

# **EPISD Employee Priority Preschool Program (EPP) in conjunction with Early Childhood Special Education (ECSE)**

## **Parent Handbook 2020-2021**



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## ACKNOWLEDGEMENT

The Individuals with Disabilities Education Act (IDEA) ensures every child with disabilities the right to a Free and Appropriate Public Education (FAPE). The El Paso Independent School District strives to provide this education in the Least Restrictive Environment (LRE), so that students with disabilities, including preschool age children, are taught with their non-disabled peers to the maximum extent appropriate. EPISD has successfully implemented the Employee Priority Preschool Daycare Program (EPP) in collaboration with Early Childhood Special Education (ECSE) students.

## CONTACT INFORMATION

For information regarding the Employee Priority Preschool Daycare, contact Jennifer Zuniga-Alvarado, the Instructional Support Specialist for ECSE, in the Special Education Department at 230-2859 or [jazuniga@episd.org](mailto:jazuniga@episd.org).

For questions regarding **payroll deductions**, please contact Diane Gonzales, in the Payroll Department at (915) 230-2066/[dgonzale@episd.org](mailto:dgonzale@episd.org).

## PROGRAM DESCRIPTION

The Employee Priority Preschool (EPP) Daycare is a tuition-based inclusion preschool and daycare program where employees' children and children with disabilities learn together in the same classroom taught by a dual certified teacher. The EPP daycare is designed to serve three-year-old children with disabilities in the inclusive environment, while offering employee children age three the opportunity to participate in a preschool program. The Texas Infant, Toddler, and Three-year-old Guidelines are followed.



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Note: This document is subject to review and modification by an authorized EPISD representative as deemed necessary. An updated copy will be provided should changes be made.



## ENROLLMENT CRITERIA

Preschool aged children of EPISD employees are eligible for this program, dependent upon campus availability. Preschool children must be three years old upon entering the program.

- Enrollment will occur on a first come, first serve basis until all openings are filled. If the first choice campus is full, then an invitation is sent for the child to attend one of the remaining campuses with openings.
- A Parent Agreement Form must be completed for each child attending the program. **Only after** the Parent Agreement Form is received in the Special Education Office, will the child secure their position in the EPP Daycare.
- Children should not be identified with a disability upon entering the EPP Daycare. Our EPP daycare students are the role models for our students with disabilities. In order to create a Least Restrictive Environment for all students.
- If a child enters the EPP Daycare and is suspected, assessed and later identified with a disability while in the EPP daycare, the child will be exited from the EPP Daycare upon completion of the Admission Review & Dismissal (ARD) process. EPISD will help guide the process and is ready, willing and able to provide services for the child based on the recommendations of the ARD Committee.

## TUITION

Full time tuition is \$3000 for 187 days of service (\$150 per pay period). Half time tuition is \$1500 for 187 days of service (\$75 per pay period). Payroll deductions begin September 15th until the tuition is paid in full.

- For children joining the EPP Daycare after August 15, 2020, tuition will be prorated.
- Entry into the program prior to the 15th of the month constitutes a full month's tuition; entry after the 15th of the month will require half of the month's tuition.
- Withdrawal from the program prior to the 15th of the month, will incur one-half of the month's tuition; if withdrawing after the 15th of the month, a full month's tuition will be due.
- **Voluntary Early Withdrawal**-It is the *employee's responsibility* to complete and scan/email an *EPP Daycare Withdrawal Form* to the Special Education Office (jazuniga@episd.org) otherwise the payroll deductions will continue until the withdrawal form is received and processed. Withdrawal procedures must also be followed at the campus. Contact the campus PEIMS clerk if you have any questions about their withdrawal process.



- **End of the School Year**-If your child attends the EPP daycare through May 26, 2020 you **will not** have to submit a withdrawal form to the Special Education Department. Payroll will be notified that deductions will cease in the pay period that includes May 28, 2021. *Please contact Diane Gonzales in the Payroll Department to determine when the last daycare tuition will be withdrawn.*

**QUESTIONS ABOUT DEDUCTIONS PLEASE CONTACT DIANE GONZALES IN PAYROLL (915) 230-2066.**

## REGISTRATION/WITHDRAWAL

Once Parent Agreement Form has been received in the Special Education Department, it is the parent/guardian's responsibility to enroll the child following EPISD's online registration process for the EPP campus your child has been designated to attend. Registration procedures and information can be found on [www.episd.org](http://www.episd.org); select registration link.

**IF YOU HAVE ANY QUESTIONS ABOUT THE REGISTRATION PROCESS, PLEASE CONTACT THE PEIMS CLERK AT THE CAMPUS. YOUR CHILD WILL BE ATTENDING.**

## INSTRUCTIONAL COMPONENTS

### Curriculum:

All EPP/ECSE classrooms utilize the Frog Street Threes Curriculum. The Frog Street Threes Curriculum has easy to use activities developed in accordance with early brain development research. It is a well-rounded scope of activities that includes all developmental domains: socialization, literacy, foundational math. The intentional instruction optimizes key windows of opportunity for growth and development with an emphasis on social and emotional development.

### Texas Early Learning Pathway Guidelines

The Texas Infant, Toddler, and Three-Year-Old Early Learning Guidelines (ITELG) were designed to provide an outline of the developmental skills young children are working on at a given stage. It allows adults and caregivers tremendous responsibility for understanding and guiding the social/emotional, cognitive, language, and physical developmental milestones as children grow. The *Texas Early Learning Pathways*, defines critical points along the pathways of development to offer illustrations of how children develop in their early years and how every day actions of caring adults contribute to healthy development.

The Texas Infant, Toddler, and Three-Year-Old Early Learning Guidelines and the Texas Pre-Kindergarten Guidelines are available on the Texas Education Agency website. (<https://tea.texas.gov/pkg.aspx>)

**Before/After the Instructional Day, Teacher Work/Staff Development Days-** *Developmentally appropriate activities will be provided by the EPP and/or Special Education Paraprofessional.*



## CLASS HOURS

EPP Daycare Services will be provided all days that teachers are on duty (see EPISD instructional calendar). This is to include extended hours for elementary parent/teacher conference days, staff development and teacher work days.

### Daycare Days and Hours:

**EPP daycare hours are from 7:00 A.M.-5:00 P.M. except on the following days:**

<b><u>Teacher Work Day</u></b> 8/7/20, 1/5/21, 1/28/21	Contact campus for daycare hours (parents provide breakfast/lunch for child)
<b><u>Staff Development Day</u></b> 8/3/20-8/6/20, 9/18/20, 10/13/20, 1/6/21	Contact campus for daycare hours (parents provide breakfast/lunch for child)
<b><u>Elementary Parent Teacher Conference</u></b> 9/22/20, 2/9/21	<b><u>Hours:</u></b> 7:00 A.M.-6:15 P.M.
<b><u>Early Release Day</u></b> 12/18/20, 5/28/21	<b><u>Hours:</u></b> 7:00 A.M.-1:00 P.M.

## ARRIVAL/DEPARTURE

### Arrival

Check with the host campus for pick up/drop off location. The host campus will maintain a daily sign in/out sheet.

### Departure

EPP Paraprofessionals will walk students and will remain in the front office from 4:45 PM-5:00 PM. Please pick up your child promptly. The host campus will maintain a daily sign in/out sheet. If an emergency situation arises, and you are unable to pick up your child by 5:00 PM, please notify the campus/teacher, as soon as possible via phone call, text message, classroom messenger app, etc.

If someone other than authorized parents/guardians will be picking up your child from school, please make sure you have the people listed on the campus pick up sheet in the office or send written notice with your signature to your child's teacher with this information. Your child will only be released to the person upon verifying their identity through a driver's license or other government issued picture ID. Please inform the person who is picking up your child that they should be prepared to show their picture ID.

*It is the parent/guardian's responsibility to keep the campus pick up list up to date.*



## Late Pick Up

Please be prompt when picking up your child. The first late pick up will be given a warning. Upon the second late pick up in a one month period:

1. A conference will be scheduled with the employee and campus administrator to address the problem.
2. If the problem persists, the student will be exited from the EPP Daycare Program.

## Attendance Policy

Regular attendance in the EPP Daycare is highly encouraged. This will help promote consistency with the daily routine, access to curriculum and acclimation to the educational environment. However, attendance in the EPP Daycare does not affect school attendance. There will not be a change in tuition price based on student's absences or tardiness.

## Toilet Training

The EPP Daycare staff will work together as partners with parents in order to assist each EPP Daycare child to achieve the skills that are necessary for independent toileting and hygiene. The EPP Daycare staff will verbally prompt children to use the toilet frequently to avoid accidents in the classroom. EPP Daycare students should not be wearing diapers or pull ups while enrolled in the EPP Daycare Program. If a child continues to have frequent accidents on a daily basis, the EPP/ECSE Teacher and parents will create a home/school plan in order to help achieve complete toilet training.

Parents should consider clothing that doesn't have complicated fasteners that can be taken on and off independently by the child. Parents should provide a complete set of clean clothes (bottoms, tops, underwear, and socks) in a labeled Ziploc bag that can be left in the child's backpack to be used when needed.

EPP parents are encouraged to send in baby wipes to help assist with proper hygiene during the toileting process.

## SUPPLIES

Your child will be given a supply list upon registration at the campus or by the EPP teacher.

## INJURIES/ILLNESS

In case of a minor accidental injury or illness, the child will be taken to the school nurse. In case of a serious accidental injury or illness, the school nurse will follow the EPISD district policies and procedures for injuries/illness. The school will make an immediate attempt to contact a parent/guardian or the parent designated emergency contact. It is the responsibility of parents to keep the school current on home numbers, emergency numbers, cell phone numbers and other pertinent information in case of an emergency.

Parents are requested to notify the school as early as possible if a child has a communicable disease such as chicken pox, streptococcal throat infection, meningitis, impetigo, pink eye, etc... so that school nurses can follow the EPISD district protocol.

## LUNCH/SNACKS

<p>The following EPP Daycare Campuses participate in the FREE breakfast/lunch program:</p>	<p>The following EPP Daycare Campuses <b><u>DO NOT</u></b> participate in the FREE breakfast/lunch program: Breakfast/lunch may be purchased at full price, reduced or free based on completion of a lunch application (online or at the campus). Parents may also pack breakfast/lunch (see campus for breakfast/lunch times)</p>
<ul style="list-style-type: none"> <li>• Bonham</li> <li>• Herrera</li> <li>• Hawkins</li> <li>• Moyer</li> <li>• Powell</li> <li>• Stanton</li> <li>• Torres</li> </ul>	<ul style="list-style-type: none"> <li>• Green</li> <li>• Kohlberg</li> <li>• Mesita ECDC</li> </ul>

**Teacher Work/Staff Development Days (8/3-8/7, 9/18, 10/13, 1/5-1/6, 1/28, 5/31)-Please pack breakfast/lunch for your child. The cafeteria will be closed.**

Snack time is incorporated in the daily routine in our EPP Daycare Programs. Campuses participating in the **FREE BREAKFAST/LUNCH PROGRAM** will not have a snack in the AM session. PM session will only have an afternoon snack. If your child's campus **DOES NOT PARTICIPATE IN THE FREE BREAKFAST/LUNCH PROGRAM** please contact your child's teacher about their snack times for AM/PM sessions. If your child is on a special diet or you do not want your child to participate in the snack calendar, a small snack should be provided daily.



# Employee Priority Preschool (EPP) Withdrawal Form 2020-2021

Please complete and scan/email to [jazuniga@episd.org](mailto:jazuniga@episd.org). PLEASE DO NOT FAX.

Date:	Employee's Name:
Employee's ID#:	Employee's Phone Number:
EPP Daycare Campus:	Circle one: Full Day                      Half Day
Child's Name:	Child's <i>last day of attendance</i> in EPP Daycare:

By signing below, I acknowledge that I am withdrawing my child from the EPP Daycare Program effective the *last day of attendance* date listed above. I understand that withdrawing from the EPP Daycare Program prior to the 15th of the month, will incur one-half of the month's tuition; if withdrawing after the 15th of the month, a full month's tuition will be due.

Employee's Signature: \_\_\_\_\_

SPED OFFICE USE ONLY:		
Date received: _____	Date sent to payroll: _____	ISS initials: _____