

Natalia Early Childhood Center
Student & Family Handbook
2025–2026



Introduction

Welcome to Natalia Early Childhood Center! This handbook provides information to help students and families have a safe, successful, and enjoyable school year. Not every policy is included, but the most important expectations are summarized here.

Daily Information

- School Day: 7:50 AM – 4:15 PM
- Arrival: Students may enter classrooms at 7:20 AM. Breakfast is served in the classroom. Outside food is not allowed.
- Attendance: School attendance is required by law. Students arriving after 7:50 are tardy. Perfect attendance means no tardies, early pickups, or absences.
- Dismissal: All dismissal changes must be made with the office by 12:00 PM. Families use PikMyKid to ensure safe dismissal.

Breakfast & Lunch

All students are offered free breakfast and lunch daily.

Parents may not deliver outside food during the day. Birthday treats must be store-bought and will be shared at 3:30 PM.

Students are expected to follow cafeteria expectations: stay seated, use good manners, clean up trash, and keep voices at a reasonable level.

Student Expectations

- Morning Announcements: Students participate in pledges, a moment of silence, and announcements each morning.
- Recess/Playground: Students are expected to be respectful, responsible, and safe.
- Classroom Behavior: ECC uses Character Strong to help students learn about kindness, responsibility, respect, and other positive traits. Teachers may use positive reinforcement systems.

Health & Safety

- Clinic: A QR code in every classroom allows quick access to the nurse. Only the nurse or office may send a child home for medical reasons.
- Medications: No medication, cough drops, or medicated items can be given by teachers.
- Safety Drills: Students participate in fire, lockdown, and other emergency drills throughout the year.
- Bullying: Bullying is not tolerated. Students should report concerns immediately to a teacher, counselor, or administrator.

Academic Success

- Homework/At-Home Learning: Reading with your child 20 minutes daily is strongly encouraged.
- Progress Reports & Report Cards: Progress reports are shared every 3 weeks, and report cards every 9 weeks through the Parent Portal.
- Field Trips: Each grade level will take two field trips each year (fall and spring). Permission slips are required.

Family Involvement

- Parent Volunteers: Must complete a volunteer application and background check.
- Family Events: ECC hosts Academic Nights, class parties (Christmas & Easter only), and other activities.
- Communication: Families receive a weekly campus newsletter, may use Remind to stay connected, and can reach teachers through Parent Portal and scheduled conferences.

Dress Code

- Backpacks: All students must use clear or mesh backpacks. Lunch kits, purses, and pencil bags must be no larger than 6" x 9" x 5".
- Clothing: Students should wear school-appropriate clothing that does not distract from learning. If clothing violates the dress code, parents may be called to bring a change of clothes.

Technology

- Chromebooks: Each student is assigned their own device. Students should not share devices. Damaged devices will be reviewed by administration.
- Movies: Only G-rated, educational movies are allowed in class.

Celebrations & Fundraising

- Parties: Only two class parties (Christmas and Easter) are allowed.
- Fundraisers: ECC may hold two fundraisers per year, with proceeds used for student activities.

Hygiene Assistance Guidelines

Early Grade Level Toileting and Personal Hygiene Guidelines

Students who are eligible for Pre-K and Kindergarten are not required to be potty-trained according to TEA's eligibility and attendance guidelines. Per TEA, hygiene assistance in the classroom and on campus is governed at the local district level. The NISD recognizes that potty-training is a developmental milestone. In NISD we require that you let us know that your child will need a toileting plan to start the year off.

Students entering Pre-K should be potty-trained, but circumstances arise in which students are not potty-trained. Care for a student should occur in the classroom when possible to minimize the time away from class. A nurse is not always needed to change a student, but care for students is a team approach and nurses will assist as allowed by other medical priorities in the clinic, or when it is deemed a medical (possible illness) reason for the accident. Parents should provide 1 set of clothing to be kept in the classroom for the student in the event of an accident. The following guidelines apply to accidents in the classroom.

1. Is there reason to believe this is medical in nature (i.e. diarrhea)?
 - a. If so, take the child to the nurse.

- b. If not, care should occur in the classroom if the student can be prompted/coached through changing clothes. The teacher will talk the student through step by step as needed in the process of toileting. This guidance should be given from the door and the door should remain partially open. Student privacy should be maintained at all times. The detail of the guidance will depend upon the child and each situation will vary. Most accidents can be handled this way.
2. If a child cannot be prompted and needs hands-on assistance:
 - a. The parents should be called to come change the child. This offers an opportunity for conversation regarding if this is a one-time incident, pattern, developmental delay in need of further assessment, etc.
 - b. If the parent cannot be reached or has a delay in arrival that could cause skin irritation or other health concerns, then the teacher should contact the nurse.
3. The teacher will need to wait for the nurse to be available to assist with the child depending upon other care in the clinic. Nurses may or may not have clothes available but we need to make efforts to change clothing when a parent will be delayed bringing clothing. If not the parent will need to bring clothes. If there are no clothes in the child's size, the parent will need to bring a change of clothes with them.

After more than 2 consecutive days of accidents, a meeting should be convened with parent/guardian, teacher, campus administrator, and campus nurse to determine a plan of action.

1. The team should focus on encouraging parent(s)/guardian(s) and seeking challenges to potty training without judgement. Questions and topics which need to be addressed are:
 - a. Student's background and efforts for potty training to date?
 - b. When accidents are most likely to occur?
 - c. Are there any medical concerns or factors which need to be considered?
 - d. Who is helping at home with potty training efforts?
 - e. The goal for the student is promotion of independence and pull ups are required in lieu of diapers.
1. The plan of action should address in writing:
 - a. Pull Ups provided by the parent/guardian
 - b. Promotion of independence
 - c. Potty schedule at home
 - d. Potty schedule during the school day
 - i. Who assists?
 - ii. Frequency?
 - iii. How will they assist?

- If hands-on assistance is required another staff member will be present to witness. Additionally, this should be addressed in the plan and agreed upon by the team.
- e. How often will the plan be revisited to review goals and ensure progress is made?
- f. How often communication is provided to parents/guardians regarding student progress?
- g. The determination of language usage at school and at home to promote consistency.

District Handbook Reference

This handbook provides guidelines specific to Natalia Early Childhood Center. Any matters not addressed in this campus handbook will follow the policies and procedures outlined in the Natalia ISD District Student Handbook.