

Charlotte County Public Schools



Early Childhood Programs Family Calendar Handbook 2021-2022

Dear Parents & Guardians,

Welcome to the Early Childhood Programs family. We look forward to working together to give you and your child the very best early education experience possible. This calendar/handbook will help you get to know the programs and what to expect each day. We hope you take advantage of the many opportunities that you will have to get ENGAGED IN and be INVOLVED WITH your child's learning!

Sincerely,

The ECP Staff

Who's who in the Early Childhood Programs?

NAME	TITLE
NICOLE HANSEN	Coordinator
CLEO PRESLEY	Manager/Disabilities Specialist
NICKY JAMES	Family/Health Services Specialist
MARISA DOHERTY	Fiscal Specialist
NORA KORAN	Education Specialist
TRACY HIEPTAS	Education Specialist
DAWN THOMPSON	Education Specialist
CHRISTY WAKELY	Education Specialist
MONICA MILLER	Mental Health Specialist
KELLY MONTELEONE	Confidential Secretary

My child's teachers are _____

My family advocate is _____

Good attendance is important, even when they're young!

Attending a high quality early learning program strengthens school readiness and long term academic performance. Regular attendance is critically important for children to become successful life-long learners. Not only will good attendance help build good habits for the children, it can also help prevent academic problems later on. If young children are regularly absent, they may not be fully prepared for "big" school. Preschool is a time for building necessary social, emotional, cognitive, and language readiness skills and children who attend regularly have much better outcomes.



How can you help your child succeed???

- Work with your Family Advocate to always provide required documents, including immunizations. Missing certain ones may lead to exclusion!
- Avoid letting your child stay home unless he or she is truly sick. If you aren't sure, the school nurse can help you decide.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor or another parent. If you have ongoing transportation issues, let your advocate know.
- Avoid scheduling medical appointments, vacations and trips when school is in session.

ATTENDANCE PROCEDURES:

1. CALL THE SCHOOL AS SOON AS YOU KNOW YOUR CHILD WILL BE OUT.
2. DCF REGULATIONS REQUIRE THAT PROGRAMS MAKE CONTACT, WITHIN ONE HOUR, WITH THE PARENT OR GUARDIAN OF EACH STUDENT THAT DOES NOT ARRIVE AT SCHOOL WHEN EXPECTED.
3. FOLLOW SITE SCHEDULES AND PROCEDURES RELATED TO LATE ARRIVAL AND MEALS.
4. LET THE PROGRAM KNOW IN ADVANCE ABOUT UNAVOIDABLE OR PREPLANNED EXTENDED ABSENCES.

Program Sites & Contact Information

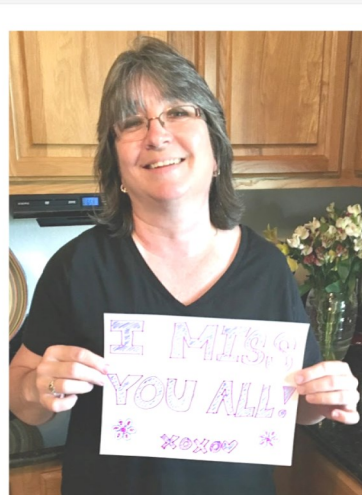
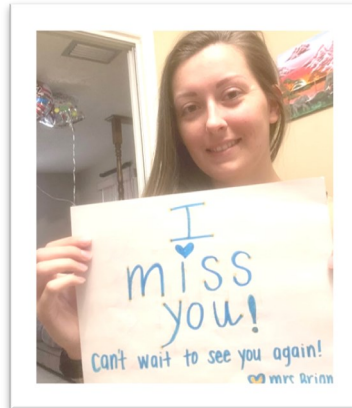
Baker Center

311 East Charlotte Ave
Punta Gorda, Florida, 33950
Ph: (941)575-5470 fax: (941)575-5474

Hope Center

18300 Cochran Blvd
Port Charlotte, Florida, 33948
Ph: (941)255-7545, ext 277 fax: (941)255-7514

Remembering challenging times, & looking forward to a great year ahead...



Deep Creek Elementary School

26900 Harborview Road
Punta Gorda, Florida 33983
941-255-7535 FAX 941-255-7541

Meadow Park Elementary School

750 Essex Ave.
Port Charlotte, Florida 33948
941-255-7470 FAX 941-255-7477

Liberty Elementary School

370 Atwater Street
Port Charlotte, Florida 33954
941-255-7515 FAX 941-255-7519

Peace River Elementary School

4070 Beaver Lane
Port Charlotte, Florida 33952
941-255-7622 FAX 941-257-7626

Myakka River Elementary School

12650 Willmington Blvd.
Gulf Cove, Florida 33981
941-697-7111 FAX 941-697-6326

Vineland Elementary School

467 Boundary Blvd.
Rotonda West, Florida 33947
941-697-6600 FAX 941-697-5902

East Elementary School

27050 Fairway Drive
Punta Gorda, Florida 33982
941-575-5475 FAX 941-575-5482

Neil Armstrong Elementary School

22100 Breezeswept Avenue
Port Charlotte, Florida 33952
941-255-7450 FAX 941-255-7456

Kingsway Elementary School

23300 Quasar Blvd.
Port Charlotte, Florida 33980
941-255-7590 FAX 941-255-7591

Family Engagement

Parents are their children's first and most important teachers. Head Start recognizes the parent-child bond as the child's most significant relationship. Children learn from what parents say, do, believe and value. The relationship between staff and family is based on respect for family cultures and life circumstances. Studies show that the most successful students have families that are involved and engaged in their children's education.

The program provides a number of experiences and opportunities for family participation:

- Family Literacy & Book Checkout Centers
- Harry Chapin Food Bank
- Backpack Kids
- Holiday/Cultural family meals & events
- Black History Parade
- Baker Store—Parent engagement incentive shop
- Volunteer Training & professional development opportunities for prospective employees
- Parenting Classes
- Kindergarten Transition & Graduation Events
- Parent Committees
- Policy Council



Family Self Sufficiency & Empowerment



Family Goals: Each family has the opportunity to participate in developing a family action plan called the Family Partnership Agreement. This plan will identify family needs, interests, strengths and goals. Each family receives support from their Family Advocate throughout the year to meet these needs and goals.

Parent Leadership: Parents of Head Start children will be encouraged to give input into the program through their participation in the Parent Committee and Policy Council. These leadership roles can be mentioned on resumes!

Child's Education: Head Start will invite each family to be involved in their child's education by participating in curriculum development, by participating in the family reading program and by volunteering in classrooms.

Child's Health & well-being: All family members are encouraged to participate in the care of their child by attending medical, dental and developmental screenings offered by the program. They will be also be invited to attend training opportunities that address early childhood health and development.



The Early Childhood Classroom, Learning & Growing Every Day...



Families work together with teachers to plan learning for each child, using the Frog Street Curriculum. The AIM Assessment tool will be used to track children's learning and progress.

Children work to meet individual goals throughout each day during...

Meals—Social and nutritional learning, twice per day during breakfast and lunch

Outdoor Learning—The same educational value as the classroom, often with a focus on gross motor or sensory play

Gathering—For older children, a time to have large group discussions, share stories and practice skills such as listening and turn taking

Small Group—Teacher-directed activities with 2-5 children, offering more focused learning and assessment opportunities

Center/Work Time—Child-directed activities, throughout the classroom in areas such as Dramatic Play, Writing, Science, Art, Library, etc.

Personal and Hygiene Routines—Children work toward self-care independence, completing tasks such as toileting, handwashing, toothbrushing, etc.



Intervention: Managing Behavior at School

Policy

Young children can present challenging behaviors in the educational setting. The Early Childhood Programs are committed to using Positive Behavioral Interventions and Supports (PBIS) to promote social competence and address challenging behaviors. Occasionally, young children present dangerous behaviors in the educational setting with the potential to injure themselves or others. In such circumstances, children may need more intensive interventions to help them learn appropriate behavior.

Philosophy/Procedures

CLASS RULES:

- ◇ Classroom rules are formulated with children and teachers that are specific, stated positively, simple for children to understand and consistent across the school building.
- ◇ Rules will be discussed with children on a regular basis and as needed.
- ◇ Classroom rules will be posted in the classroom at the child's eye level and throughout the building for parents and visitors to view.

CONSEQUENCES*:

- ◇ Consequences will be specific to the needs of each child to help correct the challenging behavior.
- ◇ Consequences will be maintained and consistently enforced.
- ◇ A designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child to be away from peers for the purpose of assisting the child to calm and self-regulate.
- ◇ Parents are educated on developmental stages and encouraged to use similar approaches at home.
- ◇ In situations where more intensive interventions are needed, parents, staff and caregivers will work together to create a plan.
- ◇ Children are encouraged and taught to use tools that help them regain self-control.

Discipline will always be positive, productive and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member, student, or volunteer working in the ECP programs. Every member of the ECP professional staff understands and follows this disciplinary approach, as well as the standards on guidance and management in the Florida State Licensing Regulations. Program staff work intensively with our student interns and volunteers so that they also understand and employ this approach.

*When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, program staff will work with a child's family to find solutions, up to and including referral for outside services. Abbreviated scheduling and parent participation may be utilized in extreme cases. While expulsion is never implemented in Head Start or Early Head Start classrooms, it may be used in very rare instances in tuition programs when all other intervention strategies have been exhausted, the referral processes has been implemented, and health and safety is a concern.

Staying Healthy at School: Clinic & Nutrition Services

The program's Family & Health Services Specialist will work with site clinic nurses, advocates and community partners to implement and maintain health and safety standards at each school or center. General guidelines and instructions related to day-to-day student health services are provided below. More detailed information will be provided at enrollment and orientation. Family members are also encouraged to check the school district's website under student health.

Clinic nurses at each site may:

- Triage student health concerns
- Assess physical and emotional issues
- Provide nursing diagnosis, including when a child may or may not be excluded from school
- Provide primary healthcare to students and staff (first aid and chronic condition care)
- Counsel families on health issues
- Administer medication as needed
- Refer health issues to healthcare providers for further treatment
- Provide health screenings
- Write emergency and individualized healthcare plans
- Act as a liaison between home/school and medical service providers
- Maintain health related documentation



Program staff work in coordination with school district food services personnel to meet the nutritional needs of all students. All recommended nutritional requirements for breakfast and lunch are offered to children each day, free of charge. To align with Head Start guidelines, it is the program's policy that NO food items may be sent to school, this includes your child's breakfast and lunch. All special dietary needs will be met by Champ's Café. Additionally, food may not be sent to school to share. This includes "treat bags" or the similar, intended to go home with other children. The program's curriculum includes cooking and nutrition education, and encourages healthy celebrations involving food and socially appropriate mealtimes. Please be advised that any food sent to school with your child will not be accepted into the classroom. Let your child's teacher know if you would like to be included in classroom cooking experiences!

Mental Health Services



The Early Childhood team, including the Mental Health Specialist, will work closely with staff and parents to meet the mental health needs of children and families. For young children, good mental health means being able to develop secure, trusting relationships, to express emotions appropriately and to interact with others in socially acceptable ways.

Each child will go through a two part mental health screening. First, the ASQ-SE will be administered and next, the consultant will complete program-wide classroom observations. Along with input from staff and families, these screening methods will help identify children in need of further evaluation and support. In the event that more intensive mental health services are indicated, services and support may be provided to both families and classroom staff by the consultant. Referrals to outside agencies may also be generated. Parents

and caregivers are encouraged to share concerns about their children's behavior or emotional well-being with program staff.

The program's Mental Health Specialist is also available to assist parents and families as they navigate the stresses of day-to-day life. Support is available for parents facing emotional challenges such as post-partum depression or other emotional struggles.

Throughout the year, the Mental Health Specialist offers trainings, socializations and support groups to help families with some of the most challenging parts of parenting very young children. Topics are specific to the needs of the families enrolled in the program, and parents are encouraged to make suggestions for future events.



Monica Miller

Mental Health Specialist

If you or your child ever need mental health or wellness assistance, call Monica at 575-5470.



Regular School Calendar | 2021-2022

JULY '21						
M	T	W	Th	F	SD	TD
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

4 Independence Day

JANUARY '22						
M	T	W	Th	F	SD	TD
3	4	5	6	7	91	103
10	11	12	13	14	96	108
17	18	19	20	21	100	112
24	25	26	27	28	105	117
31					106	118

1 New Year's Day
 4 HMU #1 (Teachers)
 5 Teacher Workday (In-person)
 5 HMU #1 (Students)
 6 Students Return
 17 M.L.K. Day

AUGUST '21						
M	T	W	Th	F	SD	TD
2	3	4	5	6		5
9	10	11	12	13	4	10
16	17	18	19	20	9	15
23	24	25	26	27	14	20
30	31				16	22

2 District PD Day #1
 3 District PD Day #2
 4-6 & 9 Teacher Workdays & 1 school-based PD Day
 10 First day for Students

FEBRUARY '22						
M	T	W	Th	F	SD	TD
	1	2	3	4	110	122
7	8	9	10	11	115	127
14	15	16	17	18	119	131
21	22	23	24	25	123	135
28					124	136

7-11 Survey Window
 18 HMU #2
 21 Presidents' Day

SEPTEMBER '21						
M	T	W	Th	F	SD	TD
		1	2	3	19	25
6	7	8	9	10	23	29
13	14	15	16	17	28	34
20	21	22	23	24	33	39
27	28	29	30		37	43

6 Labor Day

MARCH '22						
M	T	W	Th	F	SD	TD
	1	2	3	4	128	140
7	8	9	10	11	133	146
14	15	16	17	18	133	146
21	22	23	24	25	138	151
28	29	30	31		142	155

11 End of Quarter 3
 12 Teacher Workday (Saturday)
 14-18 Spring Break

OCTOBER '21						
M	T	W	Th	F	SD	TD
				1	38	44
4	5	6	7	8	43	49
11	12	13	14	15	48	55
18	19	20	21	22	53	60
25	26	27	28	29	58	65

11-15 Survey Window
 12 End of Quarter 1
 16 Teacher Workday (Saturday)

APRIL '22						
M	T	W	Th	F	SD	TD
				1	143	156
4	5	6	7	8	148	161
11	12	13	14	15	152	166
18	19	20	21	22	156	170
25	26	27	28	29	161	175

15 Good Friday/Pd Holiday
 18 HMU #3

NOVEMBER '21						
M	T	W	Th	F	SD	TD
1	2	3	4	5	62	70
8	9	10	11	12	67	75
15	16	17	18	19	72	80
22	23	24	25	26	74	83
29	30				76	85

1 School PD Day #2
 11 Veterans Day
 24-26 Thanksgiving Break
 25 Thanksgiving Day

MAY '22						
M	T	W	Th	F	SD	TD
2	3	4	5	6	166	180
9	10	11	12	13	171	185
16	17	18	19	20	176	190
23	24	25	26	27	180	195
30	31					196

26 Last day for Students
 27 Teacher Workday (In Person)
 30 Memorial Day
 31 District PD Day #3

DECEMBER '21						
M	T	W	Th	F	SD	TD
		1	2	3	79	88
6	7	8	9	10	84	93
13	14	15	16	17	89	98
20	21	22	23	24	89	99
27	28	29	30	31	89	100

17 End of Quarter 2
 20-31 Start of Winter Break
 24 Christmas Observed
 25 Christmas Day
 31 New Year's Observed

JUNE '22						
M	T	W	Th	F	SD	TD
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

Yellow	Grading Period Dates	Green	Everyone Off/Unpaid
Pink	Students Off/Teachers Work	Blue	Everyone Off/Paid Holiday



YRS School Calendar | 2021-2022

JULY '21						
M	T	W	Th	F	SD	TD
			1	2		
5	6	7	8	9		4
12	13	14	15	16	4	9
19	20	21	22	23	9	14
26	27	28	29	30	14	19

4 Independence Day
6 Teachers return
9 School PD day
13 Students return

JANUARY '22						
M	T	W	Th	F	SD	TD
3	4	5	6	7	96	108
10	11	12	13	14	101	113
17	18	19	20	21	105	117
24	25	26	27	28	110	122
31					111	123

1 New Year's Day
5 HMU #1 (teachers & students)
6 Teachers & Students return
17 MLK Day

AUGUST '21						
M	T	W	Th	F	SD	TD
2	3	4	5	6	17	24
9	10	11	12	13	22	29
16	17	18	19	20	27	34
23	24	25	26	27	32	39
30	31				34	41

2 District PD day #1
3 District PD day #2

FEBRUARY '22						
M	T	W	Th	F	SD	TD
	1	2	3	4	115	127
7	8	9	10	11	120	133
14	15	16	17	18	124	137
21	22	23	24	25	128	141
28					129	142

7-11 Survey Window
11 End of Trimester 2
12 Teacher Workday (Sat.)
18 HMU #2
21 Presidents Day

SEPTEMBER '21						
M	T	W	Th	F	SD	TD
		1	2	3	36	43
6	7	8	9	10	40	47
13	14	15	16	17	45	52
20	21	22	23	24	50	57
27	28	29	30		54	61

3 Day off all
6 Labor Day

MARCH '22						
M	T	W	Th	F	SD	TD
	1	2	3	4	133	146
7	8	9	10	11	133	146
14	15	16	17	18	133	146
21	22	23	24	25	138	151
28	29	31	31		142	155

7-18 Spring Intersession/Break

OCTOBER '21						
M	T	W	Th	F	SD	TD
				1	55	62
4	5	6	7	8	60	68
11	12	13	14	15	65	73
18	19	20	21	22	65	73
25	26	27	28	29	65	73

8 End of Trimester 1
9 Teacher Workday (Sat.)
11-15 Survey Window
18-29 Fall Intersession

APRIL '22						
M	T	W	Th	F	SD	TD
				1	143	156
4	5	6	7	8	148	161
11	12	13	14	15	152	166
18	19	20	21	22	156	170
25	26	27	28	29	161	175

15 Good Friday (pd holiday #4)
18 HMU #3

NOVEMBER '21						
M	T	W	Th	F	SD	TD
1	2	3	4	5	69	78
8	9	10	11	12	74	83
15	16	17	18	19	79	88
22	23	24	25	26	79	89
29	30				81	91

1 School PD Day
11 Veterans Day
22-26 Thanksgiving Break
25 Thanksgiving Day (pd holiday #1)

MAY '22						
M	T	W	Th	F	SD	TD
2	3	4	5	6	166	180
9	10	11	12	13	171	185
16	17	18	19	20	176	190
23	24	25	26	27	180	195
30	31					196

26 Last day for students
27 Teacher Workday
30 Memorial Day
31 District PD # 3

DECEMBER '21						
M	T	W	Th	F	SD	TD
		1	2	3	84	94
6	7	8	9	10	89	99
13	14	15	16	17	94	104
20	21	22	23	24	94	105
27	28	29	30	31	94	106

20-31 Start of Winter Break
24 Christmas Observed (pd holiday #2)
25 Christmas Day
31 New Year's Observed (pd holiday #3)

JUNE '22						
M	T	W	Th	F	SD	TD
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

Board Approved Date 12/8/2020

Grading Period Dates	Everyone Off/Unpaid	Students Off/Teachers Work	Everyone Off/Paid Holiday
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Early Head Start & Tuition School Calendar | 2021-2022

JULY '21						
M	T	W	Th	F	SD	TD
			1	2		
5	6	7	8	9	4	4
12	13	14	15	16	7	7
19	20	21	22	23		
26	27	28	29	30		

- 4 Independence Day
- 1-5 Staff and Students off
- 15-30 Staff and Students off

JANUARY '22						
M	T	W	Th	F	SD	TD
3	4	5	6	7	99	109
10	11	12	13	14	104	114
17	18	19	20	21	108	118
24	25	26	27	28	113	123
31					114	124

- 1 New Year's Day
- 4 HMU #1 (Teachers)
- 5 Teacher Workday (In-person)
- 5 HMU #1 (Students)
- 6 Students Return
- 17 M.L.K. Day

AUGUST '21						
M	T	W	Th	F	SD	TD
2	3	4	5	6	8	12
9	10	11	12	13	13	17
16	17	18	19	20	18	22
23	24	25	26	27	23	27
30	31				25	29

- 2 District PD Day #1
- 3 District PD Day #2
- 4-5 Teacher Workdays & 1 school-based PD Day
- 6 First day for Students

FEBRUARY '22						
M	T	W	Th	F	SD	TD
	1	2	3	4	118	128
7	8	9	10	11	123	133
14	15	16	17	18	127	137
21	22	23	24	25	131	141
28					132	142

- 7-11 Survey Window
- 18 HMU #2
- 21 Presidents' Day

SEPTEMBER '21						
M	T	W	Th	F	SD	TD
		1	2	3	28	32
6	7	8	9	10	32	36
13	14	15	16	17	37	41
20	21	22	23	24	42	46
27	28	29	30		46	50

- 6 Labor Day

MARCH '22						
M	T	W	Th	F	SD	TD
	1	2	3	4	136	146
7	8	9	10	11	140	151
14	15	16	17	18		
21	22	23	24	25	145	156
28	29	30	31		149	160

- 11 End of Quarter 3
- 11 Teacher Workday
- 14-18 Spring Break

OCTOBER '21						
M	T	W	Th	F	SD	TD
					1	47
4	5	6	7	8	52	56
11	12	13	14	15	57	61
18	19	20	21	22	61	66
25	26	27	28	29	66	71

- 11-15 Survey Window
- 12 End of Quarter 1
- 22 Teacher Workday

APRIL '22						
M	T	W	Th	F	SD	TD
					1	150
4	5	6	7	8	155	166
11	12	13	14	15	159	171
18	19	20	21	22	163	175
25	26	27	28	29	168	180

- 15 Good Friday/Pd Holiday
- 18 HMU #3

NOVEMBER '21						
M	T	W	Th	F	SD	TD
1	2	3	4	5	70	76
8	9	10	11	12	75	81
15	16	17	18	19	80	86
22	23	24	25	26	82	89
29	30				84	91

- 1 School PD Day #2
- 11 Veterans Day
- 24-26 Thanksgiving Break
- 25 Thanksgiving Day

MAY '22						
M	T	W	Th	F	SD	TD
2	3	4	5	6	173	185
9	10	11	12	13	178	190
16	17	18	19	20	183	195
23	24	25	26	27	186	198
30	31					199

- 26-27 Teacher and student off
- 30 Memorial Day
- 31 District PD Day #3

DECEMBER '21						
M	T	W	Th	F	SD	TD
		1	2	3	87	94
6	7	8	9	10	92	99
13	14	15	16	17	97	104
20	21	22	23	24		105
27	28	29	30	31		106

- 17 End of Quarter 2
- 20-31 Start of Winter Break
- 24 Christmas Observed
- 25 Christmas Day
- 31 New Year's Observed

JUNE '22						
M	T	W	Th	F	SD	TD
		1	2	3	189	202
6	7	8	9	10	194	207
13	14	15	16	17	199	212
20	21	22	23	24	204	217
27	28	29	30		208	221

- 1 Students resume
- 30 Teacher and student last day

Yellow	Grading Period Dates	Green	Everyone Off/Unpaid
Pink	Students Off/Teachers Work	Blue	Everyone Off/Paid Holiday

Child Abuse Reporting Policy

An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. Child abuse occurs as a response to stress. Meeting the many needs of young children can naturally trigger this stress. In addition, financial strain, isolation, illness, work, and lack of resources can contribute to the stress of adults who care for children. Anyone can report child abuse and neglect by calling the hotline 1-800-96-ABUSE. School staff is required by law to report any suspected cases of child abuse and neglect to the proper authorities. Failure to do so may result in a fine or imprisonment.



Grievance Policy

The following procedures are instituted to assure parents of having their grievances processed. All grievances are kept confidential as is provided by law. Informal discussion – In the event you believe that there is a basis for a grievance, you should first discuss the matter with the persons involved, and try to solve the problem informally.

- ◆ Level 1 – If a grievance is still believed to exist following the informal discussion, you should discuss the problem with the School Principal or the Program Manager and try to once again solve the problem informally.
- ◆ Level 2 – If the grievance is still not resolved, you may take the grievance before the Head Start Policy Council or contact the district school board office.