

Family Reference Guide

LADUE EARLY CHILDHOOD
CENTER

20²³
24



LECC

2023-2024 Ladue Early Childhood Center

- 14 First Day for Ladue Staff
- 17 Preschool Intake Conferences
- 18 Teacher Flex Day
- 21 Visiting Day/Helmet Fittings - Toddler, Preschool & SSD/DHH
- 22 First Day for Preschool, SSD/DHH Students
- 28-1 First Week for Afternoon Clubs
- 29 First Day for Toddler Programs

AUGUST 2023						
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FEBRUARY 2024						
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- 16 Professional Development - No School
- 19 President's Day - No School
- 27-29 Toddler Program Parent Conversations

- 4 No School - Labor Day
- 20 Family Open House - Evening Event

SEPTEMBER 2023						
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MARCH 2024						
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31						

- 15 Conf. Compensation Day - No School
- 18-22 Spring Break

- 16-19 Parent Teacher Conferences
- 20 Conference Compensation Day - No School
- 23 Fall Break - No School

OCTOBER 2023						
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APRIL 2024						
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- 2 Professional Development - No School
- 8-11 Preschool Classes Conference Week

- 7 Professional Development - No School
- 22-24 Thanksgiving Break - No School

NOVEMBER 2023						
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MAY 2024						
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- 27 Memorial Day - no school
- 30 Last Day and half day for all students
- 31 Teacher work day

- 20 Half Day (All dismiss at 12:15, no clubs)
- 21-29 Winter Break

DECEMBER 2023						
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JUNE 2024						
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- 3 No School - Professional Development Day
- 4 School Resumes
- 12 Professional Development - No School
- 15 Martin Luther King Jr. Day - No School

JANUARY 2024						
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KEY	
	Special Days
	No school for Students, Staff in attendance
	Begin/End Days
	Half day for Students
	No School for Students and Teachers

MISSION STATEMENT

Together we will cherish, nurture and respect each child's unique gifts and abilities by inspiring confident young learners.

BUILDING HOURS

The LECC office will be open Monday through Friday from 8:00 a.m. to 3:30 p.m. Please drop off any information in the drop box located outside the front main entrance.

LATE PICK UP CHARGES

It is understandable that emergencies can arise that prevent you from picking your child up on time. Therefore, you will have two 5-minute grace periods for **EMERGENCY** situations only. If your child is picked up after their dismissal/carpool time, you will be charged \$3 per child per minute. This will be charged to your account.

DAILY SCHEDULE

Each classroom has a unique schedule based on children's ages and need for accessing shared spaces (Big Room, gym, playground) and specialist time. Elements that are consistent in each preschool schedule include: activity/center times, large group, small group, snack, outside time and story time. Children in three, four, five and full day preschool participate in gross motor/movement, Music class and Art class on a weekly basis.

ORIENTATION

We strongly urge all families to participate in orientation activities. This helps children adjust to the new learning environment and provides opportunities to gain information regarding center policies and practice. Our classroom visiting days provide an opportunity for the child to visit their class, meet the teachers and familiarize themselves with their surroundings. The toddler program will offer home visits in August.

CURRICULUM

Our curriculum is based on Developmentally Appropriate Practice in conjunction with NAEYC and the Missouri Early Childhood standards. Our first priority is to help children develop socially and emotionally within the school setting and develop a passion for learning. Children continually explore topics of interest integrated through math, science, literature, communication, art, and physical education. We strive to stretch their intellectual thought process by encouraging children to observe, explore, discover, question, and problem solve. Concrete experiences are provided to encourage conceptual development. Teachers are expected to model appropriate behaviors, use correct subject specific language, and extend children's vocabulary by using rich and varied language. A variety of motor experiences are carefully planned to encourage hand-eye coordination and build skills needed for writing. Literature is an integral part of the school day.

Assessment is consistent with the developmental and learning goals identified for children and expressed in the curriculum. Teachers will be using multiple forms of assessment including anecdotal notes, documentation of children's work, checklists, rating scales, and portfolios.

SPECIAL CLASSES

Teachers participate with their classes in a variety of supplemental classes complementing daily classroom instruction.

Music

Music is a structured large group time that includes songs and instruments chosen for children's enjoyment and recall of melody and lyrics. Children are also encouraged to participate in activities that develop rhythm and timing. Music class is located in the Music room.

Art

The Art room is designed to allow children to explore various art materials for use in creative expression and representation in a small group format.

AFTERNOON CLUBS

Afternoon Clubs are for preschool students and are designed to offer an extension to the school day while providing an opportunity to explore a specific area of interest. All afternoon clubs are offered from 12:15 – 2:30 p.m. Students bring lunch from home and stay for an afternoon program consisting of motor activities and curriculum based learning. Afternoon Clubs are a full-year program. Please see brochure for listings.

BEFORE & AFTER CARE PROGRAM

LECC preschool families have an option to drop off their preschool child from 7:30 – 8:45 a.m. Monday – Friday beginning the first week of school. Students will play each morning prior to joining their class. Full day preschool students can also stay and play after school from 3:15 – 5:30 p.m. Annual tuition will be based on a daily rate, Monday through Friday. Space is very limited.

SCREENING

The screening team at LECC offers the opportunity for developmental screenings for our preschool age children. The developmental screening tool used is the Dial 4, which looks at several areas of development including motor, communication and cognitive skills. Additionally, a social emotional screening will be sent home for you to complete and return. Your child's teacher will notify you when your child will be screened, provided signed permission is on file. Following the screening, a member of our screening team will send your child's results home and answer any questions you might have.

CENTER FOOD RECOMMENDATIONS

Snack

- All students will bring their own snack from home.
- Classes that have children with food allergies will restrict the food allergen from the class (if needed).
- Children will eat snacks and lunch in their classroom or cafeteria.
- All children will wipe/wash their hands before and after they eat lunch or snack.

Below is a list of healthy snack suggestions for parents:

- Low sugar cookies, i.e. Vanilla Wafers, animal crackers, graham crackers
- Mini whole-wheat bagels with cream cheese or fruit spread
- Fresh fruit: bananas, apple or pear slices, orange wedges, and berries
- Fresh vegetables: carrot sticks or celery sticks with dip, sugar snap peas, edamame, and cucumber slices
- Whole-wheat pita bread with cheese or hummus
- Unsweetened cereal, i.e. Cheerios
- Dried fruit
- Whole-wheat pretzels
- Unsweetened canned fruit
- Fruit or vegetable muffins (zucchini, banana etc)
- Tortillas with cheese or spread
- Cottage cheese with fruit
- Snack mix of dried fruit, unsweetened cereal, pretzels
- Yogurt plain with fruit
- Applesauce
- Cheese and whole wheat crackers
- Whole wheat cheese crackers (Goldfish)

Birthday

- Only non-food items can be sent to school to celebrate a child's birthday. Examples of acceptable items are stickers, pencils, books, etc. No latex balloons are allowed in the building, due to allergies.

Classroom Party

- There are two classroom parties each school year. A holiday party in December and a Valentines/Friendship party in February.
- All food items will be ordered through Chartwells #314-983-5466. They offer a variety of healthy snack options and will work with each class/room parent individually for food allergies. A list of snack options will be provided to room parents. The snacks are delivered to the LECC, which includes plates, napkins and utensils when needed.

Curriculum-based food items (food made by children, cooked by teachers for consumption in the classroom)

- Teachers will plan ahead
- Teachers will complete a LECC Food Allergy checklist
- The checklist will be approved by nurse and director

* Reminder – no candy for rewards or used in lessons

**** NO HARD CANDY, POPCORN OR BALLOONS IN THE CLASSROOM**

Please check with the classroom teacher concerning any food allergies in your child's classroom.

If your child has a food allergy:

- All teachers and parents who have a child with an identified allergy must consult with our nurse.
- Teachers will check in with the parents of the child with allergies regarding cooking projects or field trips involving food or other potential challenges.
- Parents of all children in the classroom will be notified, if needed.
- Each situation will be handled on an individual basis. It may be necessary to declare a classroom "allergen free."
- All staff will receive epi-pen training.

SAFETY PROCESS

- All children riding a bicycle, tricycle or scooter will be required to wear a helmet.
- The helmets will be left at school.
- The children will not share helmets.

SECURITY & RELEASE OF CHILDREN

Only people listed by the parent/guardian on the emergency card may pick up children. Teachers and staff will request a picture ID if someone they do not know comes to pick up the child. If there is to be a change of the person who will pick up a child, the school must be notified, preferably in writing.

NO CHILD WILL BE RELEASED WITHOUT NOTIFICATION FROM PARENTS/GUARDIANS.

- If you are picking your child up early from school, ring the front main entrance buzzer and we will call the classroom and have your child brought down to you.
- If you are dropping your student after carpool has ended, please ring the front main entrance buzzer.

SUPPLIES

1. EMERGENCY CARD, IMMUNIZATIONS AND STUDENT INFORMATION MUST BE ON FILE BEFORE THE START OF SCHOOL
2. Backpack
3. A helmet for riding bicycles in the gym and playground
4. A water bottle
5. A complete change of clothes to be kept at school, including socks. These should be marked with the child's name and brought in a gallon Ziploc plastic bag for storage. Be aware of seasonal changes, providing clothing that would be appropriate in all elements.

*Please be sure we are informed in writing of any changes in your address/phone number at home or work during the school year.

**Please label all items with your child's name.

CLOTHING

PLEASE dress your child comfortably so they can freely engage in all activities. Daily activities include active and messy play. The children should feel comfortable enough to enjoy themselves without worrying about their clothes. Teachers work hard to keep clothing protected but accidents happen. Do not send your child to school in anything that you would be broken-hearted about if an additional splash of easel paint were added!

Clothing should be easy for children to manage as they strive to develop independent dressing skills.

Also, be sure that clothing is appropriate for daily weather conditions. Our outdoor playground provides the children with important gross motor experiences. Being outdoors is a daily part of our curriculum unless it is raining or extremely cold. We ask that you send your child in tennis shoes for safety reasons. "Dressy shoes," Crocs and cowboy boots do not provide enough traction on playground climbers.

HEALTH

We ask you to notify the school of any allergies or other information that will help us plan for your child. Please inform the school if your child contracts a communicable disease so we can notify other parents.

Your child's school attendance is very important. In order for them to benefit from the planned educational program, wellness is essential. In order to prevent the spread of any suspected contagious diseases or illness, it is important your child stay home if they have any of the following symptoms:

1. Fever of 100° and above orally
2. Persistent coughing
3. Abnormal nasal drainage
4. Complaining of sore throat, difficulty swallowing
5. Vomiting
6. Diarrhea - unusual loose and/or watery stools
7. Rash of unknown cause
8. Suspected communicable disease such as chickenpox, measles, etc.
9. Pain
10. Any draining or infected sore
11. Red, crusted or draining eyes
12. Head lice - must be treated before returning to school

If these symptoms are present while the child is in school you will be requested to take them home. The telephone number(s) of a person who will have transportation in the event we are unable to reach you needs to be on file in the school office. The child will remain in the care of the school nurse or office until a parent picks them up. Students may not return to school until they are free from all symptoms for a 24-hour period.

By working together and following these guidelines we can maintain our school as a healthy learning environment for our children and staff.

Each child is required to have on file a health statement, which includes a record of immunizations and signature of the child's source of medical care. This must be completed prior to school entry. The Nurse's direct line is 314-983-5368.

MEDICATIONS

The LECC follows the Ladue School District Medication policy ([JHCD](#)). The dispensing of medications at school is discouraged and it is recommended that medications be given either before or after school. If under exceptional circumstances a child is required to take medication during school hours, the school nurse and/or director's designee will administer the medication.

The state of Missouri Nursing Practice Act 335.011 requires a written order from a physician or dentist AND written authorization from a parent or legal guardian for a nurse or appointed designee to administer medication at school. The Medication Authorization Form is provided in the back-to-school packet to communicate this information.

Please keep in mind the following:

- Medication will not be given without all the appropriate information
- Medication must be in its original container and, if dispensed by a pharmacy, it should have the child's name, medication, dosage, ordering physician's name, pharmacy name and phone number
- A responsible adult or parent must bring medication to the nurse's office. It may not be transported by a student and not released to a student
- It is the parents' responsibility to notify the school nurse in writing when a medication has been changed or discontinued

For further information about medications at school please contact the LECC school nurse at 314-983-5368.

WEATHER GUIDELINES

At the LECC, physical activity is imperative for the preschooler especially during the winter months. Therefore, weather permitting; the children will be playing outside. The American Academy of Pediatrics states that colds and illnesses are not caused by cold weather. Instead, viruses spread easier during the winter months because the children are in closer contact with each other while staying inside.

It is essential for children to be dressed appropriately for outside play. Moisture-wicking fabrics and clothing that's geared to layers and covering the head and neck are important. Please send with your child a warm winter coat, hat, mittens and boots (great for stomping in the snow!).

The director and the school nurse will monitor the temperature/wind chills to make sure children are not outside in extreme conditions. The LECC guidelines for outside play are:

- **32 degrees to 90 degrees – children can play outside without restrictions**

- **Temperatures between 90 degrees and above – children can play outside as long as water is available during the entire outdoor playtime**
- **When the heat index rises to temperatures of greater than 100 degrees – children are to stay inside**
- **32 to 20 degrees (temperature includes wind chill) - children can stay out for 10 - 15 minutes**
- **20 degrees and below – children will not be outside**

*Adapted from Child Care Weather Watch, Iowa Department of Public Health Resources
Winter Safety Tips, American Academy of Pediatrics
St. Louis County Health Department
Child Care Weather Watch, Iowa Department of Public Health*

ACCIDENT/INJURY

If a child has been injured at school the teacher will bring the child to the school nurse for evaluation. The school nurse will assess and treat the injury. The school nurse will notify the parent of the accident and advise if further treatment is needed. The school nurse will document the accident and keep the report on file.

SHOE RECOMMENDATION FOR PRESCHOOL

Preschoolers love to run, jump, skip, and climb during recess in the gym and the playground. What they wear on their feet is very important. Children need a shoe that has good support and foot protection. However, many children are wearing plastic sandals, Crocs, flip flops and dress up shoes to school. Preschoolers are very active and they need a shoe that can 'keep up' with all their demands. The flip-flop or Croc shoes provide very little support and they easily fall off when the children engage in the preschool activities. Any sneaker-type shoe is a good choice for the support and protection that this shoe provides. If the child is too young to tie the laces, Velcro-type shoes are the perfect alternative.

PARENT-TEACHER CONFERENCES

Preschool teachers are expected to conduct two parent-teacher conferences throughout the school year.

The fall conference is an opportunity for parents to share valuable information about their child with the teachers. This is essential for a good school year, a mutual understanding of school and home, and for the child's welfare.

The spring conference is a report of progress. It is an opportunity for the teachers to report on the child's performance.

Either the parent or the teacher can initiate incidental conferences if a need arises.

Your child's teacher will contact you to schedule individual times. We ask that families first contact their child's teacher if concerns or questions arise specific to the child's classroom. If a workable solution or outcome does not result, the preschool director is available to help in an effort to best meet the needs of your child. More information will follow regarding conferences.

CLASSROOM MANAGEMENT/EXPECTATIONS

It is normal for the developing child to test limits at home and at school. In the instance that this occurs, the following steps will be taken:

1. The child and teacher (and other children involved) will dialogue about the misbehavior and work out an appropriate solution to the problem together.
2. The child or children involved will be redirected to another area of the classroom and helped to engage in constructive play. Dialogue about managing the behavior will also be a part of the action taken.
3. Your child may be referred to our student support team for further intervention as needed.. If behavior problems persist, parents and teachers will work together to ensure the best possible solution for the child.
4. No corporal punishment is allowed. Physical punishment including, but not limited to, spanking, slapping, shaking, biting, or pulling hair shall be prohibited.

REPORTING CHILD ABUSE/NEGLECT

The Board of Education requires mandated reporters to comply with the state child abuse and neglect laws. Mandated reporters acting in their official capacities who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect or is being subjected to conditions or circumstances that would reasonably result in abuse or neglect must directly and immediately make a report to the Children's Division (CD), including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited by law if the report involves sexual misconduct by a school employee.

Mandated reporters who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report. The school principal or designee may also notify law enforcement or the juvenile office when appropriate. Mandated reporters who have reason to believe that a victim of abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state may make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state in addition to notifying the Missouri CD pursuant to this policy.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. Employees who make a report in accordance with law shall not be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that employees mandated by law to make a report have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be

temporarily relieved of other work duties for the time required to make a mandated report. See Board Policy [JHG](#): Reporting and Investigating Child Abuse and Neglect

TUITION POLICY

Please familiarize yourself with this policy to avoid incurring additional cost and to help us facilitate more effective account handling.

If you have any questions, please contact the registrar at 314-983-5362.

Tuition Due: Tuition is due the first day of each month. Tuition is paid monthly September through May.

Please note that fees for scheduled days may not be deducted for any type of absence including inclement weather, illness, or vacation. Missed days cannot be substituted for additional attendance days. Parent is responsible for the entire annual tuition fee unless the parent formally withdraws the student from the program, in which case, a spot cannot be guaranteed upon the child's return. Fees will accrue until written notice is received. Also note that fees will not be able to be refunded for COVID student/teacher absences or classroom closures.

Credit Card Payments: Visa and MasterCard will be accepted for payment of tuition through the Infinite Campus system. Please note that there is a system set surcharge that will be automatically added to your amount. Please see the link posted online under 'For Parents', then 'Tuition Schedule/Payments' or contact the office for more information.

Late Payments: A weekly \$5.00 late fee will be applied to your account if full payment is not **received** by the first day of each month. If payment is more than two weeks late, the Ladue Early Childhood (LECC) holds the right to prohibit attendance until a specific payment plan has been agreed upon by the LECC. Parents/guardians will be charged a \$35.00 fee for returned checks. A money order is required to cover the returned check and the fee. Only money orders will be accepted after the second returned check. Parent/guardians will be expected to be current with all payments at **mid-year** or attendance may be prohibited after Winter Break.

Program Scheduling: Please contact the office one week prior to adding or withdrawing from a program by calling 314-993-5724. The initial deposit payment will be forfeited if you withdraw from a program prior to the end of the school year. In addition, the parent/guardian will be financially responsible for the period of attendance through the last day the child is present in class.

The deposit made at the time of enrollment is applied toward the total tuition.

PLEASE MAKE CHECKS PAYABLE TO: LADUE SCHOOL DISTRICT

SCHOOL CLOSING PROCEDURES

Be Prepared!

Unplanned school closings are usually related to winter weather, but can occur for a number of other reasons, such as power failures, or flooding. Please take time in advance to determine your individual plan for your children when schools are closed or released early. The

following information outlines how Ladue Schools makes decisions and communicates regarding school closings.

- It is important for the district to have accurate *primary* contact information for all families. Please make sure you have chosen the number you would like to have called in the case of school closings as your primary number in the student information system (Infinite Campus). You can check or change this information through your student's school building office.
- It is not possible to remove contact information from the school closing call list without removing the contact information from the calling system entirely. **The district highly recommends against removing an entire family from the calling system. Emergencies of all types can occur and may require the district to get in touch with groups of parents and guardians very quickly.**
- The district's primary concern is keeping students safe and the severity of winter storms can be very unpredictable. As a result, decisions must be made with *all* students in mind. While your driveway, street or neighborhood may be fine, other roads in the district may pose problems for pedestrians, buses or staff members coming to work.

Communication Resources

The following types of communication are used to alert parents and staff of school closings and early dismissals. In the event of inclement weather, a decision will be made prior to 5:30 a.m. whenever possible:

- Local Media: KSDK TV (Channel 5); KMOV TV (Channel 4); Fox2 TV (Channel 2) and KMOX Radio (AM 1120)
- Phone calls and text messages will be made through the district's automated system (ParentSquare) from 314-983-5500 to the *primary* contact number and email for all students and staff. (Please keep all phone numbers up-to-date at your child's school.)
 - All automated calls and notifications will be delivered within 20-25 minutes of the decision. There is no practical way to change call delivery times to suit the preferences of individual schools, families, or people.
- District Website Home Page: <https://www.ladueschools.net>
- District Answering Machine: 314-994-7080
- Ladue Schools Mobile App Push Notification
- Facebook: [facebook.com/ladueschools](https://www.facebook.com/ladueschools)
- Twitter: [@ladueschools](https://twitter.com/ladueschools) Superintendent Twitter: [@LadueSupe](https://twitter.com/LadueSupe)

Before & After School Care: There will be no before or after school care on early dismissal days.

Early Dismissal: Schools may be closed early due to weather. Information about early dismissal will be communicated through the same methods as noted above.

In order to keep students safe, district schools will not release students from school during a tornado warning, severe weather, or if the school is in lockdown. Buses will not run until the warning is lifted. In case of a tornado warning or severe weather, parents may take their children home before normal dismissal time, but are required to come into the office and sign their children out of school. (**A tornado watch** indicates conditions are likely to produce a tornado. **A tornado warning** means there is immediate danger for the warned area and everyone in the path of such a storm is advised to take cover immediately, as it is likely a life-threatening situation.)

LECC & DISTRICT COMMUNICATIONS

Electronic

e-Connect

The district's weekly electronic newsletter that consolidates district level news, reminders, and updates.

Board Briefs

After every Board of Education meeting, a synopsis of the discussions and decisions made by the Board is posted to Board Briefs with links to all of the information the Board of Education received on each topic. To view or subscribe, visit www.ladueschools.net/boardbriefs.

District and School Websites

These websites provide immediate and easy access to extensive district and individual school information, as well as parent and student resources.

District Mobile App

Available to download for both iOS and Android devices.

Infinite Campus

This password-protected program provides parents/guardians with instant access to accurate, current and confidential information about middle and high school student attendance, grades, health, assessment, class assignments and more. For grades K-5, Infinite Campus provides attendance, health, and assessment information.

ParentSquare

ParentSquare is a platform used by the district to communicate with parents. This communications tool is used by teachers, principals, coaches, and by our district's Communications Office to send important messages on behalf of our Superintendent.

If you are new to the district, you will receive an email invitation to join before school begins, or parents can create an account by going to <http://parentsquare.com/> using the email or phone number provided during the student registration process.

Don't worry — even if you don't create an account or have the ParentSquare app*, you'll still receive district, school, and teacher notifications. However, for security reasons, you will be unable to view any attachments or photos without having an account.

*The ParentSquare mobile app is available for both iOS and Android devices. Account access is also available through a web browser at parentsquare.com. For additional information and tips on how to use and manage ParentSquare communications, please [visit the ParentSquare Help website](#).

Peachjar

Peachjar is an e-flyer distribution system, which utilizes the latest electronic communication technology to send information about services, events, and organizations to parents and students. Parents receive this information by email and can also access the information from each school's building website ... just look for the peach symbol.

Social Media

The district uses the social media outlets of Facebook, Twitter, and Instagram to connect with students, parents, staff, and other constituents regarding district events and information.

- Like LECC on Facebook: <https://www.facebook.com/Ladue-Early-Childhood-Center>
- Like us on Facebook: <https://www.facebook.com/ladueschools/>
- Follow the district on Instagram: [@Ladue Schools](#)
- Follow the district on Twitter: [@LadueSchools](#)
- Follow the superintendent on Twitter: [@LadueSupe](#) or Instagram: [@LadueSupe](#)

Ladue School District SchoolTube Website

SchoolTube is a website specifically developed to provide a place for students and school districts to safely post and view videos. Every entry is screened for appropriateness before becoming available. Ladue Schools utilizes this website for student projects as well as for providing district information. To view Ladue Schools' portion of the SchoolTube website, go to: www.SchoolTube.com/user/LadueSchoolDistrict.

Printed Publications

Link

A newsletter mailed to all district residents three times during each school year, and periodically to alumni. Used to inform residents about issues and activities important to the district. The articles are typically topical in nature.

Ramblings (Alumni Newsletter)

A newsletter mailed to LHWHS alumni for whom we have mailing addresses, and includes information about upcoming reunions and events.

District publications are posted and archived on the district's website (www.ladueschools.net/communications).