



Ada Early Childhood  
Center  
Parent Handbook

Dear Parent/Guardian:

Welcome to Ada Early Childhood Center! We are excited to partner with you to continue the education for which you provided the foundation. We understand that each child is very unique and special. We welcome your input and any information that you would like to share about your child so that we may better serve them. Our teachers are highly qualified, caring, devoted individuals who are passionate about their jobs. The partnership between home and school will provide the highest level of success for your child.

Research supports that children whose parents are involved in their child's education do better in school. Parents who participate in the education of their child send a clear message that education is important and value the educational process. Based on research and the competence of the faculty and staff, we believe our students will be successful. We call this a Win-Win!

It is our goal to not only provide your child with a rigorous academic experience, but also develop life skills that will support each child's social and emotional health. AECC is a **Leader in Me Lighthouse school** and embeds the **7 Habits of Happy Kids** in the daily curriculum. These habits provide a great foundation for students to begin the process of making good choices and learning to work with others. We encourage parents to become familiar with these habits and use them at home to support our endeavors. It is our philosophy that all children can learn and experience success using these habits.

This year your child is going to encounter new adventures, exciting learning experiences, and success at Ada Early Childhood Center. Please make the commitment to join us in making this the best year possible for your child. Please feel free to contact the school if there is anything we can do to make your child's experience better. If you have any questions, please feel free to contact the school.

Sincerely,

*Cindy Brady, Principal*

# School Creed

*You Believe in Me and I Believe in You  
We Will Do Our Best to be Our Best  
We Will Apply the 7 Habits to Build Integrity and Character  
We will . . .  
Be Proactive  
Begin With the End in Mind  
Put First Things First  
Think Win-Win  
Seek First to Understand, Then to be Understood  
Synergize  
Sharpen the Saw  
We Will Learn Today and Lead Tomorrow*

***WE ARE ADA COUGARS***

## Mission Statement

AECC strives to ensure student success through quality education by fostering a relationship between families and schools and provide a foundation to cultivate and develop leadership skills in all students.

# About Our School

Ada Early Childhood Center has three educational programs, all geared to meet the needs of early childhood students.

**Pre-Kindergarten-** Children 4 years of age by September 1.

**Kindergarten-**Children 5 years of age by September 1.

**Early Childhood Preschool-**Children with developmental delays, ages 3-5 and must qualify through the Special Education program.

Each class has a certified teacher and a teaching assistant who meets the highly qualified status requirements.

AECC has a certified interventionist to assist those students who may need additional academic assistance.

All students attend Music and Library classes throughout the week. Kindergarten students receive a minimum of 120 minutes of Physical Education (PE instruction) on a weekly basis.

AECC is a “One to One” campus in terms of devices. Each student has access to an iPad for classroom use.

Kindergarten students attend art classes and social emotional classes on a rotational basis every other Friday. The school counselor provides social and emotional lessons to Pre-K throughout the week.

# Academics

**AECC strives to ensure academic success for all students. Students receive a rigorous academic curriculum.**

- Incorporates and follows Oklahoma Academic Standards for Pre-K and Kindergarten.
- Curriculum maps and pacing guides are used to ensure that students receive a well rounded academic experience and are available upon request.
- The Leader in Me curriculum provides social and emotional learning as well as providing a foundation for leadership.
- Instruction is provided in small group/whole group settings using best practices and the most current instructional/research based strategies.

## Assessment

The following assessments are given and used to evaluate a student's academic achievement and progress.

### Pre-Kindergarten

- Monthly Math Benchmarks
- Phonological Awareness Assessments-Administered periodically throughout the year.
- Student Leadership Notebooks which contain student's individual data and progress.

### Kindergarten

- STAR (Star Early Literacy) Administered in September, January and April
- P.A.S.T. (Phonological Awareness Skills Test) Administered periodically throughout the school year.
- Math Benchmarks
- Student Leadership Notebooks which contain student's individual data and progress.

Additional assessments are given by the classroom teacher throughout the year. All assessment data will be reported to parents or available upon request.

# Attendance

By law, Kindergarten is a mandatory grade. Ada City Schools also strongly encourage that students in Pre-k are present and punctual. Parents of students who miss an excessive amount of school or who are habitually tardy may be referred to Truancy Court. ***Ada City Schools recognizes the need to be flexible given the circumstances surrounding COVID-19 and other childhood illnesses.*** AECC certainly understands the need for students to be absent if a child exhibits any of the symptoms that are considered to be contagious (***See District Handbook for policy on illness***).

**Please phone the school 580.310.7283 or notify your child's teacher in the event of an illness which results in an absence.**

**Please notify the school counselor or principal if your child has a long term illness which would cause for the child to be absent for a prolonged period of time.**

## School Day

- School begins promptly at 8:00 a.m. and dismisses at 2:50 p.m.
- Students are tardy at 8:10. Parents must sign the student in at the office.  
**Do not send your child into the building by themselves or with a sibling who is a minor.**
- Students arriving after 10:00 will be counted absent for ½ of the day unless the student has a documented reason (i.e doctor's appointment).

## Attendance/Truancy

- **AECC does utilize the Truancy Court System.**
- Students who have excessive absences (10% of instructional days) and/or are habitually tardy will receive a site attendance letter.
- Parents must notify the school when the student is absent.
- If excessive absences continue without documentation, the case will be reviewed and may be referred to Truancy Court. The Chickasaw Nation has their own Tribal Truancy that is solely for Native American Students.  
**AECC students have no way to get to school except by you, the parent or guardian. Please do your part by getting them to school regularly and on time.**

**See District Handbook for more information on attendance/truancy.**

# Arrival

- The building opens at 7:30. Students who arrive before 7:55 will enter through the cafeteria entrance. Parents are welcome to walk their child in and take them to the classroom.
- The drive-through drop off is available from 7:30-7:55. Assistants are available to assist your child out of the car.

**DO NOT LET YOUR CHILD OUT OF THE CAR UNLESS A STAFF MEMBER IS THERE TO ASSIST.**

- Students who are eating breakfast will eat and go to the classroom.
- Students not eating breakfast will go directly to the classroom.
- **Your child is counted as tardy at 8:10.** You must accompany your child into the building and sign your child in at the office. A staff member will escort your child to the classroom. 3 tardies are counted as one absences.

# Departure

- Buses will load in the east teacher's parking lot. Buses will begin loading at 2:35
- Parent pick-up begins at 2:50 or when buses have been loaded.

## Car Riders/Parent Pick-up

**● ALL CHANGES IN A CHILD'S REGULAR AFTER SCHOOL ROUTINE, (I.E. BUS/PICK-UP ETC.) MUST BE CALLED INTO THE OFFICE NO LATER THAN 2:00 p.m. CHANGES WILL NOT BE ACCEPTED AFTER THAT TIME.**

- Parents will be asked to wait in the entry until 2:50. At that time parents will be allowed to go to their child's classroom for pick-up.

***Children who are not picked up by 3:00 may fall under the category of child abandonment and may be reported to the local authorities.***

# Phone Calls and Checkout Procedures

AECC believes communication between parents and school is important. To ensure the best possible learning environment and utmost safety for every child, we ask that parents adhere to our call-in-policy.

- Teachers spend the majority of their day in instruction and phone calls disrupt the instruction time. The office staff will take messages and email teachers any information that you might need to convey to them. In turn, teachers will return calls when their breaks occur in the day.
- ALL CHANGES that are to be made in regards to transportation (i.e bus, parent pick-up etc.) **MUST be called into the office before 2:00 p.m.** Our staff must have time to make these changes. We will not accept changes after 2:00 p.m.
- Unless your child has an appointment, we strongly discourage children being checked out early.
- **FOR SAFETY REASONS, WE STRONGLY ADVISE THAT YOU DO NOT CHECK YOUR CHILD OUT BETWEEN 2:15 and 2:45 p.m.** This is a very busy time of day. We are in the process of getting children to their appropriate after-school destinations and want to ensure that no mistakes are made.

## Student Information Updates

- It is ***extremely important*** that AECC be notified of any address changes, phone numbers, changes in parent employment or custody changes.
- If your child gets sick or has a need for a parent to be contacted, we must be able to contact you at ALL times throughout the day.
- These changes can be updated in the office.



# **AECC Child Illness Policy**

*See District Handbook on Illness*

**Please make sure that you contact the school if your child is sick and will be absent.**

## **Device Policy**

**State law prohibits a student from using a personal device while on campus of a public school district from bell to bell. (See district policy). The following procedure will be in place if a student does not adhere to the above policy.**

- The student will put the device in their cubby or backpack. The parent will be notified.
- If the incident occurs a second time, parents will be notified and required to pick up the device.

## **Discipline**     *See district handbook for more information on discipline.*

- AECC believes in a team approach to school discipline with you, the parent, being a very important component.
- AECC strives to provide an appropriate learning climate for each child in the classroom and that can only be accomplished when children behave appropriately.
- Expectations will be taught and modeled in each classroom.
- The Leader in Me curriculum serves as the foundation for teaching students self-control, respect and responsibility, however; some students may need additional support. In the event that this becomes necessary, the parent, the School Counselor, Principal, Behavioral Interventionist and Teacher will meet to discuss and create an appropriate behavior plan.

# **CougaRally**

- CougaRally is a celebration of the school week and students.
- CougaRally occurs on Fridays.
- Kindergarten will be at 8:30 and Pre-K at 9:00
- Cougar Cubs are celebrated at this time as well as birthdays.
- Each week a class is featured and performs a short program as well as leads the pledges and creed.

## **Cougar Cubs**

- Cougar Cubs are chosen on a weekly basis and celebrated during CougaRally.
- Teachers use different methods and procedures for choosing Cougar Cubs, but all students will be showcased.

## **School Messenger/School Status**

- Ada City Schools use the School Messenger system and School Status to notify parents of school announcements.
- School Messenger and School Status will be used to notify parents of school events, school closings as well as notify you of unexcused absences.

## **Lost and Found Items**

- Lost and found items will be placed in the containers located in the foyer of the cafeteria entrance.

# Bus Transportation and Regulations

***Please be aware that AECC busing is different from the other grade centers. AECC students do not ride with any students other than AECC students. Each bus has an assistant.***

***The following guidelines are specific to AECC students only:***

- In the event that a student is returned to school 3 times in one semester, the child will be dismissed from the bus for 2 weeks. If the situation continues, it will be dealt with on an individual basis.
- If the student receives a discipline notice, Parents will be notified. The third notification will result in the student being dismissed from the bus for 2 weeks. In cases where the actions are more severe (fighting, throwing objects, destruction of property, cursing and inappropriate touching), may result in a student being dismissed from the bus without prior warning. These situations will be handled on an individual basis.
- **Only applies to pick up.** If the student misses the bus for three consecutive days, the stop will be eliminated from the route. If the parent notifies the school of the reason, then bussing will resume. The parent must notify the school for the student to be reinstated.

Students will be dropped off at your residence ***only if:***

1. **Parent or other authorized adult meets the bus.**

***The School must be notified if someone other than the parent will be meeting the bus OR the authorized person is someone different than previously noted.***

2. **Parent or other authorized adult is visible.**

If the parent or authorized adult is not visible, the child will be taken to the Latch Key Program which is housed at Ada Early Childhood Center. You will be notified that your child has been taken to Latch Key.

The buses will begin leaving AECC at approximately 2:40. You will need to start watching for your child's arrival at that time. It is also important to note that arrival times can be altered due to a student not riding the bus.

***If a student becomes disruptive on the bus or does not follow the bus procedures, the student will be given a written notice. Multiple notices may result in the student not being allowed to ride the bus. (See district handbook on bus regulations)***

### **Parents Please Remember:**

1. We have only one pick-up and delivery point per child. We **do not** make bus changes unless it is a permanent change. We must have 24 hours to make any permanent changes.
2. If a temporary change is needed, the parent is responsible for the transportation AND the school must be notified of the change.
3. Any severe misbehavior on the bus will be reported to the principal and parents will be notified.
4. The bus assistant **MUST SEE** the parent or authorized adult (must be 18 or older) or the child will be brought back to the school (AECC).

## **Cold/Heat Weather Recess Policy**

- As a general rule, AECC students will go outside each day.
- AECC follows the state guidelines for appropriate outdoor activities and takes into account wind chill and heat indexes.
- Please make sure that you send your child to school with appropriate clothing for current weather conditions.

## **Accidents**

- If an injury to your child occurs at school, the school emergency medical team/school nurse will determine if the emergency warrants transporting to a medical facility.
- The child will be made comfortable and parents will be called immediately.
- If you cannot be reached, the emergency contact will be notified.

- An accident report will be completed by the AECC staff member who witnessed the incident/accident. The report will be on file at AECC as well as the district Board office.

## **Fundraisers**

- AECC fundraisers provide much needed funding for the school.
- The monies raised goes directly to support the students and provide classroom supplies.
- Your support of these fundraisers enhances your child's learning experience.

## **Cafeteria**

- Breakfast is served beginning at 7:30 and ends at 8:00
- If your child plans on eating breakfast at school they should be there no later than 7:45 a.m.
- Student meals are free. 1 milk or juice per student. Extra milk or juice is 75 cents.
- USDA does not allow juice to be served at lunch.
- Please send beverages in a thermos or disposable container.
- Soda pops in cans or bottles are not allowed.
- There is a state mandated break between breakfast and lunch. Breakfast will not be served all morning.
- Adult meals are 2.50 for breakfast and 5.00 for lunch.
- Parents are not allowed to take a meal out of the cafeteria.

# Gifts

- Gifts or flowers for individual children will not be delivered to the classrooms. The gifts will be kept in the office until the end of the school day.
- The child will pick up the gift as he/she leaves the building.
- Gifts for the entire classroom will be delivered and distributed.

**Balloons *are not* allowed on buses. The balloons are distracting to the bus driver and could potentially block the driver's view.**

**Outside deliveries are not accepted at any of the Ada City Schools on Valentine's Day.**

# Evacuation/Fire/Intruder/Tornado Procedures

- The safety and well-being of our students is a top priority.
- Safety drills (fire, intruder, tornado, and lockdown) are conducted throughout the year in accordance with the Homeland Security Act and State law.
- **In the event of a critical situation on another campus, students will not be allowed to leave AECC until it is deemed safe to do so.**

# Additional Safety Information

- Each visitor will be required to check in at the office and be issued a visitor badge.
- A valid driver's license is required.

- On special days (i.e. programs, parties etc.) parents and guests will be encouraged to utilize a pre-check system to avoid any delays in attending the events.