



1115 Fairgrounds Road
Jefferson City, MO 65109
573-634-3070
573-636-3247 (fax)



Parent Handbook

“Children Make the World Special”

The Special Learning Center Program provides a variety of early intervention services for children with and without developmental delays and disabilities. Children served in the Special Learning Center Program may have delays ranging from mild to severe. Children without delays are also included in our Crayon Kids Preschool and serve as friends and role models to their peers.

Our Special Learning Center Program classroom teachers are certified in early childhood special education. Therapists are licensed and registered in their respective fields by the State of Missouri. Our paraprofessionals assist in classroom activities and have years of experience in working with children with special needs. Staff within the Crayon Kids Preschool are trained and experienced in child development. Maintaining a high level of professionalism, our staff routinely receives a minimum of 12 hours of continuing education within related fields of expertise annually.

TERMINOLOGY

Special Learning Center	A unique educational and therapeutic facility that contains many services, including the Program and Crayon Kids Daycare.
Program	Educational classes with therapeutic emphasis. Most children will have an IEP or IFSP. Program students attend through a referral from their home school district or Missouri First Steps Program.
Team	The parents and a group of individuals (teacher, therapists, paraprofessionals, service coordinator or school district staff, etc.) who work directly with a child.

Revised 06-2020

PHILOSOPHY

Our philosophy is that every child must be provided quality care and a quality education. We always have open lines of communication because we know that parents must be an equal partner for a child to progress to his/her maximum potential.

The first years of life are a period of rapid physical, mental and emotional growth for all children. It is essential that children have a structured developmental program in order to progress to their maximum potential. Throughout the Special Learning Center, the student/teacher ratio is kept to a minimum to maximize each child's progress.

We will strive to help the children become the best they can be. We will encourage them to be creative and independent. We will help them to develop self-discipline and the ability to make choices. Each child will be encouraged to express their thoughts, ideas, and feelings and to learn to communicate them to others.

Working together, the team will design/structure a program for each child which will stimulate/encourage progress within his/her own range of capabilities based upon constant reassessment and evaluation. As a parent, you are involved in each phase of your child's development. You are the most important partner your child will have as he/she continues to progress toward reaching his/her maximum potential.

CURRICULUM

Our curriculum is organized around several areas of development. Age-appropriate activities, equipment, toys, and snacks are provided within the curriculum to help enhance the following developmental areas: gross and fine motor, cognitive, speech and language, using the Total Communication approach; self-help, sensory and social emotional development. We may request an evaluation of your child's mental-physical development if the team feels it may be merited. We will not administer any evaluations without your knowledge and/or written consent.

First Steps-funded children will have 6-month IFSP reviews. All other children will receive a quarterly progress report. Each child with a developmental disability who is enrolled in the Program will have an Individual Education Plan (IEP) or an Individual Family Service Plan (IFSP) developed by the team. Changes can be made to your child's plan throughout the school year whenever the need arises.

SCHOOL SCHEDULE

The Special Learning Center DOES NOT follow the Jefferson City Public Schools calendar.

A copy of the school calendar is provided for your information. Children's enrollment in the Program is set up based on the individual needs of each child, with classes available Monday thru Thursday.

The morning session runs from **8:30 – 11:30 a.m.** The afternoon session runs from **12:30 – 3:30 p.m.** **Parents and caregivers, please wait in the office lobby area until 8:30 or 12:30 Monday through Thursday.** Teachers and staff have plan time from 8:00 – 8:30 a.m. and 12:00 – 12:30 p.m. Monday through Thursday. Special Learning Center reserves the right to modify these procedures according to the current needs including weather or recommended health guidelines to encourage social distancing.

SCHOOL CLOSING

If, for any reason, we need to cancel school, we will announce the cancellation on local radio and TV stations. We will announce any cancellation as far in advance as possible. We will also put the

ATTENDANCE

Your child's attendance is vital if he/she is to receive the maximum benefit from our Program. We expect parents to see that their child is in school every scheduled day unless the child is ill or has an unavoidable conflict such as a doctor's appointment. If your child is absent an excessive amount of time without a valid excuse, the Special Learning Center reserves the right to consider your child for dismissal from the Program. Please call the office as soon as you know that your child will not be attending school for that day. A copy of the school calendar is provided for your information.

MEDICAL REQUIREMENTS FOR ATTENDANCE

A medical examination report must be completed by a physician prior to entry into the Program. (Appendix A) All immunizations must be up to date. Forms are available at the office.

MEDICAL RECORDS

We do need to have any medical reports from physicians, therapists, or counselors who see your child. We will request only information that will enable us to better serve your child. You will need to sign an **Inter-Agency Authorization for Exchange of Information** form for us to obtain this information. (Appendix B). We will also provide copies of evaluations and/or therapy notes to others serving your child if you sign an **Inter-Agency Authorization for Exchange of Information** form authorizing us to share the information.

HOME-SCHOOL RELATIONS

Your child's progress will be helped greatly if educational and therapeutic goals are stressed at home as well as at school. The Special Learning Center is your child's school. Please keep open communication with our staff. Please inform Special Learning Center of changes in any contact information including emergency contacts.

SOCIAL MEDIA

Please like and follow the Special Learning Center Facebook page to stay up to date on announcements and events. Unexpected school closings will be announced through Facebook as well as local media.

RECORDS FOR SPECIALIZED SERVICES/TREATMENT INFORMATION

If your child has any of the following specialized support services, the Special Learning Center requires the updated information for the child's file. The child's caregiver may be asked to fill out an **Inter-Agency Authorization for Exchange of Information**, (Appendix B) if necessary, in order to have communication with such providers. The information will be used to plan care for the child and is confidential between or among the agencies.

We need copies of any of the following:

Individual Family Service Plan
Individual Education Plan
Division of Family Service Plans

We need to be informed if your child is:

A client of Easter Seals
A client of child's county Senate Bill 40 Board
A patient with a team of specialists at a hospital or specific physician
Affiliated with specialized schools such as Missouri School for the Blind, Missouri School for the Deaf, Headstart, etc.

GENERAL HEALTH GUIDELINES

The following information is provided to help parents regarding certain conditions that require exclusion from school until your child has fully recovered.

- Fever of 100 degrees or more
- Undiagnosed rashes
- Vomiting
- Diarrhea
- Fainting
- Strep throat (following positive culture, child must be on antibiotics and without fever for 24 hours or more before returning)
- Red, inflamed eyes (Pink Eye) until diagnosed and treated
- Undiagnosed rashes, unusual spots, and or bites
- Impetigo
- Hand, Foot and Mouth
- Ringworm
- Head lice (excluded until proper medical treatment has been initiated and all nits have been removed)
- Fleas (excluded until proper treatment has been initiated and all flees have been removed)
- Bed Bugs (excluded until proper treatment has been initiated and all bed bugs have been removed)
- Scabies (excluded until appropriate medical treatment has been received)
- Chickenpox (excluded for seven days from onset of rash or until pox have all scabbed over)

If your child should become ill while here at the SLC, you will be notified and expected to pick up your child as soon as possible (within 60 minutes of notification). The ill child will be separated from the rest of the children so as not to spread the illness. If your child has a fever of 100 degrees or more when you pick up your child, he/she will be expected to stay home for the next 2 days. It is our policy that a child may not return to school until fever free without medication for 48 hours.

In the event of surgery, hospitalization or contagious disease, parents must provide the school with a release note from the doctor when the child returns to school. The release note should include the type of surgery, reason for hospitalization and any therapy orders to be followed at school.

We appreciate parents sharing the diagnosis and treatment of children who are seen by their physician so we can be alert to possible problems in other children. Special Learning Center reserves the right to ask for a physician's note to allow a student's return to school.

MEDICATION POLICY

Please do not send medicine to school unless it is absolutely necessary and you have a statement from the doctor that the medication must be given during school hours. It will also be necessary that you inform the Director prior to sending the medication to the school. When medication is sent to school, it must be in the original container with the name of the child, physician's name, name and dosage of the medication and time to be given. A **Medication Authorization** form (Appendix C) must be completed and signed by the parents.

If your child has a history of seizures, a **Seizure Action Plan** (Appendix D) must be provided by the child's physician.

Absolutely **no** nonprescription medication will be administered by school personnel.

ALLERGIES

We are a peanut butter free building. It is crucial that we are aware of any allergies your child has.

CHILD'S PERSONAL MEDICAL AND EDUCATIONAL EQUIPMENT

It is important that your child brings their personal equipment each day so that learning can take place.

- Augmentative communication device
- Wheelchair
- Afo's
- Hand splints/braces
- Hearing aides
- Glasses
- Suction machines

GUIDANCE AND DISCIPLINE

We view behavior management as a teaching moment instead of a reward/punishment plan. The following techniques are utilized by the Special Learning Center as discipline guidelines:

1. The SLC staff shall establish simple, understandable rules for children's behavior and shall explain them to the children.
2. Expectations for a child's behavior shall be appropriate for the developmental level of that child.
3. Only constructive, age-appropriate methods of discipline shall be used to help children develop self-control and assume responsibility for their own actions.
4. Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior.
5. Firm, positive statements or redirection of behavior shall be used.
6. No discipline technique that is humiliating, threatening or frightening to children shall be used. Children shall not be shamed, ridiculed or spoken to harshly, abusively or with profanity.
7. Punishment or threat of punishment shall not be associated with food, rest or toilet training.
8. Brief, supervised separation from the group may be used based on a guideline of one minute of separation for each year of the child's age.
9. Children shall not be permitted to intimidate or harm others, harm themselves, or destroy property.

If a child's behavior is a potential hazard to himself or others and the least restrictive alternative has failed, physical restraint will be used for the child's safety under the supervision of a team member. Parents will be notified if such methods are implemented. If the unacceptable behavior still continues and the child is not willing to try to correct it, the parents will be notified and asked to pick up their child within a 30-minute time period. A behavior management plan may need to be implemented. The cooperation between the parents and the staff is very important.

BITING POLICY

The Special Learning Center biting policy explains procedural steps for handling biting as well as administrative policy with regard to biting incidents. The SLC policy states that after a child has a second biting incident, the child will be removed from the facility until a family meeting can be held to address a plan of action for staff to try with the child. If there is a third incident, the child will be removed for two weeks. If the child bites a fourth time he/she will be removed indefinitely. There will be incidence reports completed each time a child bites or is bitten for families to review. Long term biting that goes on unaddressed will not be tolerated.

If there is a persistent pattern of biting, an appropriate professional will be consulted, such as the child's special education teacher, therapist, health care provider, psychologist or child psychiatrist. A health care provider should be consulted whenever the biting results in a child's skin being broken regardless of the age of the child.

NO SPANKING is allowed on the Special Learning Center premises. In compliance with the Missouri Department of Mental Health guidelines, the SLC adheres to the policy of no corporal punishment on the premises by any one at any time.

A written policy, as required by the Department of Mental Health and the Department of Elementary and Secondary Education, is on file and available to each parent. If you would like a copy, please let the office know. Our policy is to always maintain a safe and pleasant atmosphere for your children. However, due to the nature of our Program, it is necessary to have some specific guidelines on file to follow as needed.

TRANSPORTATION

If your child is being transported by the Special Learning Center Bus, please call (573) 634-3070 as early as possible and let us know if your child will not be riding on a particular day. A message with this information can be left on our answering machine. This will help us avoid unnecessary trips.

There is no food or drink allowed on the bus.

For the safety of students, **ALL** children must wear approved restraints while riding on the bus.

OUTSIDE ATTIRE

We will go outside for play every day unless weather is intolerable. Please have your child dressed in, or bring in, the appropriate clothing for the weather conditions. Tennis shoes are recommended.

INJURY/EMERGENCY

We at the Special Learning Center do our best to provide for the safety of your children; however, from time to time, children do get bumps, bruises and injuries. If your child is involved in any incident, an accident/incident report will be filled out and signed by the director, witness, and teacher and sent home to you for your review.

TOILET TRAINING

The timing and method of toilet training will be discussed and mutually agreed upon by the individual child's parents and the teaching team.

FIELD TRIPS

We will be taking field trips throughout the year. Notification will be sent home prior to each trip. We ask parents from time to time to assist by accompanying us on a field trip or by providing a donation to help defray the costs of these trips. We want you to know that we always appreciate your willingness to help.

CLIENT RIGHTS

Each client shall be entitled to receive services without limitations or discrimination on the grounds of race, color, religion or national origin. A copy of Client Rights and explanations is posted in the Special Learning Center office and available to each parent. If you would like a copy, please let the office know.

GRIEVANCE PROCEDURE

If you have a grievance against any of the actions of the Special Learning Center as it relates directly or indirectly to your or your child, you have the right to file a grievance with the agency. This policy is on file, and you may request a copy from the office.

RELEASE OR DISCHARGE

Parents or guardians may discontinue any of our services at any time. We do ask that you contact either the Director, teacher or individual therapist prior to, or at the time of, discontinuation. We will, if possible, assist with linkage to other agencies or services.

CHANGE OF ADDRESS

It is essential that we have current contact information at all times. If there is a change of residence or a change in home, work or additional emergency contact names or numbers, we really need to know. This information will always be kept confidential. If there is an emergency, we need to be able to reach you immediately.

PICK UP

If someone other than the parent of a child will be picking the child up from school, he/she must be listed in the child's file. If the person's name is not on file, the child will not be permitted to go with an unauthorized person until the parent can be contacted. If there is an emergency and you will be sending someone not on your list, please call the office so that we will be aware of the circumstances.

NEWSLETTER

We will send home newsletters with your child. Please check this for important information on activities, meetings, etc.

ITEMS NOT TO BRING FROM HOME

Personal items are best left at home for safekeeping. We have many activities and toys available for the children to choose from within each classroom. If a particular item (such as a favorite toy, doll, etc.) is brought to class, please know that it is at your own risk.

Under NO circumstances can a toy weapon or any item that may appear to be a threat be brought to the Special Learning Center.

PARENT SUPPORT GROUPS

There are several opportunities to network and interact with other parents through support groups. If you are interested in participating, please call the office or check our newsletter for meeting dates, times, etc.

WAIVER OF LIABILITY

The Special Learning Center does not employ physicians, nurses, nurse practitioners or any other licensed medical personnel on site, other than the licensed therapists contracted with to provide therapy services. Additionally, the Special Learning Center has not installed any specialized medical equipment or made any special environmental adaptations for children enrolled.

Revised 8-2020

HIPAA

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

Our center is dedicated to maintaining the privacy of your child's individually identifiable health information (IIHI). Your child's records (as required by law) are maintained in strictest confidentiality. We are required by law to provide you with this notice regarding IIHI.

This notice applies to personal medical/health information that we have about your child and which is kept at this agency. If you have any questions, please contact the Privacy Officer for this facility.

Without your permission, we may use your child's personal information:

- As required by State, Federal, or local law. This includes investigations, audits, inspections and licensure
- When ordered to do so by a court
- Public health risks
- To send you appointment reminders regarding your child.

Your rights regarding your child's IIHI:

- Confidential Communications with you regarding your child
- Inspection and copies of your child's records that are generated by our agency
- Right to file a complaint
- Right to provide an authorization for other uses and disclosures
- To file a complaint if you believe any of your child's rights have been violated.

If you wish to exercise any of these rights or file a complaint, you should contact the Privacy Officer of this facility:

Privacy Officer
Special Learning Center
1115 Fairgrounds Road
Jefferson City, MO 65109
(573) 634-3070



Special Learning Center

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MEDICAL EXAM REPORT AND IMMUNIZATION RECORD RELEASE FORM

I give permission for _____ to release the
(Physician)

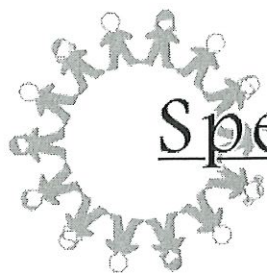
Immunization Record for my child to the Special Learning Center. This release is for child care/school purposes only.

Child Name _____

Date of Birth _____

Parent/Guardian Name _____

Signature _____ DATE _____



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INTER-AGENCY AUTHORIZATION FOR EXCHANGE OF INFORMATION

Child's Name: _____

Date of Birth: _____

I understand this information will be used to plan/coordinate care for my child and is confidential between or among these agencies/providers.

Please list the names of the people/programs that work with your child.

Service	Practice	Provider Name	Date Last Seen
Pediatrician/Physician			
Specialists			
Preschool			
Childcare			
Physical Therapist			
Speech Therapist			
Occupational Therapist			
Counselor/Psychologist			
Head Start Program			
Division of Family Services			
Caseworker/Case Coordinator			
Dietician/Nutritionist			
Hospital			
Other			

Specific Information requested: _____

I hereby authorize any prior or present treating physician, therapist, school, hospital or other health institution, to release all medical information by any means of communication between the entities listed above and Special Learning Center.

Parent/Legal Guardian Signature

Date

Please mail or fax records to:

Special Learning Center
1115 Fairgrounds Road
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Fax: 573-636-3247



PRESCRIPTION MEDICATION SHALL BE IN THE ORIGINAL CONTAINER AND LABELED WITH THE CHILD'S NAME, INSTRUCTIONS, INCLUDING TIMES AND AMOUNTS FOR DOSAGES, AND THE PHYSICIAN'S NAME. ALL NON-PRESCRIPTION MEDICATION SHALL BE IN THE ORIGINAL CONTAINER AND LABELED BY THE PARENT(S) WITH THE CHILD'S NAME AND INSTRUCTIONS FOR ADMINISTRATION, INCLUDING TIMES AND AMOUNTS FOR DOSAGES. A SEPARATE FORM IS NEEDED FOR EACH MEDICATION. THIS FORM IS VALID ONLY FOR THE DATES INDICATED BELOW.

(PROPER NAME OF MEDICATION)

CHILD'S FULL NAME	DATE MEDICATION TAKEN FROM	UNTIL
DOSAGE	TIME(S) OF DAY	

SIGNATURE OF PARENT(S) OR GUARDIAN

DATE _____

[illegible]

Seizure Action Plan

Effective Date _____

This student is being treated for a seizure disorder. The information below should assist you if a seizure occurs during school hours.

Student's Name _____	Date of Birth _____
Parent/Guardian _____	Phone _____ Cell _____
Other Emergency Contact _____	Phone _____ Cell _____
Treating Physician _____	Phone _____
Significant Medical History _____	

Seizure Information

Seizure Type	Length	Frequency	Description

Seizure triggers or warning signs: _____

Student's response after a seizure: _____

Basic First Aid: Care & Comfort

Please describe basic first aid procedures: _____

Does student need to leave the classroom after a seizure? ☐ Yes ☐ No

If YES, describe process for returning student to classroom: _____

Basic Seizure First Aid

- Stay calm & track time
- Keep child safe
- Do not restrain
- Do not put anything in mouth
- Stay with child until fully conscious
- Record seizure in log

For tonic-clonic seizure:

- Protect head
- Keep airway open/watch breathing
- Turn child on side

Emergency Response

A "seizure emergency" for this student is defined as: _____

Seizure Emergency Protocol

(Check all that apply and clarify below)

- ☐ Contact school nurse at _____
- ☐ Call 911 for transport to _____
- ☐ Notify parent or emergency contact
- ☐ Administer emergency medications as indicated below
- ☐ Notify doctor
- ☐ Other _____

A seizure is generally considered an emergency when:

- Convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student is injured or has diabetes
- Student has a first-time seizure
- Student has breathing difficulties
- Student has a seizure in water

Treatment Protocol During School Hours (include daily and emergency medications)

Emerg. Med. ✓	Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions

Does student have a Vagus Nerve Stimulator? ☐ Yes ☐ No If YES, describe magnet use: _____

Special Considerations and Precautions (regarding school activities, sports, trips, etc.)

Describe any special considerations or precautions: _____

Physician Signature _____ Date _____

Parent/Guardian Signature _____ Date _____