


Early Childhood



Parent Handbook 2011-2012

Hazelwood
School
District 
We're on the move!

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Table of Contents

Contact Information.....	2
Table of Contents	3
Hazelwood Vision, Mission and Values.....	4
Early Childhood Mission and Vision.....	5
Program Policies and Procedures.....	5
Access to Information.....	5
Anti-Discrimination.....	5
Application/Withdrawal.....	6
Change of Address/ Phone Number.....	6
Attendance.....	7
Arrival/Dismissal.....	7
Program Fees.....	7
Behavior Policy.....	8
Staff.....	8
Communication.....	9
Confidentiality.....	10
Contagious Disease.....	10
Curriculum.....	10
Early Childhood Program Options.....	10
Early Dismissal.....	12
Health and Safety.....	12
Immunizations.....	12
Medicaid.....	14
No Child Left Behind.....	14
Parent Involvement.....	15
Party Snacks/Treats.....	15
Personal Belongings/Dress.....	16
Transportation.....	16

Vision and Mission Statements

Hazelwood School District Mission Statement

We are a collaborative learning community guided by a relentless focus to ensure each student achieves maximum growth.

Hazelwood School District Vision Statement

Hazelwood School District will foster life-long learners, productive citizens and responsible leaders for an ever-evolving society.

Hazelwood School District Value Statements

1. We will place the education and well-being of students above all other considerations.
2. We will form partnerships with parents and community members to ensure the success of each student.
3. We will commit to implementing innovative solutions while dismantling ideas that no longer work for students.
4. We will create an inclusive learning climate that meets the needs of a diverse community.
5. We will monitor academic progress in a timely manner and provide differentiated support for each student to reach maximum growth.
6. We will collectively set high academic expectations using student data, as well as each student's social and emotional needs, to drive instruction.
7. We will collaboratively and independently use assessment data to reflect upon and revise our educational practices to ensure each student's maximum growth.
8. We will maintain a District climate where staff, parents and community members model positive qualities and characteristics expected of each student.

Early Childhood Mission Statement

Hazelwood Early Childhood is committed to meeting the unique needs of young children and their families.

Early Childhood Vision Statement

In early childhood, we establish a foundation for learning based upon a nurturing environment that is safe and secure. While recognizing the individual needs of students and their families, we will encourage a positive partnership between home and school to foster the development of life-long learning.



Program Policies and Procedures

Access to Information

All families are able to access the following information:

- *Missouri Accreditation:* We are fully accredited by the state of Missouri through the Hazelwood School District.
- *Missouri Licensing Rules:* Copies of the state's guidelines are available in each ECE Center's main office.
- *Your child's records:* Pertinent information is kept in your child's file in the office. You may request copies of your child's file information at any time. In addition, you can meet with your child's teacher and review work samples.
- *Staff child abuse and neglect record forms:* All staff members are screened through state background checks as a part of the hiring process.
- *Project Construct (our curriculum):* Manuals are available for your review.

ANTI-DISCRIMINATION STATEMENT

- In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder; and PL 93-112; Rehabilitation Act of 1973 and Section 504 Regulations thereunder, it shall be the policy of the Hazelwood School District that no person shall, on the basis of age, sex, race, handicap, national origin or political beliefs, be excluded from participation in, be denied the benefits of or subjected to discrimination under any education program or activity conducted by the District, including the employment of professional and non-professional personnel.
- Inquiries by persons concerning the protection against discrimination assured them by Title IX, Title VI, or PL 93-112 and the 504 Regulations thereunder may be directed by letter or telephone to:

Coordinator of Special Services
Hazelwood School District
15955 New Halls Ferry Road
Florissant, MO 63031

Parents: If you are in need of adaptations or modifications in order to attend or gain information from parent meetings, please give us at least 48 hours notice.

Application/Intake Process

The following information is required for registration to be complete:

1. **Proof of residency documents:**

- Deed or sales contract on your residence (a sales contract must be replaced with a deed within 30 days).
 - Current lease agreement.
 - Current real estate property tax receipt on your residence.
 - Current Affidavit of Residency obtained from Hazelwood School District's Residency Office.
2. **Birth certificate:** The birth certificate must be the official state-issued copy from the state in which the child was born (the enrolling parent must be listed). Forms for requesting a certificate from the state are available from the ECE secretary. Hospital birth certificates are not accepted.
3. **Current driver's license** or state-issued ID card of the enrolling parent
4. **Current occupancy permit** (if applicable where you live) which lists the student that is enrolling.
5. **Verification of Immunization:** Parents must provide a signed doctor's copy of the student's immunizations before the child may attend class. A physical examination is also recommended.
6. **Previous Academic Records:** If your child has attended another early childhood program, we may request official records from that school or agency. If you have copies, it would be helpful if you bring them with you at or before the time of enrollment. These records may include - test results, reports of special evaluations, an Individual Education Plan (IEP) and a diagnostic summary.

Withdrawal

Please notify the school as soon as possible if your child is moving from our attendance area. Students whose parents or guardians move out of the attendance area may complete the current semester as long as they continue to live with their parents or legal guardians. Transportation in such instances will be the responsibility of the parent or legal guardian.

Change of Address or Phone Number

For your child's safety and well-being, please notify the school immediately if you have a change of address and/or phone number either at home or at work. If you have a change of address, documentation of such a change of address must be presented to your child's early childhood office.

Attendance and Absence

Regular attendance is very important. Children are expected to be in school every day they are signed up to attend. There are two reasons for this. First, we know children do best when following a predictable routine and children can become unsettled if they arrive late and have missed out on some activities. Second, we need to keep accurate attendance records for our meal counts and funding sources. Please call the appropriate school office by 8:00 a.m. for morning students or by 11:00 a.m for afternoon students if your child will not attend that day or if they will be late. Please feel free to leave a message, including the following information:

- Child's name.
- Teacher's name and session (morning, afternoon or full-day).
- Bus number, if appropriate.
- Reason for absence.

Arrival Times/Departure Times

Elementary Full-day Programs follow the elementary schedule.

Start time: 8:50 a.m.

End time: 3:50 p.m.

Please follow procedures for drop-off and pick-up designated by the elementary school.

ECE Centers Full-day Programs:

Doors open at 8:20 a.m. for breakfast. Breakfast ends at 8:40 a.m.

Start time: 8:30 a.m.

End time: 3:30 p.m.

Half-day Morning Classes:

Doors open at 8:20 a.m. for breakfast. Breakfast ends at 8:40 a.m.

Start time: 8:30 a.m.

End time: 11:30 a.m.

Half-day Afternoon Classes:

Start time: 12:30 p.m.

End time: 3:30 p.m.

Early Dismissal:

If you need to pick your child up outside of the regular dismissal times, please be sure to check in at the office and sign your child out.

Program Fees

Typical preschool student tuition is \$150 for a three-day program and \$200 for a four-day program. This is the program fee for the entire school year. Seventy-five dollars of these totals includes a non-refundable program fee.

Child Guidance Policy/Behavior Management

The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences and encouraging self-discipline. Teachers make expectations clear and age-appropriate. We know that all children function at different levels of development. For example, some children have more language skills than others and "can use their words." All of our teachers will work closely with your child and cooperate with parent(s) to resolve any problems that may arise.

We use the Positive Behavior Interventions and Supports (PBIS) as our school-wide discipline plan. PBIS is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. There are clear and consistent procedures and expectations throughout the building and in the classrooms. Students are rewarded for positive behavior.

In the event that inappropriate behavior occurs, including biting and other physical outbursts, we may do the following:

- Redirect behavior.

- Discuss specific situations with the children to determine the causes and help find ways to resolve it.
- Inform parents when their child is involved.
- In the event that the problem persists after all reasonable attempts, parents may be notified to pick up their child at the discretion of the administrator.

At times, it may be necessary to separate a child from the group (with supervision). All of the teachers, support staff and the site coordinator are available to work out specific situations. A positive behavior support plan may be written to help the child succeed.

If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others or conflicts with the program rules and guidelines, a conference with parents and possibly other professionals will be scheduled. In the event that the problem persists, the student may be dismissed from the program (note - if a withdrawal is necessary, there will be no tuition refunds).

Parents will be kept up-to-date on a regular basis about the child's actions (both positive as well as not-so-positive). We encourage parents to take an active role in working through all situations. Remember, we are here to provide a pleasant and enjoyable experience, so do not hesitate to discuss any concerns or helpful suggestions that will assist us in achieving this goal. Please address any questions and or concerns to classroom teachers and if needed to the administrator.

Classroom Staff

Our teachers have appropriate certifications and degrees. Each teacher is selected for his or her commitment to early childhood education. Each teacher is responsible for writing and implementing meaningful lesson plans while following the Project Construct curriculum. All teachers observe and evaluate the children's progress and work as a team to provide a quality program for our students. The Hazelwood School District is committed to professional development for all staff members. On-going training is provided to staff through classes, workshops and seminars in all phases of child development and education.

Communication

District Information

Hazelwood School Board meetings are generally held on the first and third Tuesday of the month at 6:00 p.m. Check the District website at www.hazelwoodschoools.org for details about any District information.

Contacting Teachers

Parents wishing to contact their child's teacher should call the school and leave a message with the secretary. The teacher will contact you as soon as he or she is available. Also, you may leave a message in the teacher's voice mailbox by calling (314) 953-5200 and using the names directory to access the teacher's voice mail.

TEACHERS WILL NOT BE CALLED OUT OF CLASS TO ANSWER THE TELEPHONE. Please make appointments with teachers in advance and use voice mail to leave messages.

Expressing Concerns

Parents are encouraged to contact the school regarding changes which affect their child's performance or social/emotional adjustment to school. Such changes may include death, divorce, remarriage, new sibling, hospitalization, illness, etc.

Personal Visits

Personal visits are a part of our program. It promotes positive communication and relationships between home and school. You will be notified well in advance as to the time and date of the visit. Formal and informal conferences can also be arranged with your child's teacher if you have needs or concerns to discuss. Please call the Early Childhood Office and we will have the teacher return your call. Current educational literature points out very clearly that children gain much more from their school experience if parents become actively involved. Please join us in seeing that your child does the best that he or she can do.

Progress Reports

Parents will receive bi-annual progress reports, in October and March. These reports might be shared at a parent-teacher conference, at an individualized education plan (IEP) team meeting and/or at the end of the school year. Parents will be kept informed about their child's progress periodically throughout the year during home visits and/or special events.

School News

The school will periodically send communications containing special announcements and information about school activities. **Please check your child's book bag daily for these important communications.**

Confidentiality

Photographs and videos will be taken during the school year. This assists us with individual and class experiences. Photographs and videos may also be taken during the year for release to the media. If you do not want your child's photo taken for these purposes, please see the school office to complete the Family Educational Rights and Privacy Act (FERPA) form to opt-out. Student records, personal information, health information, etc. will not be discussed with anyone not listed as an emergency contact for your child.

Contagious Diseases

We will notify you if your child contracts a contagious or communicable disease. A parent information letter will be sent home explaining symptoms indicating the disease. If you have suspicions that your own child has a contagious disease, you will need to contact your physician before your child can return to school. A written note may be required before your child can return.

Curriculum

The early childhood curriculum is carefully developed and consistently revised to provide a comprehensive educational program. Our developmental curriculum is based upon the premise that learning is constructed by the child through interactions with others in the physical environment. It is designed to promote each child's cognitive, pre-academic, communication, motor and social skills. The teacher's role is to design and facilitate learning experiences that will actively involve and challenge children to think for themselves.

The early childhood curriculum consists of the implementation of Project Construct and MacMillan Pre-school Literacy series. The Treasures literacy series promotes a high level of language and vocabulary development through poetry, stories, music and learning centers.

Early Childhood Program Options

The **Parents as Teachers** (PAT) program offers personal visits, screenings, parent education classes, special speakers and day or evening activities for children from birth to three years of age and their parents. Screenings, parent education classes, special speakers and day or evening activities are also offered for 3- to 5-year-old children and their parents. To enroll, please call (314) 953-7650.

The **Early Childhood Special Education** (ECSE) Program is available for 3- to 5-year-old children with delayed development in the following areas:

1. communication
2. physical
3. cognitive
4. social/emotional
5. adaptive

Speech, physical and occupational therapy services are available to students who require those services. To be eligible for services, children must be 3 years of age, with areas of development significantly below that of his or her peers.

Programming Options

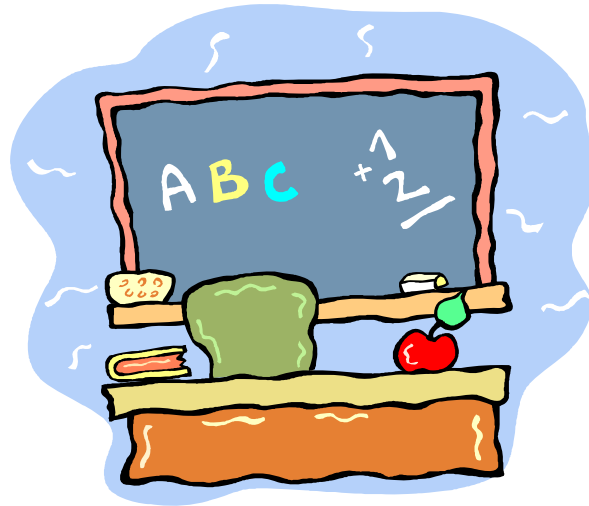
Five-day, Full-day Programming

- Programs for 4-year-olds are available at ECE Central, East and West. School times are 8:30 a.m. to 3:30 p.m. and follow the District calendar. Breakfast, lunch and snacks are provided.
- Programs for 4-year-olds are available at the following elementary schools:

Arrowpoint
Grannemann
Larimore
Keeven
Twillman

Programs in the elementary schools follow the elementary calendar and schedule. School hours are 8:50 a.m. to 3:50 p.m. Breakfast, lunch and snacks are provided. Pre-school programs in the elementary school include music, art, physical education and library classes.

- Three-year-old program at ECE East. School hours are 8:30 a.m. to 3:30 p.m. and include breakfast, lunch and snacks.
- Half-day programming is from 8:30 to 11:30 a.m. and 12:30 to 3:30 p.m.



Our staff, to implement your child's curriculum, utilizes Project Construct. Educators using Project Construct support children's development as individuals, as learners and as members of a classroom community. Along with a thorough understanding of curriculum (what children need to know and are able to do), teachers in Project Construct classrooms:

- Use student's interest to motivate and engage them in learning.
- Allow children to take initiative, express opinions and make choices.
- View children's errors as learning opportunities.
- Assess children's thinking, as well as their work, in order to teach more effectively.

We also implement the MacMillan Treasures literacy series, which is directly aligned with elementary curriculum to provide a smooth transition into kindergarten programming.

A typical day includes a variety of small and large group activities. Learning centers include blocks, writing, dramatic play, art, and motor development and quiet/library areas.

Early Dismissal

Early Dismissal

Occasionally, early dismissal of students occurs. Be sure to have plans made for the care of your child should school be dismissed earlier than usual. This includes safe transportation from school for children who do not ride a bus.

Emergency Communications

In case of early closing of school due to bad weather or other situations, or in case of a medical emergency related to your child, please be sure to list two additional emergency contact names and phone numbers on your emergency card. Be sure to notify the school if any of these numbers change during the year.

You can dial **(314) 953-SNOW (7669)** for recorded District closure or emergency information.

The following television channels will also share information related to the cancellation of classes:

KSDK-Channel 5, KMOV-Channel 4, KTVI-Channel 2 and KPLR-Channel 11.

Health and Safety

Health Services

Your child benefits from the professional services of a registered nurse if he or she becomes ill or injured. The registered nurse continually monitors the use of universal precautions in the school setting. Registered nurses are available full-time in all of the elementary schools and at Central ECE. They are also available from 8:00 a.m. to 12:00 p.m. at West ECE and East ECE.

Communicable Diseases

Parents are required to have their children immunized against all possible communicable diseases (see Immunizations, page 20).

Criteria for Exclusion from School

Children should be kept home and will always be sent home for the following reasons:

- Temperature of 100 degrees or above.
- Rash of undetermined origin.
- Vomiting or diarrhea.
- Signs of pink eye.
- Head lice.

Criteria for Returning to School

Children may return to school if they have:

- A body temperature below 100 degrees for 24 hours without using medication (e.g. Tylenol® or Motrin®, etc.) to reduce fever.
- An absence of rash symptoms and/or a note from a doctor stating that the student is not contagious or that treatment has been started.
- Followed a normal diet for 24 hours with no further vomiting or diarrhea.
- An absence of pink eye symptoms and treatment from doctor (e.g. antibiotic drops/ointment) for 24 hours or diagnosis by doctor that student is not contagious.
- An absence of head lice, “nits” or eggs. Parent/adult must accompany child to the clinic to be checked by the nurse before returning to the classroom.

Illness or Injury

In case of illness or injury, a child will be cared for temporarily by the school nurse or an authorized member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital.

Emergency Cards

We must have a MEDICAL INFORMATION CARD on file. These cards provide vital information pertaining to your child’s health. The card should list telephone numbers where you can be reached in case of illness/emergency. It should also list someone who is always available to pick up your child if we cannot reach you. This card needs to be completed and returned with your child at the time of registration. The telephone number of the student’s family doctor must also be listed on this card. For your child’s safety, please notify the school of any changes in medical information or telephone numbers immediately.

Immunizations

The minimum number of immunizations **required** by state law are:

<u>Disease & (Vaccine)</u>	<u>Age/Recommended Doses</u>	<u>Doses</u>
*** Haemophilus b Virus (Hib or HbCv)	Two, four, six and 15 months	4
* Polio (IPV)	Two, four and 15 months	3
* Diphtheria, Pertussis, Tetanus (DPT)	Two, four, six and 15 months	4
** Measles, Mumps, Rubella (MMR)	Thirteen to 15 months	1
**** Hepatitis B (HBV)	At birth, one month and six months	3
***** Chicken Pox (Varivax)	Twelve to 15 months	1

*Another immunization must be given after the child's fourth birthday for entry into kindergarten.

**One immunization given after 12 months of age; a second given between 4 and 6 years or age.

***At least one dose given at 15 months; a series is recommended.

****Series must be started to begin school; second dose due in one month, third dose due in six months.

*****If your child has had chicken pox, please notify the school nurse of date.

Proof of immunization must be sent to the school office. We are authorized to accept a note from a physician on the physician's letterhead as proof of immunization.

Medicaid Services

Hazelwood School District is required to bill Medicaid for services provided to children that are reflected in each child's Individual Education Plan (IEP). Billing Medicaid does not affect the kind or frequency of services in an IEP nor does it change the status of children with their current doctor or other health care provider(s). Any information obtained and maintained on children is confidential. Hazelwood School District abides by Health Insurance Portability and Accountability Act (HIPAA) Guidelines in regards to Medicaid billing.

No Child Left Behind

Our District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the child in each of the state academic assessments as required under this part; and
- Timely notice that the child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Parent Involvement

Parent education activities are offered to facilitate parent involvement. Parents are an important part of their child's education. Therefore, we always try to keep the lines of communication open. We strive to provide parents with information that they will find useful or have requested. Options for parent involvement may include:

- Personal visits.
- ECE Boosters.
- Parent education offered through Parents as Teachers.
- Guided observation in the classroom.
- Volunteer participation in the classroom.
- Specific workshops for parents.
- Individual parent/teacher training sessions.
- Parent-to-parent activities coordinated by school personnel.
- Linking parents to appropriate community resources.
- Telephone/written communication.
- Parent Support Group meetings.

Parent Volunteers

Parents are encouraged to volunteer in our schools. Stop by your ECE office to complete a volunteer application packet. Any regular contact with our students will require a background check and a \$10 fee. We ask that you sign in and out each time you arrive to volunteer. Volunteers must respect all of our students by keeping the strictest confidentiality.

ECE Booster Club

In 1991, parents from the Hazelwood Parents as Teachers and Early Childhood Education Programs joined together to form a parent group called the Early Childhood Booster Club. The purpose of this organization is to give support and encouragement to our Hazelwood Early Childhood Programs. It should meet the needs of parents in these programs by serving as:

- A support group for parents of young children.
- A vehicle for networking information (applicable to families of young children).
- A sponsor of additional educational and recreational family activities.

We meet once a month. We would like to ask all parents to join the booster club. A membership of \$5 per family will be accepted. To join, please call your child's ECE office for further information.

Party Snacks/Treats

The Hazelwood School District follows the recommendations of the St. Louis County Department of Health with regard to party treats. **Food prepared in private homes is not permitted.** The Department of Health recommends the following precautions:

- Food at parties and other functions in schools should be limited to commercially prepared, individually packaged treats.
- Foods prepared at home should not be brought into the classroom for sharing.
- Distribution and handling of food should be limited to teachers and staff.
- Good hygiene is the simplest and most effective way to prevent the spread of germs. Students and staff should practice careful hand washing, especially after using the bathroom and before eating or handling food.

Parental cooperation is greatly appreciated. We also need to follow the District's Eat Smart guidelines for healthy treats. Visit the District's website at www.hazelwoodschools.org for more details.

Personal Belongings and Dress

Label Everything

Be sure your child's full name is on coats, jackets, hats, etc. If your child is a bus rider, please be sure his or her identification tag is on the book bag.

Dress

Remember to send your child in play clothes. We encourage your child to be as independent as possible (according to their ability). It is especially important for independent bathroom purposes to choose appropriate clothing. Avoid belts that your child cannot operate, body suits and complicated clothing (suspenders through sewn loops on shirts) that makes independent bathroom breaks difficult. Sweatpants and elastic clothing are ideal. Athletic shoes are ideal. Please do not send your child to school in dress shoes, sandals or cowboy boots, as these may have slippery soles and can cause accidents.

Change of Clothes

Accidents happen. Please send a complete change of clothing in a gallon-sized plastic zipper bag. Label all items sent. Soiled clothing will be returned home in a plastic bag. **Remember to replace spare clothing as seasons change or when soiled clothing is sent home.**

Book Bag

Your child needs an easy-to-open book bag that is large enough to hold his or her work. Small bags are attractive but not functional.

Transportation



Bus Riders

The Hazelwood School District provides bus transportation for children in our Early Childhood Special Education classes. Bus service can only be used within the boundaries of the Hazelwood School District. At school, bus riders are escorted to and from class. **It is the responsibility of the parent to buckle/unbuckle his or her child's seat belt and to escort him or her on and off the bus.** Children who are 3 years old must wear a four-point harness rather than the wrap-around style seat belt. Four- and 5-year-olds may wear the wrap-around belts. To ensure that the bus stays on schedule, please arrive at the bus stop promptly. After school, if children are not met at the bus stop by an adult, they will be returned to their school and supervised until parents can be contacted and the child picked up. If your child will not ride the bus on a particular day, you must call our attendance line at (314) 953-4990, so our transportation office is informed.

Bus tags: A name tag will be made for your child and attached to your child's book bag. If your child's tag needs to be replaced, please make a temporary one and write a note to your teacher. It will be replaced as soon as possible.

For the safety of our bus riders: Bus riders will always be sent home on the bus unless the school has been notified of a change of plans in person, in writing or by a verified telephone call.

Car Riders

All children should be escorted by an adult to their classroom (hand-in-hand). At dismissal time, please meet your child at the classroom door and escort him or her to your vehicle. Children will only be released to adults listed on the release form. Unfamiliar adults must provide photo identification (Please notify your child's teacher if someone else is picking up your child). **If you should arrive late, you must come to the Early Childhood Office (or designated room) at the school to pick up your child.**

Early Arrival

The school cannot accept responsibility for children before the scheduled class time. Please wait with your child until your school's designated start time.

Arrival/Dismissal Safety

To ensure your child's safety and to maintain an appropriate learning environment, your child is required to walk with you at all times on school grounds. **Please do not let your child run ahead of you at any time.** Children and siblings are not to play on the playground at arrival or dismissal time. **Please keep your child out of the playground area.** Do not leave siblings waiting alone in the car when bringing or picking up your child. Please be an alert pedestrian and an alert driver. We want to ensure the safety of everyone.