



2016-2017

Student Information Packet

for: _____

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



**Early Childhood Program
(208) 854-5520
madison.boiseschools.org**



**Head Start Program
(208) 854-5522
www.focaf.org**

MADISON ECC STAFF



Early Childhood Program

Head Teacher	Dedra Swanstrom	
Administrative Assistant	Kathryn Schaeffer	
ECSE Teachers & Assistants	Denise Holstein Renee VanAtter Kelly Beserril Larry Thompson Allissa Theil Yvonne Kuhn Candace Cooper MaryBeth Stanley Erica Summers	Teacher Assistant Teacher Assistant Teacher Assistant Teacher Assistant Teacher
Speech/Language Pathologist	Nancy Freeby Marianne Blansett Susie Davidson	
School Psychologist	Robin Thurber Dan Maynard Molly Nance Naomi Aitken	
Occupational Therapist	Kim Zaragoza	
Physical Therapist	Nicolle Gleason	
District Nurse	Carolyn DeLuca, RN	
Music Teacher	Sherry Stucki	
Physical Education Teacher	Corinne Morgan	
Custodian	Bob Loop	



Head Start Program

Head Start Supervisor	Virginia Vogt	
Head Start Education Coach	Bobbie Bynum	
Family Advocate	Rosario Beagarie	
Teachers & Assistants	Tiffany Steele Courtney Reitz Adrienne Snyder Jennifer Sperry	Teacher - AM Assistant Teacher - PM Assistant
Head Start Kitchen		

Program Times

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



A.M. Session ~ 9:15 – 12:00 noon

P.M. Session ~ 1:00 – 3:45

Early Release Days:

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 ~ 8:45 – 12:15

P.M. Session ~ 12:30 – 4:00

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

Head Start parents who visit or volunteer must sign-in at the front office in the Boise School District book, and obtain a badge.

Phone Information & Website



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



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

When calling Madison Early Childhood Center, be prepared to provide: the name of your child's teacher; and which program your child attends.

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. If you have younger children; do not allow them to climb on chairs; do not allow them to climb on the outside benches; and do not allow them to run through the hallways. Younger siblings are welcome to play on the playground, however, adults will need to sign-in at the front office and obtain a badge.

Student restrooms are off limits for adults to use. There are adult restrooms located in the hall. The student restrooms are set up for preschool size students. 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



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.
- Pink Eye
- Lice

A child who is not feeling well, usually does not participate fully in the program. 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 current with your child's allergies, medications, & emergency contact information.

Fundraising at Madison

Madison E.C.C. is a unique program so our fundraisers are limited. We encourage families to participate in the collection of the following items.



In the lobby of our building is a collection area for the following: Box Tops for Education; Funding Factory (recycling of used ink/toner cartridges); Pop Tab Collections for Ronald McDonalds House.

Madison receives funds whenever we turn in box top, and used ink/toner cartridges, so please remember to bring them to our collection site!

To help out in the community, we collect and drop off pop tabs which help the Boise Ronald McDonald House.



One night each month, Madison participates in "Domino's Dough Night". On the designated night, when a Madison family orders from Domino's, Domino's donates 20% of the purchase to Madison! Watch for the monthly flyers to come home with your student!



Books Are Fun book sale! Purchase books at 70% off and Books Are Fun donates books to help build Madison's Library! Watch for flyers to come home with your student.



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

2016-2017

SCHOOL SECURITY GUIDELINES

ALL VISITORS/VOLUNTEERS MUST SIGN IN AT THE FRONT OFFICE, AND OBTAIN A BOISE SCHOOL DISTRICT BADGE.

Parents dropping off or picking up their child during class time will need to wait in the lobby area. Please do not wait outside your child's classroom door. Nobody is allowed outside the classrooms without properly being signed in and badged.

HEAD START:

- Parents transporting their child to/from school must sign-in and sign-out their child using the notebooks located outside classroom 1. 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.

BOISE SCHOOL DISTRICT/EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM:

- Parents transporting their child to school are not allowed to drop off students before their designated time.
- Parents may use the walk-through gate on 22nd Street for student pick up/drop off. 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 with the teacher or front office 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 not available to accept the child from the bus or if transporting parents have not made other arrangements or 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 incidences in which cars have been hit by inattentive drivers. We will call the Boise Parking Enforcement if we have problems with 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 23rd Street and a small area on Jefferson (behind the school) is our bus zone. **DO NOT PARK IN EITHER OF THE BUS ZONES.**
- Parking is available behind the school on Jefferson Street, (outside of the bus zones), and on 22nd 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.
- Because we do not have a crossing guard parents are responsible for the safe crossing of their children, we encourage parents to cross at the corner crosswalks.
- DO NOT put your child into the vehicle or take 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.
- NEVER walk between parked cars or busses. On-coming traffic may not see you or your child.
- 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; Head Start 208-854-5522 or ECSE 208-854-5520.

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

Sign-Up for Emergency Text Messaging Service

Dear Parents/Guardians:

The Boise School District is pleased to announce the launch of a new service that will allow us to deliver important safety and security information to you via text messaging.

The District will only use the service to provide information that is timely and relevant regarding your child's safety. In order to participate in the new service, you must indicate your willingness to receive emergency text messages to your phone.

Check with Your Cell Phone Carrier

Although the District does not charge you for this service, please check with your wireless carrier for possible charges related to sending/receiving text messages.

The sign-up process is simple and only takes a few seconds to complete.

Step 1:

Simply text **SUBSCRIBE** to the number 68453.

You'll know you were successful if you receive the following reply message:

You're now registered with School Messenger notification service. Reply **STOP** to cancel, **HELP** for help. Msg. & data rates may apply. 3msgs/mo.schoolmessenger.com/tm

You'll want to repeat the opt-in process for any wireless numbers that you wish to include. The

Step 2:

Update Your Contact Information

In addition to performing the opt-in process above, you'll want to 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.

Thank you for your attention to this important matter.

Boise School District
Safety & Security Office
Public Affairs Office



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

2016-2017

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.

The site administrator will:

- Notify parents/guardians of the Site Emergency Response Plan annually to indicate the following:
 - The existence of a site plan for dealing with emergencies.
 - Inform parents not to call the site; all phone lines will be needed to deal with an emergency.
 - Timely information will be released through the local media, the District Hotline and the District Emergency website (www.boiseschools.org/emergency)
 - Insures all site participants are familiar, trained, and practice the plan according to the District scheduled timeline.
 - Convene the Site Emergency Response Team on an annual basis, or when appropriate, to update or revise the Site Emergency Response Plan.

Sincerely,

Dedra Swanstrom
Head Teacher
Madison Early Childhood Center

CALENDER

Please refer to any calendars that are sent home.

Key: ECSE = Boise School District Special Education Program

HS = Head Start.

August 2016

8 Madison ECC Office Opens
18 ECSE Teachers Return
23 All ECSE Staff Returns
24 ECSE Open House
25 ECSE - First Day of School
29 Boise School Dist. Developmental Screening
30 & 31 HS – First Day of School

September 2016

5 Madison ECC Closed – Labor Day
15 HS Health Screening
19 Boise School Dist. Developmental Screening
22 HS Screening

October 2016

6 & 7 ECSE No School – In Service Days
12 School Pictures with Dorian Studios
17 Boise School Dist. Developmental Screening
28 ECSE No School – End of 1st Quarter

November 2016

2 Parent Teacher Conferences – evening appointments
3 & 4 ECSE No School – Parent/Teacher Conferences
6 Daylight Saving Time Ends – turn clocks back
8 Election Day
11 HS No School - Veterans Day
14 Boise School District Developmental Screening
17 Picture Retake Day with Dorian Studios
21-25 ECSE No School – Thanksgiving Holiday Break
21-23 HS No School – Parent/Teacher Conferences
24 & 25 HS No School – Thanksgiving Holiday Break
28 ECSE & HS Staff Returns
29 ECSE & HS Students Return

December 2016

19 – 1/3/2017 HS No School – Winter Break
21 ECSE Early Release
22 – 1/3/17 Winter Break

January 2017

1 New Year's Day
4 All Staff Returns from Winter Break
4 ECSE & HS Students Return from Winter Break
16 Madison ECC Closed – Martin Luther King Day
20 ECSE Early Release – End of 1st Semester
23 Boise School District Developmental Screening
31 Open Enrollment forms due for next school year

February 2017

17 ECSE No School – In Service Day
20 Madison ECC Closed – Presidents Day
27 Boise School District Developmental Screening
27 & 28 HS No School – Parent/Teacher Conferences

March 2017

1 HS No School – Parent/Teacher Conferences
9 Kindergarten Registration for Boise Schools
12 Daylight Saving Time Begins – turn clocks ahead
24 ECSE Early Release
27-31 ECSE & HS No School – Spring Break

April 2017

3 ECSE & HS Staff Return from Spring Break
4 ECSE & HS Students Return from Spring Break
5 Class Pictures & Personal Portraits with Dorian Studios
14 HS No School
24-28 Week of the Young Child

May 2017

1-4 Staff Appreciation Week (3 National Teacher's Day)
19 HS Last Day of School
26 ECSE Early Release
29 Madison ECC Closed – Memorial Day

June 2017

2 ECSE Last Day of School – Early Release

ECSE – Boise School District Spec. Ed Program
208-854-5520
Head Start
208-854-5522



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

2016 -2017
STUDENT SECURITY GUIDELINES

Please Sign & Return

By signing this form, I acknowledge that I have received the Madison Student Information Packet & Student Security Guidelines. I acknowledge that the school staff at Madison Early Childhood Center will enforce the guidelines as needed.

Student Name

Teacher/Classroom

Parent Signature

Date