



**Madison Early Childhood Center
2215 W. Madison Ave.
Boise, Idaho 83702**

Information Packet



Boise School District
Early Childhood
Special Education Program
208-854-5520
www.madison.boiseschools.org

FOCAF Head Start Program
208-854-5522
<http://www.focaf.org>



Boise School District ECSE Program Staff

Principal	Lisa Ramey-Hernandez	
Administrative Assistant	Kathryn Schaeffer	
Teachers	Candace Cooper	ECSE Teacher
	Erica Summers	ECSE Teacher
	Kelly Beserril	ECSE Teacher
	Mackenzie Becker	ECSE Teacher
	Sierra Pontius	ECSE Teacher
Paraprofessionals	Becky Wabst	Paraprofessional
	Juliet Haynes	Paraprofessional
	Lacey Pratt	Paraprofessional
	Larry Thompson	Paraprofessional
	MaryBeth Stanley	Paraprofessional
	Minnie Agarwal	Paraprofessional
	Sarla Larson	Paraprofessional
	Yvonne Kuhn	Paraprofessional
Speech/Language Pathologists	Chris Mata	
	Katie Romans	
	Leslie Soares	
	Marianne Blansett	
School Psychologists	Amy Lunstrum	
	Dan Maynard	
	Naomi Aitken	
	Robin Thurber	
Occupational Therapist	Kim Zaragoza	
Physical Therapist	Nicolle Gleason	
Music Teacher	Danielle Lofgren	
Librarian	Erin Downey	
District Nurse	Darcie Altree	
Head Custodian	Leslie Anderson	



FOCAF Head Start Program Staff

FOCAF Head Start Supervisor
Family Advocate

Cathy Burrus
Kendi Shannon

Teachers & Assistant

Chelsea Garner
Andrea Erickson

Teacher – A.M.
Assistant Teacher

Valbona Halla
Priscilla Rios

Teacher – P.M.
Assistant Teacher

School Information

Madison's front office hours: 8:30 a.m. – 4:30 p.m.

When calling Madison School, be prepared to provide:

- the name of your child's teacher.
- which program your child attends (Boise School District ECSE or FOCAF Head Start).



Boise School District ECSE Program ~ 208-854-5520

madison.boiseschools.org

Program Times:

Regular School Hours:

A.M. Session ~ 9:15 – 12:00 noon

P.M. Session ~ 1:00 – 3:45

Students who do not ride the bus cannot be dropped off before designated session time.



FOCAF Head Start Program ~ 208-854-5522

www.focaf.org

Program Times:

A.M. Session ~ 9:00 – 12:30

P.M. Session ~ 1:00 – 4:14

Students are not to be dropped off before designated session time. Parents must sign-in and sign-out their student in the book located inside the FOCAF Head Start classroom.

Building Security

**ALL PEOPLE ENTERING OUR BUILDING, MUST BE ALLOWED IN
THROUGH THE SECURITY SYSTEM.**

**ALL ADULT VISITORS/VOLUNTEERS MUST PROVIDE A GOVERNMENT ISSUED
IDENTIFICATION CARD AT THE FRONT OFFICE,
AND OBTAIN A BOISE SCHOOL DISTRICT BADGE.**

DURING SCHOOL HOURS, ALL GATES ON THE SCHOOL PROPERTY ARE LOCKED.

Building Etiquette & School Information

Madison Early Childhood Center is a school and evaluation center; therefore, we request consideration while in our building. Please refrain from loud conversations when you are in the hallway, this includes social conversations on cell phones. Talking on a cell phone should be done outside of the building.

If you arrive early to pick up your student, please wait in the lobby. Do not wait outside of your students' classroom door. Visiting children may play on the playground; however, adults will need to obtain a badge before going outside to the playground.

Student restrooms are off limits for adult use. There are 2 adult restrooms located in the hall. Adults and children are not allowed to use the student restrooms at the same time. An adult may assist their child in the student restrooms but cannot use the facilities.

Illness Guidelines

If your child is too ill to attend school, please call the program in which your child is enrolled.
Be sure to give your child's name and the name of their teacher:



Boise School District
ECSE 208-854-5520



FOCAF Head Start 208-854-5522

Please do not send your child to school if they have any of the following symptoms:

- Green nasal discharge or productive cough.
- Discomfort or fatigue from cold symptoms.
- Diarrhea/Vomiting – your child must be clear of diarrhea/vomiting for 24 hours from onset, without the use of medication.
- Fever – your child must be clear of a fever for 24 hours, without the use of medication.

A child who is not feeling well, usually does not participate fully in class.

In order to prevent illnesses from spreading, we ask that you please follow these guidelines when your child is ill.

If your child becomes ill while at school, you will be called and asked to pick up your child.

Please make sure your child's program is up to date with health conditions and emergency contact information.

Student Drop-Off & Pick-Up



Boise School District ECSE Program ~

- Parents are encouraged to meet their child's class, before or after school, at the side gate on 22nd Street.
- Parents must wait outside the fence for the teacher or a badged school official.
- Unauthorized adults are not allowed to pick up students without prior notification to the teacher or front office personnel.
- Adults must be prepared to provide picture identification if asked.
- **Parking is not allowed in the bus lane.** There is ample parking on Jefferson St. (back of school).
 - Please be mindful of our neighbors; do not block driveways and follow the speed limit.



FOCAF Head Start Program ~

- Parents transporting their child to/from school must sign-in and sign-out their child using the notebooks located inside the classroom. The classroom teacher and the parent/responsible adult **MUST** make visual/verbal contact.
- Unauthorized adults are not allowed to pick up students without prior notification with FOCAF Head Start personnel.
- Adults must be prepared to provide picture identification if asked.
- **Parking is not allowed in the bus lane.** There is ample parking on Jefferson St. (back of school). Please be mindful of our neighbors; do not block driveways and follow the speed limit.

TRAFFIC/PARKING:

Basic rules to remember:

- The yellow curb in front of the school is a loading zone only; you cannot park in this area for more than 20 minutes.
- The yellow curb on 22nd Street is our bus zone. **DO NOT PARK IN THE BUS ZONE.**
- Parking is available behind the school on Jefferson Street and on 23rd Street. Residential parking across from the school is a 2-hour limit parking without a parking sticker.
- **DO NOT PARK in the opposite direction of traffic.** Parking in the opposite direction of the flow of traffic makes it dangerous for children to cross.
- We encourage parents to cross at the corner crosswalks. Do not cross in front of the bus, while the bus is parked. The bus does not use the “Stop” indicator when parked.
- Please use caution when putting your child into the vehicle or when taking them out of the vehicle from the street side. Not only can this block the street for passing vehicles, but it is also an unsafe opportunity for children to run into the street unattended. ALWAYS use the curb side for getting children in and out of your vehicle. Because street safety is a skill the students will use forever, teaching them correctly now will help develop skills they will use when crossing a street without you.
- **Madison students are not to be crossing any street unaccompanied.** Please hold your child’s hand and cross at the corner in an appropriate manner.
- **Never leave children unattended in a vehicle. If you need assistance, please call either program; ECSE – 208-854-5520 or FOCAF Head Start – 208-854-5522.**

Keep safety in mind when parking and walking your child to/from Madison School.



Madison Early Childhood Center

2215 W. Madison Ave., Boise ID 83702

Phone 208-854-5520 ~ Fax 208-854-5521

Dear Parents/Guardians:

Each site in the Boise School District has a [SITE EMERGENCY RESPONSE PLAN](#) that has been carefully developed for use in case of an emergency. The Site Emergency Response Plan was put in place to provide guidance for the participants (participant is defined as: anyone on-site during an emergency, including students; visitors; patrons; vendors; District personnel) as they prepare for, respond to, and recover from emergencies or disasters.

In the event of an emergency or disaster that involves participants at a site, parents and patrons are asked to observe the following guidelines so that site personnel can follow their Site Emergency Response Plan and thereby protect and provide for the safety of all participants.

- **Please do not call and do not go to the school.**
 - In an emergency, onsite staff are focused solely on getting everyone to a safe location. Showing up to the site can create unnecessary traffic, preventing emergency vehicles from responding quickly. You could also put yourself or others in danger.
 - If you get a call or text from your student, help him or her remain calm. Remind your student that school staff know what to do in an emergency situation and will work to keep everyone safe.
 - Please know we will communicate with parents/guardians about reunifying you with your child and that this reunification site may not be at the school.
- **Check the Boise School District homepage at www.boiseschools.org, the District [Facebook page](#) or our [Twitter feed](#).**
 - We will provide credible, accurate and useful information to the public as soon as possible. ***Please be aware that Information received from sources other than the school administrator or Boise School District may be inaccurate.***
 - Expect to see our posts updated as necessary. We will also provide updates to local news media, but emergency situations can change rapidly. Typically, multiple agencies are involved, so communication is coordinated through the “lead agency,” which may cause a delay in notification.
- **Sign-Up for Emergency Text Messaging:**
 - We will use our emergency text notification system to contact parents and guardians. Please make sure your emergency contact information is always up to date at your child's school.
 - **Parent/guardians whose contact information is on file with your child's school may sign-up for emergency text messaging.**

1. Simply text SUBSCRIBE to the number 68453. You'll know you were successful if you receive the following reply message in English:
 1. *"You're now registered with School Messenger notification service. Reply STOP to cancel, HELP for help. Message and data rates may apply."*
 2. Repeat the opt-in process for any wireless numbers that you wish to include.
 3. In addition to performing the opt-in process above, please ensure that the District has your wireless number(s) in our student information database. If you haven't already provided that information to your school, please contact them as soon as possible.
- **Non-parents may receive emergency text messages by downloading the Boise School District's Mobile app.** The app is available in the [Apple App Store](#) and [Google Play Store](#).
 - **Familiarize yourself with the terms used during emergency situations:**
 - **Modified Lockdown:** Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood. Exterior doors are locked, but normal activities continue inside the building.
 - **Lockdown:** Used when there is a perceived danger inside the building. Doors are locked, windows are closed and locked, blinds are closed. People are directed to move away from windows and doors. Hallways are cleared of students and school staff.
 - **Evacuation:** When students and staff are moved out of the building to a pre-designated safe location.
 - **Shelter-in-place:** Used during severe weather or other environmental threats (e.g., air contamination due to a local fire) to keep people safe while remaining indoors.
 - **Reunification Site:** An alternative site other than the school where school administrators will check-out students to the child's parent/guardian. Students will only be released to authorized parents/guardians with proper identification (e.g. driver's license, state identification, etc.)

All Boise School District staff members, parents, students and community members are encouraged to report anything they see, hear or are made aware of that may impact a school or school program. If you see or hear something, say something: call 911 or Boise Police Department at 208-343-COPS.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies. Thank you in advance for following these steps to ensure our students, staff members and public remain safe and secure.

Sincerely,
Safety & Security
Boise School District

