

CHESTER COUNTY SCHOOL DISTRICT

DR. ANGELA BAIN, SUPERINTENDENT



Child Early Reading and Development Education Program (CERDEP) Parent and Guardian Handbook 2019 - 2020

The district does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, veteran status, or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Office of Human Resources. For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1-800-421-3481.

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History of CERDEP from 2006–07 to Act 284 to Present

Section 59-156-110

The South Carolina Child Development Education “Pilot” Program (CDEPP), began under Proviso 1.75 of the 2006–07 Appropriations Act for the trial and plaintiff districts in the *Abbeville v. State of South Carolina* lawsuit. Since that time, the South Carolina General Assembly has expanded the authorization and funding for many of the state’s at-risk 4-year-olds to have an opportunity to attend a full-day educational program.

Appropriations Act-Statute	Provisos-Statute	Expansion
2009–10	1.62	Poverty 90% or higher
2013–14	1.83 and 1A.34	Poverty 75% or higher
2014–15	1.78 and 1A.33	Poverty 70% or higher
Act 284 of 2014	S.C. Code § 59-156-120(A)(3)	With any funds remaining after <i>Abbeville</i> and 90% poverty districts, the program must be expanded statewide, with priority set in proviso.

The annual CERDEP proviso language was codified with the approval of the Read to Succeed legislation, Act 284, as the South Carolina Child Early Reading Development and Education Program (CERDEP),¹ which was signed into law by the Governor on June 11, 2014. The CERDEP districts and the years in which they became eligible are listed in Appendix B.

Section 59-156-110 mandates that in CERDEP classrooms districts will provide (1) a comprehensive, systemic approach to reading that follows the State Reading Proficiency Plan and the district’s comprehensive annual reading proficiency plan, (2) successful administration of the readiness assessment; (3) the developmental and learning support that children must have to be ready for school; (4) parenting education, including educating the parents as to methods that may assist the child; and (5) identification of community and civic organizations that can support early literacy efforts.

¹ This Handbook will continue to use the abbreviation CERDEP since most programs developed using it.

Program Goal of the Child Early Reading and Development Education Program

The goal of the CERDEP is to provide children and their families with quality preschool experiences necessary for school success. Each program will incorporate the following:

- Provide a healthy, safe and nurturing environment;
- Provide an environment that encourages early literacy, emotional, social, physical and intellectual development;
- Encourage the development of a positive self-image;
- Make learning fun so that children will develop a desire to be lifelong learners;
- Encourage language development, creativity, and an appreciation of fine arts and music;
- Encourage children to interact successfully with other children and adults and to live and work together in a cooperative environment which promotes decision making, peaceful resolution of conflicts and respect for others; and
- Form a cooperative partnership with parents so we can work together to meet the needs of each child and ensure his or her success.

Vision

The Chester County School District, a great place to grow, committed to excellence for All students.

Mission Statement

The mission of the Chester County School District, in partnership with the community, is to develop productive citizens prepared for the changing world by providing challenging, lifelong learning opportunities in a safe, healthy, and positive environment to meet the demands of the Profile of the South Carolina Graduate.

CCSD CERDEP Pre-K Schools		
Chester Park School of the Arts	Dr. Lamont Moore, Principal	803-581-7279
Chester Park School of Inquiry	Mrs. Robin Taylor, Principal	803-581-7282
Chester Park Center of Literacy Through Technology	Mr. Walter Jones, Principal	803-581-7275
Great Falls Elementary School	Mrs. Tammy Taylor, Principal	803-482-2214
Lewisville Elementary School	Mrs. Anne Stone, Principal	803-789-5164

Requirements for Eligibility for CERDEP Enrollment

Residency

Pursuant to statute, priority for participation in CERDEP had been given to eligible children residing in the school districts participating in the *Abbeville* lawsuit and participating since 2006–07. The statute directs that each year’s appropriations bill set forth the priority schedule for other districts in the state. The eligible districts for 2019-2020 are listed in Appendix B.²

Parent(s)/guardian(s) of age- and income-eligible children must provide documentation of the children’s legal residency within a CERDEP school district.

Age Eligibility

To be eligible a child must be four years of age on or before September 1 of the current school year based on acceptable documentation, such as a birth certificate or official document from other countries. Proof-of-age eligibility must be on file no later than the day the child begins CERDEP.

Family Income Eligibility

Family income eligibility must be shown for enrollment: an annual family income of 185 percent or less of the federal poverty guidelines as promulgated annually by the U.S. Department of Health and Human Services; or Medicaid eligibility. Acceptable forms of verification include the following: notification letter to parent/guardian confirming household eligibility for free or reduced meal benefits (not applicable for Community Eligibility Provision (CEP) schools) or a copy of current Medicaid card. Verification of family income may include pay stubs, tax returns, or W-2 forms.

Immunization

Documentation of the child’s immunization must be provided at enrollment.

Application Process

The parent enrolling a child must complete and submit a CERDEP application. The application must be accompanied by a copy of the child’s proof of age eligibility, documentation of the family income eligibility, and immunization documentation. Individual school districts may require additional documentation as deemed necessary.

Screening

All children will be screened prior to the time of enrollment using the Developmental Indicators of Assessment of Learning (DIAL-3 or DIAL-4).

Anti-Discrimination Statement

Approved CERDEP schools must comply with constitutional provisions and all federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin, age, sex, or disability in admission to, treatment in its programs and activities or need for special education

² This Handbook is for the 2019-2020 school year; however, the appropriations act for that year has not been finalized as of the writing of this template.

services. For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at ocr@ed.gov or call 1-800-421-3481.

Operating Policies & Procedures

Attendance

Regular attendance is crucial to your child's success. Each parent/family must agree to send their child to the Child Development Education Program (CERDEP) for 6.5 hours of instructional time, five days per week, 180 days a year. Exclusions from the 180 days of attendance would include school district closures due to dangerous weather situations. A child who is chronically tardy or absent may be released from the program.

CERDEP Hours

All Pre-K classes will begin at 8:00 am and end at 2:30 pm Monday – Friday.

District/School Calendar

The CERDEP follows the traditional 180 day school year. A copy of the school calendar is available on our website: www.chester.k12.sc.us.

Tuition

No parent is required to pay tuition or fees solely for the purpose of enrolling in or attending CERDEP. Tuition or fees may be charged for Extended-Care or Wrap-Around Care provided when it is not part of a state-funded expansion program.

Extended Care/Wrap Around Care

Extended-Care or Wrap-Around Care may be provided on site or offsite at a cost for families. Child care vouchers through the [SC Voucher Program](#) may be available for those children who qualify the school staff will provide information on how families can apply.

Transportation

Public school transportation services will be provided by the district. Districts shall not be responsible for the transportation of any student living outside their resident attendance zone. Please notify the school immediately of any changes in transportation arrangements. **Only authorized people with proper identification will be allowed to pick up your child.**

CERDEP Daily Schedule

Opportunity for a brief rest time will be incorporated into each instructional day. Rest time may not exceed one hour per day, except as necessary to address the specific individual needs of children. Children unable to sleep during the rest period shall be allowed to read or participate in another quiet activity. A copy of the daily classroom schedule is available at your child's school.

Confidentiality

Confidentiality of information about the child and family will be maintained at all times. Enrollment forms and all other information concerning the child and family will be accessible to the parent/guardian, principal, teaching staff, and licensing agency. Information concerning the

child will not be made available to anyone else by any means, without the expressed written consent of the parent/guardian.

Discipline and Guidance Policy

Providers will make use of developmentally appropriate guidance techniques and may not allow the use of corporal punishment or severe discipline. In accordance with [nonregulatory federal guidance](#), exclusionary practices should not be used to reduce unwanted behavior. Resources on appropriate strategies to reduce unwanted, and teach desired behavior can be found here: <http://www.pyramidmodel.org/>. Staff members and parent(s)/guardian(s) shall sign and date a disciplinary policy statement as required by the Department of Social Services (DSS). The signed disciplinary policies shall be maintained on file.

Early childhood experts believe that good discipline is a learning process that involves compassion, caring, sensitivity, and guidance. The goal of good discipline is to help the child develop self-control, responsibility, and problem solving skills, characteristics that are foundational to a student's meeting the *Profile of the South Carolina Graduate*.³ There are many ways that the teachers will encourage good discipline practices:

- A well planned physical environment and curriculum;
- Acting as role models for the children;
- Setting reasonable and positive expectations;
- Respecting feelings;
- Trusting each child to succeed;
- Offering good, reasonable choices;
- Calmly talking about problems; and
- Always reinforcing good behavior.

Punishment or harsh treatment does not encourage the goals of good discipline. This includes, but is not limited to, spanking; belittling; shaming; shaking; depriving food, water, naps, outside time, or bathroom facilities; unsupervised isolation, or improperly restricting the movement of the child.

With groups of children interacting, there will be conflicts. The teachers will implement proven healthy strategies that are appropriate to the situation. Some guidance techniques that staff may use include, but are not limited to, the following:

- Conflict Resolution – Teachers help children learn skills and language to work out disagreement with their peers;
- Redirecting the Child – Quite often, children need to be given concrete alternative suggestions for behavior to focus their energy in a positive way;
- Positive Encouragement – Teachers praise the appropriate behavior, being careful not to give much attention to the negative behavior;

³ <https://ed.sc.gov/about/profile-of-sc-graduate/>

- Natural Consequences – For example, by helping a child realize that arriving late for group time activities will result in missing their turn; or
- Removing the Child from the Group – This is handled in a calm manner without unnecessary stress to allow the child regain self-control.

Each child has different needs and requirements to develop self-control, judgment, and problem-solving skills. Teachers and administrators will work individually with each child and his/her parents to establish a positive interactions.

Educational Policies

Curriculum

All aspects of the learning environment, including equipment and materials, classroom environment, outdoor environment, staff child interactions, teaching strategies, learning center provisions, etc. must be founded on current early childhood research and focus on the developmental and academic needs of four year old children. The curriculum that will be implemented is World of Wonders.

World of Wonders is an engaging early childhood literacy program that builds strong pre-reading and social-emotional skills while incorporating content areas like math, science, social studies, music, and movement. Young students gain rich learning experiences through cross-curricular activities and a focus on social-emotional development. These threads combine to give them the background knowledge they need to enter kindergarten with confidence. For more information, visit, www.mhreadingwonders.com.

Assessing Student Learning

Your child’s teacher will administer a readiness assessment, as required by state law. The assessment will provide information for the teacher on your child’s literacy skills and will be used only to meet your child’s individual learning needs. The teacher will additionally conduct ongoing student assessments to gather information about each child’s growth and skill development, as well as to inform instruction. Your child’s progress will be assessed using a developmental child assessment instrument approved by the South Carolina Department of Education. The assessment will replace traditional report cards and standardized tests with a system that helps teachers observe your child, assess your child’s work, and document your child’s achievement with the following:

- Portfolios: Collections of your child’s work that show progress and demonstrates special interests and talents as well as areas in need of development; and
- Developmental Guidelines and Checklists: Lists of age or grade level expectations that are used for guiding teachers observations about your child’s achievements in school.

The benefits of developmental child assessments are the following:

- Your child’s strengths and needs are clearly identified for you, your child, and the teacher.
- Teachers focus on your child as an individual and set specific goals for him or her.

- Your child is observed and evaluated using a developmental checklist that is based on the most current knowledge about how children develop and learn.
- The process of evaluating your child is connected to what happens in the classroom.

Documentation from the assessment will be sent home three times per year, after approximately the 60th and 120th day of school and at the end of the year.

Health, Wellness & Safety

Health Records

All schools shall comply with the South Carolina Department of Social Services Licensing Regulations for Private and Public Child Care Health, Safety and Sanitation requirements.

A health record for each child shall be maintained in the school. Each health record shall include all of the following information:

- A statement, signed by the parent/guardian, of the child's health prior to admission to the Child Development class. (DSS Form 2900)
- A current copy of the child's immunization record signed by a physician or other health official. This record should indicate that all required immunizations are complete as recommended by the South Carolina Department of Health and Environmental Control (DHEC), or that the appropriate official has provided written proof that the child meets either medical or religious exemption requirements; and
- Other health information deemed necessary by the program director and/or by the parent(s)/guardian(s).

Health Services

Parents will be notified if a student becomes ill or is injured during school. When it is necessary for the student to leave school, a parent, guardian, or designated alternate who is listed on that student's emergency contact list must enter the school office and sign the student out. Telephone calls to the school office or notes sent by the parent/guardian will not be acceptable.

Medication

Medications should be administered by parent(s)/legal guardian(s) before or after school hours, when possible. School nurses may not administer the first dose of a new medication. (Student should be monitored at home for possible side effects following the initial dose). Parent(s)/legal guardian(s) must deliver all medications in the original container to the school nurse or other designated school employee. All medications will be administered as labeled. Students may not carry medications at school. If it is necessary for a student to carry medication on his/her person while at school, a signed prior written approval from the healthcare provider and parent(s)/legal guardian(s) must be on file in the clinic.

Short Term Medication (less than 15 calendar days)

Parent must complete a short term medication form or send a note with instructions to include the name of the medication, dosage, and time to be given. Parent permission is accepted in writing only. Medication must be age and weight appropriate.

Long Term Medication (more than 15 calendar days)

A long term medication form must be completed and signed by the healthcare provider and parent(s)/legal guardian(s) for all long term medications. This form must be completed with name and dosage of medications, time to be given at school and any restrictions. If the medication dosage or time changes, a new form must be completed. This form must be completed each school year. A healthcare provider may send a prescription pad note to be attached to the medication form.

Medication for Day or Overnight Field Trips

Consult the school nurse if your child will need any medications administered on a field trip. (This also includes medication that your child may already receive from the school nurse on a daily basis, as proper procedures must be followed when giving the student medication off of school grounds).

Reporting of Abuse or Neglect

All schools are mandated by law to report suspicion of child abuse or neglect; the law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control (with the exception of discipline including spanking administered in a reasonable manner) shall be construed to be abuse.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as neglect.

Parent/Family Involvement

The district's early childhood program recognizes that parents and families are their child's first teachers. We want parents and families to be actively involved in their child's education this school year and for many school years to come.

Parent/Family Workshops

A series of Parent/Family workshops and/or Parenting Programs on various topics will be offered throughout the school year. Families are strongly encouraged to attend these. Each school has a designated Family and Literacy Parent contact person please contact the school for that information.

Parent-Teacher Conferences

Schools will report at least quarterly to the parent(s)/guardian(s) on his/her child's progress. This reporting will include the following:

- An orientation to CERDEP (ex: Back to School Night, home visits, etc.) will be conducted as the first of these quarterly contacts to complete the Parent Orientation Checklist.
- Two of the quarterly contacts will include parent-teacher conferences during the school year. Conferences will be a time for parents to learn about their child's experiences and developmental progress. Documentation of your child's progress, curriculum

developmental checklists, and portfolios will be shared with during the conference and at regular reporting times during the school year.

- The final review of your child's progress will be provided at the end of the school year as the concluding parent contact.

Other conferences may be scheduled at the request of either the teaching staff or parents.

Communication

Each CERDEP believes in building a partnership with all families of the children enrolled. Open communication is the most important characteristic of this partnership and is considered the most beneficial to the children's learning and development. Parents are encouraged to share information that would be helpful in the staff's caring of their children. The teaching staff will also share information with parents about their children and about the program using various modes of communication:

- regular newsletters;
- face-to-face conversations;
- phone calls;
- e-mails; and
- written notes.

Classroom Visits

All parents are encouraged to visit their child's class to observe or participate in class activities. There is always room for parents and grandparents alike to spend some time with the children or to share talents, hobbies, and interests with all children.

Parent/Guardian-Teacher Agreement

The schools that are participating in CERDEP truly believe that parents are their child's first and most important teachers. The selected schools see their role as that of a partner. The Parent/Guardian-Teacher agreement outlines how parents and teachers can share the responsibility for the success of each child. Please sign the copy of this agreement which is at the end of this handbook, and return to your child's teacher.

References

Act 284 S.C. Code § 59-155-110 et seq. (2014). (South Carolina Read to Succeed Act).

Act 284 S.C. Code § 59-156-110 et seq. (2014). (Child Early Reading Development and Education Program).



Appendix A: Parent/Guardian and Teacher Agreement

Chester County School District

Telephone: 803-385-6122

Website: www.chester.k12.sc.us

Parent/Guardian and Teacher Agreement

The schools that are participating in Child Early Reading Development Education Program (CERDEP) truly believe that parents are their child's first and most important teachers. The selected schools see their role as that of a partner. The Parent/Guardian and Teacher agreement symbolizes this partnership. It is a document that outlines how parents and teachers can share the responsibility for the success of each child.

As a parent/guardian, I, _____ will strive to:

- Believe my child can learn;
- Demonstrate that I value education and that school is important;
- Ensure my child attends school regularly and is on time;
- Set aside time each day to talk with my child about his or her learning;
- Read to my child daily and allow my child to see me read daily;
- Provide a home environment that encourages my child to do his/her best;
- Provide structured sleeping and eating habits; and
- Attend parent/guardian and teacher conferences.

As a teacher, I, _____, will strive to:

- Believe that each child can learn and demonstrate a "growth mindset";
- Respect and value the uniqueness of each child and his or her family;
- Provide a safe environment that promotes active hands-on learning;
- Provide frequent communication with newsletters, reports, and telephone calls;
- Seek ways to involve parents in the school program;
- Schedule parent-teacher conferences to accommodate parents schedules; and
- Welcome the participation of parents and guardians in the classroom and their support in helping their children succeed.

Parent/guardian signature _____

Date _____

Appendix B: List of CERDEP Districts (School Year Eligible/Participating)

Abbeville County School District (2006-07)
Aiken County Public School District (2014-15)
Allendale County Schools (2006-07)
Anderson School District Two (2015-16)
Anderson School District Three (eligible 2013-14;
participating 2014-15)
Anderson School District Five (2015-16)
Bamberg School District One (2006-07)
Bamberg School District Two (2006-07)
Barnwell Nineteen Public Schools (2006-07)
Barnwell School District Twenty-nine (Williston)
(2006-07)
Barnwell School District Forty-five (eligible in 2006-
07; participating 2015-16)
Beaufort County School District
Berkeley (2006-07)
Calhoun County Public Schools (2013-14)
Cherokee County School District (2013-14)
Chester County School District (2013-14)
Chesterfield County School District (2006-07)
Clarendon School District One (2006-07)
Clarendon School District Two (2006-07)
Clarendon County School District Three (2006-07)
Colleton County School District (2013-14)
Darlington County School District (2013-14)
Dillon School District Three (2006-07)
Dillon School District Four (2006-07)
Dorchester School District Four (2013-14)
Edgefield County School District (2014-15)
Fairfield County School District (2013-14)
Florence Public School District One (2006-07)
Florence County School District Two (2006-07)
Florence County School District Three (2006-07)
Florence County School District Four (2006-07)
Florence County School District Five (2006-07)
Georgetown County School District (2013-14)
Greenwood School District Fifty (2014-15)
Greenwood School District Fifty-one (2013-14)
Greenwood County School District 52 (2015-16)
Hampton School District One (2006-07)
Hampton County School District Two (2006-07)
Horry County (eligible 2014-15, not participating)
Horry County: Academy of Hope Charter (2014-15)
Jasper County School District (2006-07)
Kershaw (eligible 2015-16, not participating)
Laurens County School District Fifty-five (2006-07)
Laurens County School District Fifty-six (2006-07)
Lee County School District (2006-07)
Lexington School District Two (eligible 2013-14;
participating 2014-15)
Lexington County School District Three (2013-14)
Lexington School District Four (2006-07)
Marion County School District (2006-07)
Marlboro County School District (2006-07)
McCormick County School District (2006-07)
School District of Newberry County (2013-14)
School District of Oconee County (2014-15)
Orangeburg County School District Three (2006-07)
Orangeburg Consolidated School District Four
(2006-07)
Orangeburg Consolidated School District Five (2006-
07)
Richland County School District One (2013-14)
Saluda County Schools (2006-07)
Spartanburg School District Three (2014-15)
Spartanburg School District Four (2014-15)
Spartanburg County School District Six (2014-15)
Spartanburg School District Seven (2013-14)
Sumter School District (2013-14)
Union (eligible 2013-14, not participating)
Williamsburg County School District (2006-07)
York School District One (2014-15)