. Annually, the School District will distribute a student handbook to students, parents/guardians, and adult students over the age of 18 containing the following notice of policies hereby adopted by the School Board:

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the school receiving a request for access. Parents or eligible students should submit the the school principal a written request that identifies the record(s) they wish to inspect. The school principal or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing. The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical or educational consultant, education provider or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of schools in which a student seeks or intends to enroll. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
US Department of Education**

**400 Maryland Avenue SW  
Washington, DC 20202-5901**

**Pupil Safety and Violence Prevention-**

General Statement of Policy: *“It is the policy of the Derry Cooperative School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment, also known as bullying or cyberbullying. The School Board recognizes that out-of-school and off-campus conduct is not normally the concern of the school board. However, the School Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, the students, school property, or school staff. The school district will not tolerate unlawful harassment of any type and conduct that constitutes bullying or cyberbullying as defined herein is prohibited. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this policy may be subject to disciplinary action up to and including expulsion. Each building principal is responsible for the implementation on this policy.”*

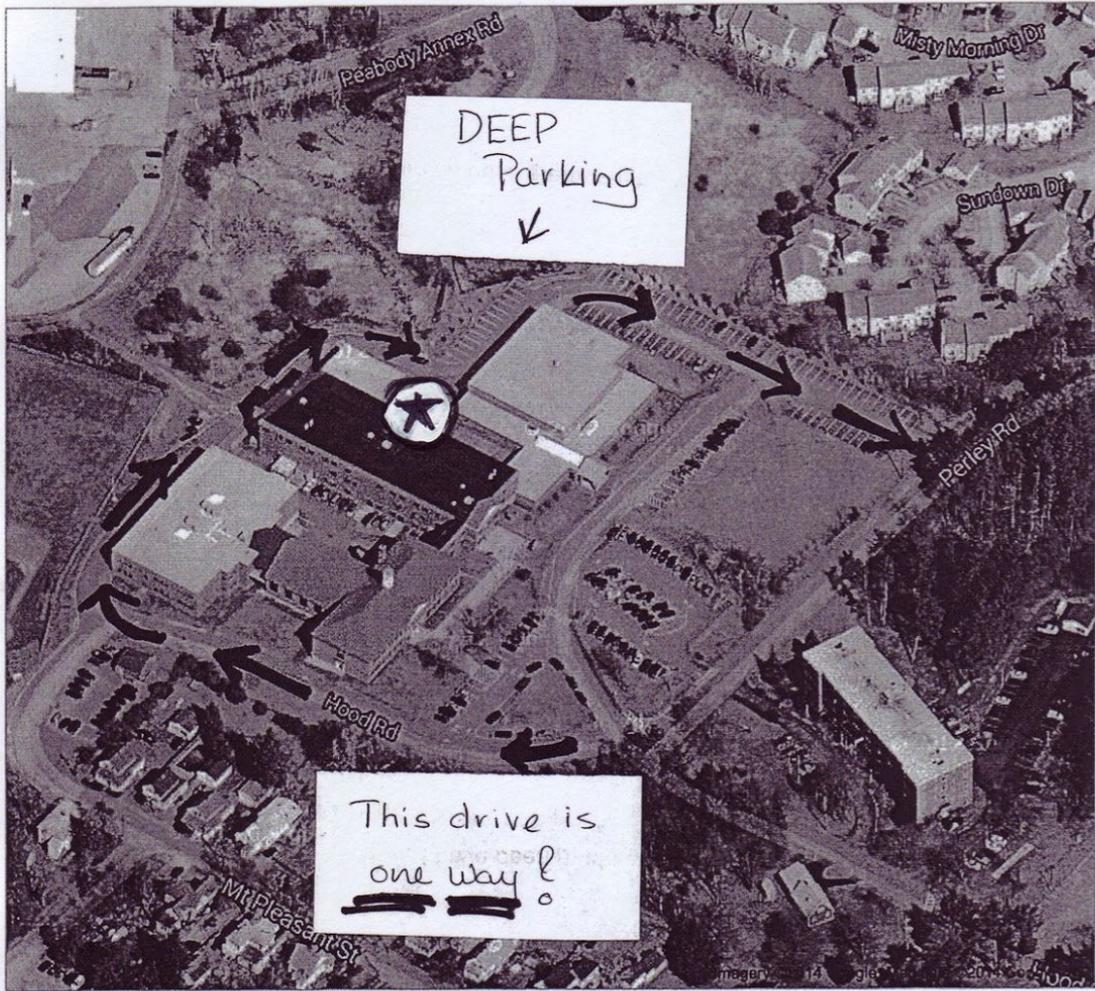
**Notice of Discrimination-**

The Derry Cooperative School District does not discriminate on the basis of race, color, national origin, age, gender, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Any student, parent on behalf of their child, or employee who believes that he/she has a disability and thinks that accommodations are necessary to afford an equal opportunity for success, should contact their school Section 504 coordinator. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office of Civil Rights, 33 Arch Street, 9th Floor, Boston MA 02110.

**Video and Audio Surveillance on School Property and Buses-**

In June of 2008, the Derry Cooperative School Board authorized the use of video and/or audio devices on district property to ensure the health, welfare, and safety of all staff, students, and visitors to the property and to safeguard district buildings, grounds, and equipment including buses.



 DEEP Entrance

# Derry Early Education Program Handbook

## 2017-2018 Signature Page

*Please be reminded that ALL visitors of the school (or on school grounds) must report to the Derry Early Education office to sign in and obtain a visitor's badge.*

I/We have taken the opportunity to read and review the Derry Early Education Program Parent/Student Handbook in its entirety. We are aware of the student and parental responsibilities put forth. We understand and agree to adhere to the rules, regulations, and policies (including attendance and bullying policy) as outlined throughout.

Print Student's Name: \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **\*\*\*EARLY RELEASE DISMISSAL PLANS\*\*\***

The Derry Cooperative School District provides our teachers with (2) Early Release days. During those afternoons, the teachers will be involved in specific professional development activities and training.

**Please state the dismissal procedure for your child on our (2) Early Release Days. We begin dismissing students at 11AM (NO afternoon classes) on the following days: September 14th and April 12th.**

The dismissal plans for \_\_\_\_\_ are to \_\_\_\_\_  
(Child's Name)

**\*\*Please sign and return this page ONLY to your child's teacher by Thursday Sept. 7th**