



**MADISON  
EARLY CHILDHOOD  
CENTER  
2215 Madison Avenue  
Boise, Idaho 83702**

**Head Start (HS) and the Early Childhood Special Education (EC) Program welcome you and your family to the school year at Madison.**

**HS (Rooms 1 & 2) Office Phone: 854-5522  
HS Transportation: 344-9187**

**Madison Center Fax: 854-5521**

**EC (Rooms 3, 4, 12 & 13) Office Phone: 854-5520  
EC Transportation – Laidlaw: 854-5230**

- If your child will be absent from school, please call the appropriate program office and let us know.
- Please refer to the Head Start Calendar/Early Childhood Special Education Handbook for more information.
- For the security of our students, and following Boise School District directives, all who enter a District site, must stop at the office to receive a visitor's badge.
- For staff and calendar information click the links above ie. Staff, Calendar

**BUILDING SCHEDULE/ARRIVAL & DISMISSAL**

**Children at this site will attend school Tuesday – Friday**

**8:00 Office Opens**

|       |   |
|-------|---|
| 8:00  | HS A.M. class begins                        |
| 12:00 | HS A.M. class ends<br>(bus leaves at 11:45) |
| 12:00 | HS P.M. class begins                        |
| 4:00  | HS P.M. class ends<br>(bus leaves 3:45)     |
| 8:45  | EC A.M. class begins                        |
| 11:30 | EC A.M. class ends                          |
| 12:30 | EC P.M. class begins                        |

3:15

EC P.M. class ends

**4:00**

**Office Closes**

**EC program will run the following schedule during early release days**

EC A.M. session 8:45-10:30

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EC P.M. session 11:30-1:15

**Arrival of students**

When your child arrives at Madison on the bus, a staff member from the site will meet the bus and help direct your child to his/her classroom or teacher.

**If your child is brought to school, an adult is to bring your child into the building, stopping at the office to receive a visitor badge before walking the child to the classroom and contacting the teacher before the adult leaves. When bringing a student by car, park in the yellow (loading) zone in front of the school, or on Jefferson Street, directly behind the school. For safety reasons, do not park in the bus loading zone (school side of 22<sup>nd</sup> Street between Madison and Jefferson Avenues). When parking on 22<sup>nd</sup> across from the bus zone, do not block the alley or driveways of our neighbors. Cross the street at the corners and never between cars or busses. We are teaching our students the safety rules.**

NEVER leave young children unattended in your vehicle; it is a reportable offense. Talk to your child's teacher or the office staff if this is a problem. There are several options available.

ALL students are to arrive no more than five minutes before sessions starting time. If you arrive earlier, please stay with your child until the appropriate time.

**Dismissal of students**

When class is over, a staff member will bring the children outside to meet their bus, or be picked up by an adult. **If you are picking up your child, please make sure the teacher acknowledges that you have your child before leaving.** Follow the same parking instructions as arriving students.

ALL students are to be picked up within 5 minutes of dismissal of session. If a child is left longer without specific pre-arrangement, all contact phone numbers will be called. If personal contact is not made, the School Resource Officer or Health & Welfare will be called. This rule will also apply to students who are bussed. Children whose caregiver is not at the designated bus drop-off point and who have not made pre-arrangements or cannot be contacted by phone, will be referred to the SRO or Health & Welfare upon the child's return to the school site.

## **NUTRITION/CLOTHING**

### **Nutrition**

At Madison your child will receive well-balanced meals/snacks. During these times many different skills will develop to promote positive growth in your child.

#### **HS**

A.M. class will be offered breakfast and lunch.

P.M. class will be offered lunch and a snack.

#### **EC**

A.M. class will be offered a snack.

P.M. class will be offered a snack.

Eating breakfast/lunch before coming to school will give your child a better start to the school day. If the meal is missed, please let us know.

Please let your child's teacher know if your child has any food allergies.

## Clothing and Personal items

While at Madison each day, your child will be busy exploring in many different ways. Please dress your child comfortably and appropriately, to allow for easier climbing, jumping, and running, knowing that your child may come home messy and happy.

During the winter months, please dress your child warmly – coat, mittens, hats, and appropriate shoes. Layers of clothes can be very efficient to accommodate the fluctuation in temperatures throughout the day.

In order to make sure your child brings home their personal items each day, **please label all of your child's personal items; e.g., coats, mittens, hats, backpacks...** Unlabeled unclaimed items will be put into a lost & found.

Backpacks are recommended to more easily transport information, finished projects and a change of clothes. Please provide a pack that will accommodate a 3-ring 2-inch binder with perhaps a separate compartment for the change of clothes. It is asked that parents check the contents daily. Use this as a conveyer of messages (**Do not ask the bus drivers to relay important messages!** They are already busy with providing safe efficient transportation to the children.) **Promptly send in written notices of changes of address, phone numbers or contact names/numbers.** Call the teacher if you have further questions or clarifications.

## ILLNESS GUIDELINES

In order to promote a healthy environment at school for your child, we ask that you consider these guidelines when making a decision as to whether or not to send your child to school.

- Experiencing discomfort from cold symptoms: nasal congestion and cough. A continuous green discharge from the nose may be a sign of infections. Consider having the child seen by your health care provider.

**The following conditions will require attention by a health care provider. Do not send your child to school with:**

- Conjunctivitis (Pink eye): Following a diagnosis of pink eye, the child may return to school 24 hours after the first dose of prescribed medication.
- Rashes: Common infectious diseases with rashes are most contagious in early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- Skin lesions that drain and/or are pus filled.
- Stiff neck or headache with fever.

**The following conditions will exclude your child from school for the recommended amount of time:**

- Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay home and return to school only after being symptom-free for 24 hours.

- **Fever:** A child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Head lice:** Hair needs to be treated with an appropriate product (contact school nurse or pharmacy for suggestions) as soon as possible after identification. Family members should also be checked and treated as needed. The environment should be treated to eliminate reinfestation. The child must be checked by school nurse or representative before reentry to school. The hair should continue to be checked regularly for two weeks and treated as needed.

A sick child can't learn well and is unable to participate in class. Keeping a sick child home prevents the spread of illness in the school community and allows the child time to rest and recover. If your child becomes ill while at school, you will be called and asked to pick him/her up. It is important to provide the school with current contact phone numbers in case of an emergency.

If your child will not be at school please call the school directly and let them know. See front cover for phone number.

## Fundraisers

In order to provide money for extra items or activities in or outside the school setting, fund raisers must occur. Several national companies and local businesses offer fund raisers of which we have chosen to participate. The following are items we collect and redeem throughout the year. Please share this information with friends, family and co-workers. As more resources become available, we will notify Madison families. We are currently saving:

- **Campbell's Labels for Education** (UPC bar codes with Campbell emblem) .
- **Boxtops for Education.** These labels are on many brands of cereals, snacks, etc. Each is worth 10 cents (Details will be sent home with your child.).
- Used **print cartridges and toner containers** (we have a bin in the office for collection). Please bring them in a paper bag or ziplock bags to avoid the mess that toner/ink can make.
- **Albertsons Community Partners** program. Your Albertsons card can be linked to the program and Madison will receive a percentage of purchase totals when the card is scanned at the time of purchase. For those who do not have an Albertsons card, request one from your local Albertsons.
- **Washington Mutual link** (inquire at your Washington Mutual branch).
- **Target link** (inquire at Target store).
- **Fundraisers we have participated in the past include: sale of Madison t-shirts; cookie dough sales; Scholastic Book Sales; monthly Papa John's Pizza "dough" nights; and, Madison's Carnival.**

The money raised in the past has been used to: purchase field trip t-shirts; reimburse each teacher up to \$50 for extras in their classroom; help several families pay for birth certificates (required for enrollment); purchase two jump houses); update the Madison marquee (seen from 23<sup>rd</sup> Street); buy appreciation gifts for the folks who regularly

volunteer at Madison; pay for all-school field trip; and most recently pay for the installation of a bike path.

This year, some of the things we hope to provide are: one or two school assemblies and/or field trips at no cost to students; purchase a new bike barn to be installed adjoining the bike path; again offer teachers \$50 each for extra classroom supplies;

**Madison has several committees to help staff reach specific goals (bike barn committee; carnival committee; Winter Program Committee, etc.). A questionnaire will be sent home asking about talents you may want to share with Madison, ideas and goals you may have and an opportunity to ask questions. Please read, complete and return the questionnaire. It is what helps direct our energies.**