

# STUDENT HANDBOOK

2023-2024

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FREDA MARKLEY  
**BEARS**  
EARLY CHILDHOOD CENTER



# Parent Handbook

## 2023-2024

**Ms. Kacy Parker Ed. S., Principal**

**“Enriching the Mind of a Student One Day at A Time”**

**SCHOOL HOURS**

8:00 a.m. – 2:25 p.m.

**LOCATION**

Freda Markley Early Childhood Center

9201 E. Bannister Rd.

Kansas City, MO 64134

816-316-8500

Gwendolyn Canady, Principal’s Secretary

Kimberly Rice, Department Clerk

Michelle Robinson, Supplemental Teacher

Keya Jones, Family School Liaison

Dear Families and Caregivers,

Welcome to Freda Markley Early Childhood Center! We have an exciting school year ahead of us, and my staff and I are committed to partnering with you. Whether you are joining us again or new to our school family, we encourage you to take an active role in your child's early learning by reading and signing our **Parent-Student- School Compact**. The **Parent-Student- School Compact** is a pledge that connects the home and the school, to help ensure your child's success.

We welcome you into our classrooms and school community by providing many opportunities scheduled on our **Title I Parent Involvement Plan**. The school will provide you copies of the **Title I Parent Involvement Plan and the Parent-Student- School Compact**. Keep these two documents handy, they will be referred to throughout the school year. Please reach out if you have any questions or exciting ideas that will benefit our program.  
Here's to a great year!

Mrs. Kacy Parker, Principal, Ed. S  
kacy.parker@hickmanmills.org  
816-316-8500

#### **FMECC MISSION**

The Mission of Freda Markley Early Childhood Center is to provide a nurturing and rigorous learning environment in a culturally responsive manner that meets the diverse and individual needs of young children and their families.

#### **FMECC VISION**

To provide the foundation for learning by planning purposeful and engaging experiences that foster positive social-emotional development and meet the unique needs of every student

#### **FMECC BELIEF STATEMENTS**

At FMECC, we believe:

- We must develop partnerships with parents and families.
- All students are capable of learning.
- Every student has strengths that educators can leverage to offer opportunities for success.
- A healthy and safe classroom environment supports all learners.
- Relationships are key.

#### **Cognia Accreditation**

Cognia is a leader in accreditation and school improvement. Cognia believes that young children must be prepared to succeed in a constantly-evolving and diverse world and that early learning schools have a deep responsibility to deliver a safe environment and developmentally appropriate quality education to young children from all walks of life.

## **Parent Commitment**

### **Parents are expected to ensure their student maintains the following criteria:**

- Good Attendance (a running average of 90%)
- Socially Acceptable Behavior
- Acceptable Academic Standards
- Prompt Drop-Off and Pick-Up from School

## **BUILDING SAFETY**

The Hickman Mills C-1 School District (HMC-1) has a secure check-in process in all District schools, including Freda Markley Early Childhood Center, to help ensure the safety of all students, staff, and families. During school hours, all doors remained secure and locked. Visitors who arrive at any time during school hours have to push the button on our two-way communication system at the front door of the building to enter. If you are there to pick up a student or ask questions about a student, all visitors must present a photo ID (preferably a driver's license). A school staff member will scan the ID and provide you with a badge after acceptance into the security system. We ask that you wear the badge the entire time in the building. FMECC has a complete Emergency Crisis Plan for all students' and staff's safety.

## **FIREARM SAFETY**

The following are not allowed inside the building: firearms, pellets, BB guns (loaded or unloaded), darts, bows, and arrows, cap pistols, stun guns, or objects manufactured for play as a toy, etc.

## **Attendance**

**School Hours: 8:00 a.m. - 2:25 p.m.**

Good Attendance (a running average of 90%)

School starts at 8:00 and it is crucial to your student's success to arrive at school on time. The day begins with a healthy breakfast provided by the school, and right after breakfast instruction begins. Your child is considered late at 8:05.

## **Chronic Late Arrivals/Early Dismissal**

If you consistently bring your student to school late (after 8:05), pick your student up early (before 2:25 p.m.), or the student is frequently absent, it affects your child's learning experience and attendance percentage. Being on time is an essential life skill, and we want to support you and your child in establishing this skill early. School starts at 8:00 a.m. and ends at 2:25 p.m. After 8:05 a.m., a student is considered late, and we will support you by following the process below

1. **First Time:** We will give a supportive verbal reminder of school hours.
2. **Second Time:** We will give a supportive written reminder of school hours
3. **Third Time:** A meeting will be scheduled with the Principal and Family School Liaison to support you, recommend you enroll your child in LINC, our before and after school program (\$55.00 per week), or assist you with setting up a bus route.
4. **Fourth Time:** The principal will request parents or guardians show proof of residency. **If you know your student will be out absent, please notify the front office at 816-316-8500**

#### **Dismissal Release Authorization**

During the online enrollment process, each parent completed a written authorization form with the names, addresses, and phone numbers of persons approved to pick up your child from school. **We will not release your child to anyone not listed on the authorization form** without prior authorization from a parent or legal guardian. Authorization information can be updated at any time in the front office by the parent or guardian that initially enrolled the student. Once our staff determines that the person is authorized to pick up your child, they must present a photo identification, and sign the student out in the front office. All authorized people must be at least 16 years of age. **Please NOTE: By law, either parent named on the student's birth certificate can pick up the student unless we have legal court documentation on file stating otherwise.**

#### **Late Student pick up at the End of the Day**

School ends promptly at 2:25 p.m. When students are not picked up on time, we contact the parent or legal guardian by phone or email. If we cannot reach a parent or guardian, we will call people on the emergency contacts list. If no one can be reached, our last resort is to **contact District's Police Officers** for further assistance. If running 5-10 minutes late, contact the front office at 816-316-8500. Please keep the school telephone number with all your other contact information. **The office closes at 2:45 p.m. daily.**

#### **Safe Driving in the School Parking Lot**

Our goal is to keep everyone safe, students, parents, and staff. We ask that you follow the directions of the staff on duty, and drive slowly and cautiously in the parking lot.

1. Be respectful, courteous, and patient as staff unloads buses and cars in front of you
2. Do not go around a car or bus. Please wait in line, and staff will dismiss you in line order
3. Drive carefully and slowly in the parking lot. Be cautious of students, parents, and staff walking in the parking lot.

## **MAINTAINING CURRENT INFORMATION**

Please notify the front office or your child's teacher any time you have a change in address, phone number, and email address. We must have current contact information for your student, this includes emergency contact information.

## **INCLEMENT WEATHER PROCEDURES**

In case of bad weather, here are some essential things to remember:

- The decision to close schools or implement a delayed start is usually made no later than 5:00 a.m. If possible, HMC-1 will decide the evening before.
- Please listen to a reliable local radio or television station for HMC-1 announcements. You may also receive an automated call with information regarding inclement weather. If no announcement is made, you may assume that schools will operate on a regular schedule.

## **BUS INFORMATION**

HMC-1 provides door-to-door service for all pre-k students, except those living in a cul-de-sac, an apartment complex with a parking lot, or a daycare with a parking lot. **School buses cannot pull into cul-de-sacs or parking lots at any daycare or apartment complex for safety reasons.** The parent, guardian, or daycare provider will be responsible for meeting the bus on the main street. Each bus has seat belts/harnesses and a bus monitor for support. All students are expected to remain seated in the seatbelts/harness to and from school. If there is a need to change the pick-up or drop-off address, the parent/guardian must call the school at 816-316-8500. A bus transportation form will be completed and sent to the bus company. It will take **3-5 days for the change to take effect**, and you will receive a notification when the process is complete. If you have questions regarding bus times or other concerns, contact First Student Bus Company at 816-315-0888. At the end of the school day, when the driver brings the student home, the **driver must physically see an adult** in order to release the student. If no adult is present, the student will not be released, and the driver will return the student back to school. **The school office closes at 2:45.** Student(s) who have returned to the school **three times** are deemed "undeliverable" and may face suspension from bus services.

## **ARRIVAL AND DISMISSAL BY CAR**

For safety reasons we use a car rider line for arrival and dismissal. For **arrival**, we unload buses at 7:50 a.m. and the car rider line begins immediately after until 8:00 a.m. Staff members will be outside to ensure your student gets safely into the building. For dismissal, we load buses at 2:20, and the car rider line starts immediately after buses depart. Each family will receive two laminated car rider signs, and the sign must be displayed in your front passenger side window. During arrival and dismissal, **please do not pull around cars or buses in line ahead of you. Be patient and follow**

**the directions of staff members to help ensure safety for all.**

### **CHANGE IN DISMISSAL TRANSPORTATION**

It is a priority that students arrive home safe every day. Therefore, a parent or guardian must call the school office **no later than 12:30** to inform the office staff of a change in transportation.

### **Breakfast and Lunch**

Breakfast and lunch are free and served to all students. Foods served are high in nutrients and low in fat, sugar, and salt. **We are a PORK free school.** Students may also bring a complete lunch from home. Please do not send any flavor pop, or just snack food alone. We encourage you to send healthy lunch (**ex. just a bag of chips, cookies, and a drink is unacceptable**).

### **FMECC Early Childhood Program requires the following:**

- Immunization must be up-to-date, and the school nurse has the documentation on file for your student to start school. Failure to remain on the Missouri Department of Health recommended immunization schedule will result in your child's exclusion until the required immunizations are current. The school nurse will provide information about immunizations and required deadlines.
- In the event of an outbreak or suspected outbreak of a vaccine-preventable disease, unimmunized students are excluded from school following the control measures instituted by the KCMO Health Department.
- Health assessment statements or asthmatic plans must be on file in the nurse's office on the first day of school with the prescribed medication.
- Students are expected to be self-sufficient when toileting unless noted otherwise prior and part of a student's Individualized Education Program plan. School staff will assist all students when needed but pull-ups or disposable diapers are prohibited unless stated in the student's IEP.
- If your student has a food allergy, this information must be provided to the school nurse in writing from a licensed healthcare provider. Once documentation is received, the school and Food Service Department will work closely with parents to develop a healthcare plan that will minimize any risk to your student, and an emergency healthcare plan in the event of an allergic reaction.
- Meals will not be adjusted based on individual student's preferences without a healthcare provider's note. **A monthly menu will be on the district website.**
- NO PORK is served in our school at any time.
- Parents may choose to pack a lunch for their child daily. If choosing to do so, we request you send a healthy well-balanced lunch. If you have any questions or concerns, please talk to your child's teacher.



## ILLNESS OR SICKNESS

If your student has a fever in the evening or wakes up with a fever, an upset stomach, constant cough or is not feeling well, the student should remain at home. If a student becomes ill during the school day, the school nurse will assess the student to determine if the student is too ill to remain at school and needs to go home. If the nurse decides that the student needs to go home, we request the student be picked up within 45 minutes after the parent has been notified. A parent may be asked to take the student to a doctor. Any student experiencing the following symptoms will be sent home:

- ✓ A fever of 100 degrees or higher (student may return after the fever is gone for 24 hours without medication)
- ✓ Contagious skin or eye infections (Must be on RX for 24 hours or a doctors note)
- ✓ Diarrhea (must be diarrhea free for 24 hours before returning)
- ✓ Vomiting (must be 24 hours since they vomited before they return)

A notice will be sent home to parents if their student is exposed to certain contagious diseases. If your student becomes infected with a contagious disease, please notify the school nurse immediately. Some contagious diseases include cold/flu, chicken pox, measles, pink eye, impetigo, ringworm, pinworms, head lice, and COVID-19.

If your student needs to be given medication at school, the school nurse or their designee must administer it. Prescription and non-prescription medication must be delivered to the school by a parent or another designated adult. **Do not send medication to school in a student's backpack.** The medication must be in the **original container**. Any prescription medication must be labeled with the student's name, name of medication, strength, dosage schedule, and date prescribed. A parent/guardian must complete a **permission form** with specific directions before the medication will be administered.

**All students will participate in indoor and outdoor recess unless we have a doctor's note on file in the nurse's office stating the student can not go outside. We do not have proper supervision to exclude students from recess.**

## DISCIPLINE PROCEDURES

At Freda Markley, we work hard to provide each student with the social-emotional support needed each day. We have multiple strategies and support staff to encourage self-regulation and problem-solving skills in our students. Our goal is to keep every student in the class where instruction takes place. However, when a student displays chronic disruptive behavior that hinders the learning environment, they will be escorted to the Family School Liaison or the Principal's office and a parent or guardian will be contacted. If this behavior continues, a parent meeting will be required to problem-solve collaboratively and appropriately. A student may be suspended from school for hurting another student, an adult, or any unsafe behavior.



### **APPROPRIATE CLOTHING**

Students often work with paint, glue, and markers, so dress your student in casual clothes according to the weather. Students will have indoor/outdoor recess twice a day throughout the year. Tennis shoes or other rubber-soled shoes are the safest footwear. **Open sandals, flip flops, or shoes with elevated heels are not safe for young students and are not permitted in school.** Be sure to **label your** student's name on **all articles** coming to school: jackets, coats, gloves, hats, sweaters, etc. The office has a lost and found box that you may check for any lost articles.

We know young children may have an accident and wet or soil their clothing. We require that all students have **two sets of extra clothing** to keep at school. One set should be summer clothing with one pair of underwear, one pair of socks, bottoms, and a shirt. The other set should include fall/winter clothing with a pair of underwear and one pair of socks, jeans/pants, and a shirt. If a student has an accident, the teacher or the school nurse will notify the parent about the situation either by note or a brief phone call. **Please wash and return the extra clothing.**

### **REST TIME/NAP TIME**

Students rest/nap for 45 minutes daily. We know some students may not take naps, however, teachers will expect them to lay quietly and not disturb other sleeping students. The school will provide each student with their own mat or cot. **Parents will need to provide a small blanket. The blanket should be small enough to store in a small cubby and fit into your child's backpack. If the blanket or pillow is too large, the teacher will send it back home. Students will bring their blanket home every Friday in the backpack to be washed and returned every Monday, so a small blanket will make this easier for your student to carry.**

### **HOLIDAYS AND BIRTHDAYS**

We will have special celebrations to respect our diverse student population throughout the school year. **Parents must inform the teacher if they do not want their student(s) to participate in a scheduled activity. Please take the time to read weekly classroom newsletters, and the Title I Parent Involvement Calendar for upcoming events.**

Birthdays are a significant time for most young students. In each classroom, the teacher will recognize a student's "special day" in many ways. However, if you would like to add to this celebration, make arrangements with the teacher to send **one** treat for the entire class. Treats will be eaten as an afternoon snack before the end of the day. All snacks must be pre-packaged and store-bought, and there should be enough for the entire class (generally 17 students). Including the teacher and paraprofessional in the room makes it 19 snacks or treats (store-bought cupcakes permitted). **FMECC does not permit full celebratory birthday parties at school, so please do not send any decorations of any kind, including flowers, toys, or balloons.**

## **PARENT INVOLVEMENT ACTIVITIES**

Parents are essential to the success of our program. We want to work together as a team to foster your pre-K student's learning and development. Reading with your student is a great place to begin. Each family should read at least 100 books with their student during the school year, and come to school for: (1) a meet and greet, (2) two parent-teacher conferences, and (3) at least two additional visits for a minimum of **5 activities or workshops**. Make sure to get a copy of the **Title I Parental-Family Involvement Plan**, which has all scheduled workshops/events for the school year, and A copy of **School-Parent-Student Compact**. (Workshops and event dates are subject to change due to unforeseen circumstances).

## **LINC BEFORE AND AFTER SCHOOL CARE**

LINC is available for before and after school care. Morning hours are from 7:00 a.m. to the start of school, and afternoon hours are from dismissal to 6:00 p.m. The cost of the program is \$55.00 per week. If interested in the LINC program, please contact Hannah Even at 816-316-8569 or email her [heven@kclinc.org](mailto:heven@kclinc.org)

**Please complete the online application at [www.kclinc.org/enrollment](http://www.kclinc.org/enrollment).**

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## **Parent Handbook Acknowledgement 2023-2024**

Please read and make sure you clearly understand all the contents of this handbook. If you have any questions, please feel free to ask before signing. Your signature acknowledges you understand and will adhere to the contents in the Parent Handbook. **Please sign and return to your child's teacher no later than September 15, 2023.**

I have received and will commit to the policies and procedures set forth in the Freda Markley  
(initial) Early Childhood Handbook.

\_\_\_\_\_

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Parent(s) Signatures: \_\_\_\_\_

\_\_\_\_\_