

Hartselle City Schools

*ECLIPSE Program

(Early Childhood Learning In a Pre-School Environment)



Hartselle City School ECLIPSE Program

The Hartselle City Schools ECLIPSE Program is an inclusive preschool program for 3-and 4-year olds with and without disabilities housed at Crestline Elementary School. This is an innovative program that is offered for preschoolers who reside in Hartselle City Schools. Including children without disabilities is a fundamental component as research shows that children with disabilities gain skills faster if the skills are modeled from appropriate interactions and observations of same-age peers. At the same time, children without disabilities learn about disabilities at a young age before they form misconceptions.

Structure of the Program:

- The ECLIPSE Program is housed at Crestline Elementary School.
- At least 50% of the class members are typical peers (students without disabilities).
- In order to provide more specific instruction to both 3-year olds and 4-year olds with developmental delays or other special needs. The program will be divided into two daily sessions. The morning session curriculum will be geared toward meeting the skills that are development appropriate for 3 year old children, while the afternoon session curriculum will focus on development skills for 4 year olds.
- Students without disabilities may apply for enrollment to this Pre-K program. They will have the opportunity to attend either full or half day sessions five days a week according to the school calendar, based on the Hartselle City Schools school calendar. Tuition for typical peers will be based on their attendance either full or half days.
- Students with disabilities may qualify to attend this program through their eligibility into Special Education. The Individualized Education Program (IEP) Team will determine the student's participation based on their individualized student goals. There is no tuition for students with disabilities, as their participation is based on their individualized needs.

All students enrolled in the ECLIPSE program will be expected to follow the Hartselle City Schools Code of Conduct. A Crestline Handbook with district and school policies and procedures will be sent home at the beginning of the school year, please read through this handbook and sign and return the forms included.

Curriculum and Instruction

Daily classroom curriculum is based on the state pre-school standards with activities adapted/modified based on children's individual needs. The ECLIPSE Program was developed using research-based strategies and the philosophy of Developmentally Appropriate Practice, which means the emphasis is on learning through a play-based, child-initiated approach. The focus is to teach children how to learn rather than what to learn in order to facilitate their development and transition to Kindergarten. This program will help children develop early literacy skills through a print-rich environment that focuses on oral-language development, phonological awareness, concepts about print, alphabet knowledge, early stages of writing, and listening comprehension. All other instructional materials chosen take into consideration the diverse range of student learners, making sure to engage each student at their own level at various times during the day.

To provide a differentiated curriculum, the program will be divided into two sessions. The morning session will focus on adaptive and development skills appropriate for three year old students, while the afternoon curriculum is specifically geared toward cognitive goals as a preparation for Kindergarten.

Children who qualify for special services will have an Individualized Education Program (IEP). All IEPs are in effect for a maximum of one year. Data will be collected on student performance based on progress towards Individualized Education Plan (IEP) goals. This data is reported at 9-week intervals in the form of progress reports, as well as at annual IEP meetings. All children receive daily communication notes from their teacher to take home. Additionally, parents may request a conference at any time during the year to discuss the progress of their child.

Enrollment

Children with special needs who meet the state requirements for eligibility and need a full range of services as determined by the IEP team are eligible to attend starting after their third birthday; they do not have to be three when school starts. They may continue to receive services until they are eligible for Kindergarten (age 5 before September 1st). Their level of participation in the ECLIPSE program will be determined by their IEP.

Most children who receive speech-language impaired services do not need the level of instruction available in the ECLIPSE program; however, it is an individual decision made by the IEP team. Children who receive Special Education Services and have an Individualized Education Plan (IEP) may not enroll as a typically developing peer.

The least restrictive environment is considered the location where the child is currently placed upon eligibility determination. This may be at the child's daycare, Mother's Day Out or home. If it is determined by the IEP team that the current location is adequate, the child will remain in that location with services provided to the student in that environment. If it is determined that the current location is not appropriate, the continuum of least restrictive environments will be discussed, including participation in the ECLIPSE program.

An open enrollment period typical peers (students without disabilities) will occur to fill class seats available. A priority system will be used in order to fill class seats. Children of employees of Hartselle City Schools, and who reside within the city limits of Hartselle, will be given 1st priority. Remaining spaces will be given to children who live in the Hartselle City limits, using a lottery system to select the remaining children. A waiting list will be maintained in order to fill vacancies as they occur throughout the year. Typical peers have the opportunity to enroll in either the morning or afternoon session, or in both sessions.

Children without special needs must turn 4 by September 1st. Children who turn 4 later in the school year will no longer be accepted into the program for the current school year. Children who are eligible to attend kindergarten (age 5 before September 1st) will not be allowed to attend the ECLIPSE program. If a student with special needs has a twin, triplet, etc. with no disability, the need for the students to be together will be reviewed during the IEP meeting of the student with special needs.

Withdrawing from the Program

A two-week written notice, signed by the parent(s) or guardian(s) is required for withdrawal from the program. **All fees are due prior to withdrawal.**

Guidance/Behavior Management

Children learn best in a structured environment with a positive approach to discipline. The ECLIPSE program provides an opportunity for students to learn to follow the classroom rules and procedures and school rules. The teacher will give clear expectations of behavior and have a visual system for students to manipulate when they exhibit inappropriate behavior.

The ECLIPSE staff will use the following progression of procedures to handle inappropriate and/or aggressive behaviors. When warranted, the staff will ignore inappropriate behavior; thereby remove attention and/or any other reinforcers. If the behavior continues or is of an aggressive nature, the staff will give the child a verbal reprimand, which may be followed by a period of time-out. If the child refuses to go to time-out, the office will be notified. Depending on the situation and the child's level of awareness, this may be paired with other consequences of losing privileges or missing rewarding activities. These procedures are followed in the described progression when negative behaviors continue to escalate in that manner. Repeated refusal to follow established rules, defiance and aggressive behaviors are considered to be severe behavior problems.

If a child exhibits severe behavior problems or any of the technique's mentioned above are used repeatedly, a parent meeting will be held to discuss the development of a behavior plan. A behavior plan may be written for any children in the program. The team may recommend suspension as a consequence for severe behavior problems. In addition, the team may recommend a half-day alternative if a student experiences difficulty remaining at school for an entire school day.

ECLIPSE Students are expected to follow the guidelines in the Hartselle City Schools Code of Conduct. All parents of students enrolled in the ECLIPSE program must also read and adhere to the guidelines and procedures in the Crestline Student/Parent Handbook.

ECLIPSE Staff

Each ECLIPSE classroom is staffed with one teacher who has specialized training in Early Childhood Education. In addition, a paraprofessional is assigned to the class to help in assisting students and helping with classroom activities. All ECLIPSE staff are employees of the Hartselle City Board of Education.

Immunization Requirements

The Alabama Department of Public Health immunization requirements designed protect Alabama's preschool aged children are as follows: Effective immediately the rules require pneumococcal conjugate vaccine (PCV) for young children attending congregated care centers such as child care and home daycares centers. This vaccine should be administered to children ages 2 to 59 months. PCV helps prevent invasive disease caused by certain types of bacteria such as Streptococcus Pneumonia.

Students participating in the Hartselle City Schools ECLIPSE program and student returning to the ECLIPSE Program will be required to submit proof of this vaccination requirement on their Blue Immunization Card.

Application Process

Children with special needs or suspected special needs start the referral process through Early Intervention or by contacting the ECLIPSE teacher at Crestline. Children may be referred at any time during the year. Children with special needs who are eligible will continue to receive services until they are eligible for Kindergarten (turn 5 on or before September 1). The child must reside within the Hartselle city limits to receive services in the ECLIPSE program.

Students who enter the program as typical peers (children without disabilities) will have a month trial period. During this period, the developmental survey will be reviewed with regard to its accuracy. If inaccuracies are found, a child may be referred for special education testing if appropriate or the parents may be asked to make other arrangements for child care.

School Day/Year

The ECLIPSE instructional programs will be as follows:

- Morning Session will run from 7:45 - 10:45 am each day. Students may be dropped off as early as 7:30 and must be picked up no later than 11:00 am.
- Afternoon Session will run from 11:00 am - 2:45 pm each day. Students may be dropped off starting at 10:45 and must be picked up no later than 3:00 each day.

Registration & Tuition

A registration form must be completed on all students attending the ECLIPSE program. This includes providing proof of residence (Hartselle Utilities bill or lease), the child's certified birth certificate, the child's social security card, and blue immunization record.

For typical peers, a \$25.00, non-refundable registration fee is required for each family enrolling in the program. Registration priority will be given first to children of Hartselle City Schools employees.

Currently five spaces are available in each session (morning and afternoon) for typically developing peers. Tuition for typically developing students is \$90.00 a month for a half day session or \$180.00 a month for the full day session. Tuition does not include meals.

Tuition may be paid monthly or by semester with monthly payments due on the first business day of each month (except for the first payment - due on the first day of school). No weekly payments accepted. Payments can be made by cash or check. All checks are made payable to Crestline Elementary School and must be a commercially printed check containing your name, address **and a phone number**. Cash payments must be exact, as no change can be given. A late fee of \$20 will be charged if the tuition payment has not been received by the 5th business day of the month. *A child will be dismissed from the program after two weeks of nonpayment of fees.*

Tuition is collected for every day school is in session. Days students do not attend due to illness, extra-curricular activities, appointments, or being out of town are not exempt.

There is no tuition charged for students with special needs as their schedule and placement is determined by their Individualized Education Plan (IEP).

Meals and Snack

Children in the ECLIPSE program will participate in the Child Nutrition Program as other students at Crestline Elementary School. Morning session students will start the day with breakfast. Students may purchase breakfast or bring their own breakfast. Students attending the afternoon session will eat in the lunchroom after they arrive. Student mealtimes are part of the adaptive and developmental curriculum. Breakfast and Lunch prices are listed on the Crestline website: <https://www.hartselletigers.org/Crestline>

Crestline offers a self-serve lunch program. Students may purchase extra items - the prices for these items are listed in the cafeteria. These items, breakfast, and lunch may be purchased with their lunch card. Monthly lunch menus are available on Crestline's website. The lunch menu is subject to change.

Breakfast or lunch from a fast food restaurant and/or soft drinks are not permitted in the lunchroom.

Please return this form to the Crestline Office

Notice of Receipt
Crestline Elementary School ECLIPSE Handbook

Name of Student: _____
(Please print student's name)

We hereby acknowledge by our signatures that we have received and read, or had read to us, the Crestline Elementary School ECLIPSE handbook. We understand that these policies apply to all students and parents at Crestline Elementary School.

Signature of Parent: _____ Date: _____

Signature of Parent: _____ Date: _____