



**2019-2020  
Student Information Packet**

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



*Educating Today*  
for a better tomorrow

**Boise School District  
Early Childhood  
Special Education Program  
208-854-5520  
[www.madison.boiseschools.org](http://www.madison.boiseschools.org)**

**Friends of Children  
& Families, Inc.**

Head Start & Early Head Start



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

## Madison Early Childhood Center Staff



### Boise School District ECSE Program

Head Teacher	Dedra Swanstrom
Administrative Assistant	Kathryn Schaeffer
Teachers & Assistants	Denise Holstein      Teacher Renee VanAtter      Assistant Kelly Beserril      Teacher Larry Thompson      Assistant Allissa Thiel      Teacher Yvonne Kuhn      Assistant Candace Cooper      Teacher MaryBeth Stanley      Assistant Erica Beck      Teacher
Speech/Language Pathologists	Nancy Freeby Marianne Blansett Susie Davidson
School Psychologists	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



### FOCAF Head Start Program

Head Start Supervisor	Virginia Vogt
Head Start Education Coach	Bobbie Bynum
Family Advocate	Rosario Beagarie
Teachers & Assistants	Adrienne Kilekas      Teacher - AM Trish Henderson      Assistant Tiffany Steele      Teacher - PM Angela Hubbard      Assistant

## Program 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](http://madison.boiseschools.org)

### **Program Times:**

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.

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& Families, Inc.**

Head Start & Early Head Start



**FOCAF Head Start Program ~ 208-854-5522**

[www.focaf.org](http://www.focaf.org)

### **Program Times:**

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 FOCAF Head Start classroom.

## **Building Security**

**ALL PEOPLE ENTERING OUR SCHOOL, MUST BE BUZZED IN  
BY THE SECURITY SYSTEM.**

**ALL ADULT VISITORS/VOLUNTEERS (ADULTS STAYING IN OUR BUILDING) 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. Children and students 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:



**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 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.

## **Student Drop-Off & Pick-Up**

**For both programs, we ask that parents who are dropping off their child or picking up their child wait in the lobby. Please do not wait outside of classroom doors, or in the classrooms without school staff.**



### **Boise School District ECSE Program ~**

- Parents transporting their child to school are not allowed to drop off students before their designated time. Parents & students are not allowed to wait in classrooms for teacher & staff, you must wait in the lobby
- Parents are encouraged to meet their child's class, before or after school, at the side gate on 22<sup>nd</sup> 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.



### **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.

## **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 School. 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 22<sup>rd</sup> Street is our bus zone. DO NOT PARK IN THE BUS ZONE.
- Parking is available behind the school on Jefferson Street and on 23<sup>rd</sup> 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 FOCAF Head Start – 208-854-5522.**

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



## **The Independent School District of Boise City**

Madison Early Childhood Center  
2215 Madison Ave • Boise, Idaho 83702  
Phone: 208-854-5520 • FOCAF 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](http://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

**Key: ECSE = Boise School District ECSE Program  
FOCAF-HS = Head Start.**

### **August 2019**

1 Madison ECC Office Opens  
9 All ECSE Staff Returns  
19 ECSE Open House  
20 ECSE - First Day of School  
26 Boise School District Developmental Screening  
27 FOCAF-HS – First Day of School – Half Day

### **September 2019**

2 Madison ECC Closed – Labor Day  
16 Boise School District Developmental Screening  
17 FOCAF-HS Screening  
20 FOCAF-HS Family Fun Night

### **October 2019**

3 Dorian School Picture Day  
14 Boise School District Developmental Screening  
18 ECSE No School-End of First Quarter  
18 FOCAF-HS PAWS  
23 & 25 ECSE No School – Parent Teacher Conferences

### **November 2019**

3 Daylight Saving Time Ends – turn clocks back  
11 FOCAF-HS Staff No School - Veterans Day  
11 Boise School District Developmental Screening  
13 Picture Retake Day with Dorian Studios  
22 FOCAF-HS Family Fun Night  
25-29 ECSE No School – Thanksgiving Break  
25-27 FOCAF-HS No School – Parent/Teacher Conf.  
28-29 FOCAF-HS No School – Thanksgiving Break

### **December 2019**

2 ECSE & FOCAF-HS Staff Returns  
3 ECSE & FOCAF-HS Students Returns  
9 Boise School District Developmental Screening  
20 ECSE Early Release  
12/23 – 1/3/20 ECSE & FOCAF-HS No School for  
Winter Break

### **January 2020**

1 New Year's Day  
6 All Staff Returns from Winter Break  
7 ECSE & FOCAF-HS Students Return from break  
20 Madison ECC Closed – Martin Luther King Day  
17 Kindergarten Information Night  
27 Boise School District Developmental Screening  
31 Boise Schools Open Enrollment forms due for next  
school year

### **February 2020**

17 Madison ECC Closed – Presidents Day  
21 FOCAF-HS PAWS  
24 Boise School District Developmental Screening  
24-26 FOCAF-HS No School – Parent/Teacher Conf.

### **March 2020**

5 Kindergarten Registration for Boise Schools  
8 Daylight Saving Time Begins – turn clocks ahead  
11 Class Pictures & Personal Portraits with Dorian Studios  
13 FOCAF-HS Family Fun Night  
13 ECSE Early Release  
23-27 ECSE No School – Spring Break  
23-27 FOCAF-HS No School – Spring Break

### **April 2020**

13-17 Week of the Young Child  
17 FOCAF-HS PAWS

### **May 2020**

7-11 Staff Appreciation Week  
8 National Teacher's Day  
15 FOCAF-HS Family Fun Night  
15 FOCAF-HS Last Day of School  
15 ECSE Early Release  
22 ECSE Last Day of School-Early Release  
25 Madison ECC Closed – Memorial Day

