



2018-2019
Student Information Packet

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



Educating Today
for a better tomorrow

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

Friends of Children
& Families, Inc.
Head Start & Early Head Start



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

Madison Early Childhood Center Staff



Early Childhood Special Education Program Staff

| | | |
|-----------------------------|-------------------------------|-----------|
| Head Teacher | Dedra Swanstrom | |
| Administrative Assistant | Kathryn Schaeffer | |
| ECSE Teachers & Assistants | Denise Holstein | Teacher |
| | Renee VanAtter | Assistant |
| | Kelly Beserril | Teacher |
| | Larry Thompson | Assistant |
| | Allissa Theil | Teacher |
| | Yvonne Kuhn | Assistant |
| | Candace Cooper | Teacher |
| | MaryBeth Stanley | Assistant |
| | Erica Summers | Teacher |
| Speech/Language Pathologist | Nancy Freeby | |
| | Marianne Blansett | |
| School Psychologist | Susie Davidson | |
| | Robin Thurber | |
| | Dan Maynard | |
| | Molly Nance | |
| | Naomi Aitken | |
| Occupational Therapist | Kim Zaragoza | |
| Physical Therapist | Nicolle Gleason | |
| District Nurse(s) | Lisa Schiffer & Sara Wudarcki | |
| Music Teacher | Miranda Rupp | |
| Physical Education Teacher | Cindy Schaffeld | |
| Head Custodian | Bob Loop | |



Head Start Program Staff ~

| | | |
|----------------------------|------------------|--------------|
| Head Start Supervisor | Virginia Vogt | |
| Head Start Education Coach | Bobbie Bynum | |
| Family Advocate | Rosario Beagarie | |
| Teachers & Assistants | Adrienne Snyder | Teacher - AM |
| | Taylor Dulhanty | Assistant |
| | Tiffany Steele | Teacher – PM |
| | Angela Roiser | Assistant |

Program Times

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



Regular School Hours:

A.M. Session ~ 9:15 – 12:00 noon

P.M. Session ~ 1:00 – 3:45

Early Release Hours:

A.M. Session ~ 9:15 – 11:00

P.M. Session ~ 12:00 noon – 1:45

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



A.M. Session ~ 8:00 – 11:45

P.M. Session ~ 12:00 – 3:45

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 Head Start classroom.

**All parents and visitors who stay on campus must sign-in at the front,
and obtain a Boise School District badge.**

Phone Information & Website

When calling Madison Early Childhood Center, be prepared to provide:

- the name of your child's teacher
- which program your child attends (Boise Schools or Head Start)



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



Head Start Program ~ 208-854-5522
www.focaf.org

Building Etiquette & School Information

Madison E.C.C. is a preschool 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.

If you arrive early to pick up your student, please wait in the lobby. Do not wait outside of your students' classroom door. All children are not allowed to climb on chairs, yell inside the building, or run through the hallways. 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 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:



208-854-5520

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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 the programs. 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.

Building Security

All gates of the property are locked during school hours.

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

Student Drop-Off & Pick-Up

Parents dropping off or picking up their child must wait in the lobby area until students are dismissed.
Please do not wait outside your child's classroom door.



Boise School District ECSE Program ~

- Parents transporting their child to school are not allowed to drop off students before their designated time.
- 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 Boise School District representative.
- 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.



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 Head Start personnel.
 - Adults must be prepared to provide picture identification if asked.

ALL STUDENTS:

- When parents/guardians are dropping off and/or picking up their child, it is that adult's responsibility to supervise their children.
All children must stay with the responsible adult. School safety practices must be observed. These include: no running in the building, use of quiet voices while indoors.
- When leaving the building, please supervise your child. It is unacceptable for children to be allowed to run into the street or to be left unsupervised. Young children are impulsive; their safety is your responsibility.
- If parents/guardians are more than 10 minutes late picking up their child,
 - all contact phone numbers will be called.
 - If personal contact is not made, the School Resource Officer or Health & Welfare may be called.

TRAFFIC/PARKING:

Traffic and parking is a challenge at Madison. We have had a number of accidents in which cars have been hit by inattentive drivers.

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 22rd 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.
- 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, it is 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 Head Start – 208-854-5522.**

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



The Independent School District of Boise City

Madison Early Childhood Center
2215 Madison Ave • Boise, Idaho 83702
Phone: 208-854-5520 • Head Start: 208-854-5522
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:
 - a. *"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

CALENDER

A calendar & newsletter will be sent home monthly

Key: ECSE = Boise School District Special Education Program
HS = Head Start.

August 2018

2 Madison ECC Office Opens
10 All ECSE Staff Returns
20 ECSE Open House
21 ECSE - First Day of School
27 Boise School Dist. Developmental Screening
28 & 29 HS – First Day of School – Half Day

September 2018

3 Madison ECC Closed – Labor Day
17 Boise School Dist. Developmental Screening
19 HS Screening
21 HS Family Fun Night

October 2018

4 Dorian School Picture Day
11 School Pictures with Dorian Studios
15 Boise School Dist. Developmental Screening
19 HS Parent Center Committee Meeting
26 & 26 ECSE No School – Parent Teacher Conferences

November 2018

4 Daylight Saving Time Ends – turn clocks back
12 HS Staff No School - Veterans Day
12 Boise School District Developmental Screening
14 Picture Retake Day with Dorian Studios
19-23 ECSE No School – Thanksgiving Holiday Break
19-21 HS No School – Parent/Teacher Conferences
22 & 23 HS No School – Thanksgiving Holiday Break
26 ECSE & HS Staff Returns
27 ECSE & HS Students Returns
30 HS Family Fun Night

December 2018

10 Boise School District Developmental Screening
12/24 - 1/5/19 Winter Break
21 ECSE Early Release

January 2019

1 New Year's Day
7 All Staff Returns from Winter Break
8 ECSE & HS Students Return from Winter Break
21 Madison ECC Closed – Martin Luther King Day
18 Kindergarten Information Night
28 Boise School District Developmental Screening
31 Open Enrollment forms due for next school year

February 2019

18 Madison ECC Closed – Presidents Day
22 HS Parent Center Committee Meeting
25 Boise School District Developmental Screening
26 & 27 HS No School – Parent/Teacher Conferences

March 2019

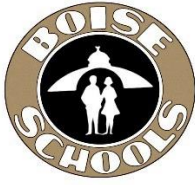
7 Kindergarten Registration for Boise Schools
10 Daylight Saving Time Begins – turn clocks ahead
12 Class Pictures & Personal Portraits with Dorian Studios
15 HS Family Fun Night
15 ECSE Early Release
18-22 ECSE No School – Spring Break
26 ECSE Students Return from Spring Break
25-29 HS No School – Spring Break
4/2 HS Students Return from Spring Break

April 2019

8 - 12 Week of the Young Child
19 HS Parent Center Committee Meeting

May 2019

7-11 Staff Appreciation Week
8 National Teacher's Day
17 HS Family Fun Night
17 HS Last Day of School
24 ECSE Early Release Last Day of School
28 Madison ECC Closed – Memorial Day



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SITE EMERGENCY RESPONSE PLAN

Please Sign & Return

By signing this form, I acknowledge that I have received the Madison Student Information Packet & Site Emergency Response Plan. I acknowledge that the school staff at Madison Early Childhood Center will enforce the response plan as needed.

Student Name

Teacher/Classroom

Parent Signature

Date