

Mound City R-2 Preschool Handbook



2018-19



Approved by the BOE- June 2018

Preschool Philosophy

Mound City R-2 School District believes that children are our most precious resources, and children's education and care impact their future personal and academic success.

It is the belief of Mound City R-2 School District that preschool age children need to be provided sufficient time and numerous opportunities to explore the environment and learn by providing extended time for experimenting, creating, and imagining in a safe and caring environment. Appropriate, age-level development will occur by building on what children already know and by providing a learning environment whereby children have numerous activities from which to choose and have ample supply of material that encourage problem solving.

Through the teacher's decisions in the classroom, a child's development is largely influenced, and the teacher guides children as they construct knowledge. As flowers bloom when given proper conditions for growth, so too will children develop at appropriate stages given a nurturing environment that is designed to promote social-emotional development, using activities such as painting, block building, pretend play, singing and sand play.

Mound City R-2 believes it is important to provide quality educational opportunities for preschool age children in order to promote healthy physical, cognitive, social, and emotional development. We believe it is important to provide parents with meaningful choices as they choose a child care and education arrangements that are appropriate for their family.

PRESCHOOL GOALS:

1. Mound City R-2 Preschool Program will provide quality preschool for 3 and 4 year olds designed to assist children with development of critical language and pre-literacy skills, social emotional skills, gross and fine motor skills, and cognitive (concepts) and intellectual skills.
2. Mound City R-2 Preschool Program will implement a quality, research-based curriculum that provides opportunities for children to make choices, to problem solve, to collaborate, and to be responsible members of the classroom community.
3. Mound City R-2 Preschool Program will operate at full capacity (20 children) and maintain continuous parental and community involvement.

Project Construct Curriculum

The Project Construct Curriculum is process oriented and is based on the theory that children actively construct their own knowledge and values as a result of interactions with the physical and social world. Children are given opportunities to explore, make choices, problem solve, collaborate, and be responsible members of a classroom community. The children are encouraged to be independent in caring for themselves and use the natural learning environment to develop reasoning and thinking skills.

PRESCHOOL DAILY SCHEDULE

- 7:50 - 8:15 Arrival (Restroom/Wash Hands/Breakfast/Table Activities)
- 8:15-8:20 Cleanup & Transition to Whole Group
- 8:20 - 8:30 Whole Group: Story time
- 8:30 -10:05 Center Time M-Language Skills, T-Gross Motor 9:00-9:30
Th-Music 9:15-9:40, F-Library 9:00
- 10:05-10:10 Cleanup & Transition to Whole Group
- 10:10-10:20 Whole Group: Opening
- 10:20-10:35 Outdoor Play/Gross Motor
- 10:35-10:45 Restroom Break/Wash Hands, Transition to Lunch
- 10:45-11:20 Lunch/Cleanup/Brush Teeth/Wash Hands/Trans. to O.D. Play
- 11:20-11:50 Outdoor Play/Gross Motor
- 11:50-12:00 Restroom Break/Wash Hands
- 12:00-12:15 Make Cots/Story Time
- 12:15-1:15 Quiet Time/Nap Time
- 1:15 - 1:20 Pack Bedding/ Restroom Break/Wash Hands
(1:30-2:15 Motor Skills in Gym available on M & W)
- 1:20-2:20 Center Time/Clean Up/Restroom Break/Wash Hands
- 2:20-2:40 Snack/Wash Hands
- 2:40-3:00 Outdoor Play/Gross Motor/Restroom Break/Wash Hands
- 3:00-3:15 Small/Whole Group
- 3:15-3:30 Closing/Dismissal

Mound City R-2 Preschool Operational Policies

Preschool Hours & Tuition:

Full Day Preschool 7:50-3:30

Tuition \$2.20/hour

Student enrolled in the Preschool will attend five days a week from 7:50 to 3:30.

Information regarding reduced tuition rates is offered through the elementary free/reduced lunch program. Paper work will be sent home with each student. Please complete the necessary form and return it to the elementary school office immediately, if you wish to apply for reduced tuition for your child. In addition, childcare assistance is available through Family Support Division (FSD) in order to enable families to gain or keep employment. The assistance is based on income and the number of family members in the household. For more info, contact FSD at 660-442-3314.

Full Time Total Hours 1205.83

Rate/Hour	Annual	Monthly (9)	Avg. Daily
Regular	\$2.20	\$2652.83	\$294.76
Reduced	\$1.35	\$1627.87	\$180.87
Free	\$0.50	\$602.92	\$66.99

Tuition payments are due on the **first** day of each month beginning September 1st and ending May 1st. **If you have not paid by the fifth day, the tuition is considered delinquent and you will receive notification. If you have not paid by the 10th day of the month your child will not be able to attend until payment has been received.** We prefer payment be made on a monthly basis, please contact the office to request other arrangements. We appreciate the parent's responsibility and cooperation in keeping our preschool program financially secure.

Reason for Tuition: Once students enter kindergarten, the State of Missouri provides funding to the district based on hours students attend. **The district does NOT receive any State funding for students who attend preschool.** The average daily cost to educate a student is approximately \$40 per day. In order to continue to provide quality preschool education that meets the needs of our community, the district is asking for parents to pay a reasonable amount in order to offset the cost. With a sliding fee scale based on income, the daily amount ranges from \$3.55-15.60. If no tuition is received, preschool services will not be able to continue.

Attendance: We encourage all students to attend daily, and to remain in school for the entire daily session from 8:15-3:30. Students benefit most when they are in class and can benefit from interaction with their teacher and other students. **In the case of excessive excused/unexcused absences (absences that equal or exceed 20% of attendance), the preschool staff may terminate your child's enrollment. This is necessary because we have a waiting list and want to make sure all 20 preschool**

slots are filled consistently. You will be notified if we have concerns about your child's attendance. In order to maintain your child's placement in preschool, tuition will be charged for all days that school is in session. **Please call the elementary office (442-5420) if your child will not be in school that day.** If no call has been received and your child is not at school, a follow-up call will be made to monitor attendance.

Enrollment Qualifications: Children must be three years old before August 1, 2013 to attend preschool during the 2016-17 school year. The school must have on file the following documents for your child to attend preschool:

- enrollment form (including emergency contact names & numbers)
- immunization records
- birth certificate
- current lead screening or signed waiver

Parents must notify the school immediately if any information changes on these documents. Termination of enrollment may take place if the child is not benefiting from the program or if tuition has not been paid.

The district can operate a classroom of 20 three and four year old students; after the 20 openings are filled, we are unable to accept more students. Selection of the twenty students to attend will be based on a variety of factors, including but not limited to, age, development delays, special needs, etc. Priority will be given to district four year olds. Once the four-year-old positions are filled, priority will be given to district three year olds. Should any remaining positions be available, we will consider out of district four year olds, then three year olds. The final decision regarding student enrollment will be at the discretion of the district teaching staff and administration.

Out of District Enrollment: Our goal is to provide quality education to as many three and four year old students as we can - first to our district students and then to our neighboring school districts.

Toileting: Children may not attend preschool until they are fully potty trained and can take care of their toileting needs independently. Our facility does not accommodate diapering. We ask parents to provide an extra set of clothes for accidents such as spills or wet pants; however if a child has diarrhea or a bowel movement accident at school, the parents will be called to pick up your child and take them home to clean them up.

Arrival/Departure: Please be consistent and on time when bringing and picking up your child. Prompt arrival cultivates good attendance habits and gives the child a secure feeling of beginning and ending the day with the class. Tardiness in arrival and departure can cause anxiety in small children. Always accompany your child into the building and make certain a teacher has noted their arrival before you leave. There will be a sign in/out book

inside the door. You must sign your child in and out every day. Only adults may pickup and sign out 3-year-old students. **Only children that are four years old may ride the school bus.** If your child is 4 and will be riding the school bus, please contact our Transportation Director, Richard Corbin at 442-5111 so that bus drivers will be notified to pick your child up. **Teachers are on duty at 7:50 and Preschoolers may arrive in the classroom at 7:50. School begins at 8:15. The preschoolers may be picked up from outside the preschool room at 3:30.** If you are not waiting to pick other children up from school, you may take your preschooler home beginning at 3:15 in order to ease congestion in the hallways at dismissal time. If an emergency arises and you will be late in picking up your child, please notify the elementary office at 442-5420.

Snow/Severe Weather: In the case of inclement weather, Preschool will follow the Mound City R-2 School Schedule. Announcements will be made on KMA 960 am radio in Shenandoah, IA, KQ2 TV Channel 2 in St. Joseph, MO, KKJO 105 radio in St. Joseph, MO, and KFEQ 680 radio in St. Joseph. In addition you can sign up for text alerts through Northwest Cellular. Please contact the office for more information. If you are unable to pick up your child on early out days we ask you to please make prior arrangements, so that all children are picked up promptly when school dismisses.

Releasing Children: All parents must fill out a form listing all authorized adults to pick up your child. We will only release your child to a person listed on the form. A driver's license identification will be required by an authorized substitute picking up your child. If you need to add someone to your list, please let the school know.

Illness, Injury, Accident Procedure: Children should not attend school if they display any one of the following symptoms: fever, sore throat, skin rash, red or inflamed eyes, discharge from ears or eyes, vomiting, diarrhea, severe cough, or severe itching of the body or scalp. If your child should display any of these symptoms while at school, they will rest in the nurse's office or in the elementary principal's office until they are picked up. Please keep your child home for 24 hours following fever, vomiting or diarrhea. You must notify the school if your child is diagnosed with any communicable disease. If your child displays any of these symptoms or becomes injured at school, the school will contact the parent/guardian. The school staff will give immediate first aid or emergency treatment in case of sudden injury or illness to a student. Please make available to Mrs. Walker and to the office accurate, up-to-date information as to where you can be reached and the name and telephone number of the person to contact in case you are not available. **This emergency person must have a working telephone and access to reliable transportation.** You must notify the school immediately if the names and/or numbers of your emergency contact person changes.

Medication: A medication authorization form must be filled out with the office or school nurse before any medication can be given. Medications

taken at school are discouraged, unless absolutely necessary. Antibiotics should be given at home on an alternative schedule if possible. All prescription and nonprescription medication shall be in the original container and clearly labeled with the child's name, instructions for administration, including times and amounts of dosage, and the physician's name. The school nurse is in the building two days a week, typically on Mondays and Tuesdays.

Disaster Drills: Fire/Tornado drills will be held and documented monthly to assure that all children are very familiar with safety procedures in the case of a real disaster.

Disaster Plan: In the case of a fire or bomb threat the children will evacuate the building through the east doors. They will be taken to a safe site following school procedures and parents will be notified, so that they can be picked up or bused home per parents' instructions. In the case of a tornado, children will stay in the preschool room against the north wall. In the case of a lock down, the preschoolers and teachers will remain in the classroom with the doors locked until an administrator unlocks them. Following safety procedures, parents will not be permitted to enter the building until the administration has unlocked all doors and there is no longer a threat.

Reporting Abuse: (Policy 2710) The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.
Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, or surgical or other care necessary for the child's well-being.

District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.
If abuse or neglect is suspected, employees are to notify their supervisor immediately and call the abuse and neglect hotline.

School Records: All school forms, including enrollment forms, health reports, lead screening, immunization records, and emergency care instructions must be kept on file at the school before any child may attend.

Dress Code: Children are encouraged to wear clothing that is comfortable to play in (indoors and outdoors). In the winter, children need to bring clothing to school that will allow them to play outdoors, such as a heavy

winter coat, boots, mittens, and stocking hat etc. We play outside every day that the weather permits, (unless the wind chill is in the teens) so please dress your child accordingly. Outdoor play will consist of organized group games as well as free play. If the weather does not allow us to go outside, we will offer gross motor activities inside.

Food Program: An afternoon snack will be provided with your monthly tuition rate. Breakfast will be available in the classroom for those arriving prior to 8:05. Breakfast costs are full price \$1.50, reduced \$.25, and free. Lunch will be delivered from the school cafeteria and the preschoolers will eat lunch in the classroom family style. This will give them an opportunity to enjoy their lunch in the classroom with minimal distractions, close supervision, and an opportunity to establish good eating habits, manners, and responsibility. Lunch costs are full price \$2.35, reduced \$.40, and free. Please fill out the paper work for free/reduced priced lunches to see if you qualify. These forms are available from the elementary office or the preschool.

*Rates are set by Board of Education and are subject to change.

Sack Lunch Agreement: If you choose for your child to eat a sack lunch from home, Mound City R-2 Preschool is not responsible for the nutritional value of the meal and the parent assumes the responsibility for meeting his/her child's daily food needs for the lunchtime meal. We encourage the children to eat a healthy balanced diet of protein, fruit, vegetable, bread, and milk. We appreciate lunches that follow these guidelines. In addition we ask that pop not be sent in school lunches. Parents cannot provide food to be shared with other children at lunch. In the event that your child brings a sack lunch, Mound City R-2 Preschool will provide milk for lunch for \$.25. A handout addressing nutritious food choices and portion guidelines are included in Back-to-School packets. Your signature on the review of handbook policies indicates your acknowledgement and compliance with the Sack Lunch Agreement.

Discipline:

1. Positive methods of discipline will be used in preschool. These methods will encourage self-control, self-direction, self-esteem, conflict resolution, cooperation, and responsibility.
2. The children (with guidance from teachers) will make the classroom rules. The rules will be clear, concise, and appropriate, and the children will be expected to follow them.
3. Verbal reminders and redirection will be made when necessary to help the children see the need for the rules.
4. If negative behavior persists, the child will be redirected and then given the choice of alternative educational activities and then a

- chance to return to the group activity. If a child continues to engage in behaviors that are not safe, respectful, and responsible, he/she will receive a "minor" on the Positive Behavior Supports Plan. Three "minors" in one day will automatically be considered a "major" and the student will be required to visit with the principal and a phone call will be made to the parents/guardian. A behavior plan may be made to include positive behavior supports and incentives.
5. In the case of severe negative behavior in which a child could potentially harm him/herself or someone else, they will receive an automatic "major" behavior referral and may be placed in the elementary principal's office until self-control is regained and the parent will be contacted.
 6. After attempts have been made to meet a child's individual needs, any child who demonstrates an inability to benefit from the care offered by the preschool program or whose presence is detrimental to other children may be discharged from the facility.
 7. Care of a child may be discontinued if the school and the parent(s) cannot establish a mutually satisfactory working relationship.

Quiet/Rest Time: Following lunch and outdoor play, the preschoolers will have a quiet/rest time. They will rest on cots using their own bedding. Quiet time will always begin with story time and soft music. If your child needs a favorite blanket to go to sleep with please let the teachers know and make sure it is here daily. If at all possible, all napping items need to be left at school so that we are not trying to remember to send special bedtime things home and bring them back the next day...if we forget something it could be a long night at home!!! If your child does not nap, he/she will be allowed to get up for quiet activities after quiet time is over. Quiet time for those not napping will last a minimum of 30 minutes and a maximum of 60 minutes. Parents are responsible for laundering and returning bedding on Mondays.

Parent/Teacher Communication: A preschool newsletter and calendar will be sent home for each new month. In addition a school newsletter and calendar will also be sent home. Please check your child's backpack for these items because they contain important information about our preschool schedule and special items your child may need to bring for themes. Also, a daily note "My Preschool Day" and "Preschool News" will be sent home. This is provided to inform you about your child's day and give you an opportunity to discuss your child's day with him/her and reinforce concepts we are working on at school. In addition, please send me notes any time you feel there is something that I need to know about your child in order to make the day more pleasant and comfortable for him/her.

Conferences: Parent/teacher conferences may be available three times a year (October, January/February, April/May). The conferences will be held at school; however you may request that a conference be held in your home. You may request a conference at any time throughout the year to review your child's progress or discuss any other issues that arise. In addition, I encourage you to call any time we need to discuss something about your child. Good communication between teachers and parents is so important for your child's success at school!

Family Participation: Mound City R-2 Preschool encourages family involvement in order to make your child's transition into Preschool successful. The preschoolers may bring home monthly activities that you may complete together as a family. The children are always extremely proud to share these family projects with their friends. We thank you in advance for completing these and having a positive influence on your child's first school experience. If you would like to volunteer on a weekly or monthly basis please schedule a time with Mrs. Walker. If you have a special talent or skill you would like to share with us, please let us know! There will also be many special activities and projects throughout the year when we need parent participation. We also welcome parents to stop by and visit at any time; we would love to have you and could probably use an extra hand! Also, if your child has a difficult time adjusting to preschool, we ask that you make your good-byes loving and brief. Generally children will become involved and content once the good-byes are over and we'll be happy to give you a phone call to let you know how your child is doing. Volunteering and visiting the classroom gives you an opportunity to actively participate in enriching your child's first school experience.

Preschool Orientation: Prospective preschoolers are offered numerous opportunities to become familiar with the Mound City School District. Monthly newsletters from PAT and Preschool are mailed to families in our district with children birth through school age, providing developmental information as well as activities that are taking place in the preschool classroom. In addition, Group Meetings coordinated by PAT/Preschool are held during the school year. Back to School Night, Music/Art Programs

(Winter/Spring), Chili Cook-Off, Pep Assemblies, Homecoming Festivities, Preschool Nursery Rhyme Program, and Preschool Graduation are also school activities that all families are invited to attend. Future preschoolers are also invited to preschool round-up and preschool screening. Preschool Orientation is held in April to review all policies and procedures with parents of children enrolled in the preschool program.

Kindergarten Orientation: "Kindergarten Days" are held in May to familiarize children to the kindergarten teacher, classroom, and future classmates. Kindergarten Round-up Day is held for future kindergarteners to go to lunch, recess, and have a story-time/activity in their new classroom. In addition, future kindergarteners are invited to eat breakfast and lunch in the cafeteria and go to recess with their class any day during the month of May.

Educational Field Trips: Periodically walking field trips within and on school premises will be taken to promote themes taught in the classroom, citizenship, and sense of community. Permission for on campus, walking field trips is assumed unless parents notify the school otherwise.

Educational trips that relate to themes taught in the classroom AND require bus transportation will be available. Also, parents will need to provide transportation for 3 year olds to all field trips. Parents will be notified ahead of time as to the purpose and location of the trip. Parents will need to sign a release form for these trips.

Toys from Home at School: We do ask that children not bring any toys from home other than a stuffed animal to rest with.

Birthdays: Birthdays are important milestones in children's lives. We welcome birthday refreshments in preschool. Please arrange the day/time in advance.

Parties: Preschool will have parties at Halloween, Christmas, and Valentine's Day. Please feel free to sign up as a room parent for your favorite party at the beginning of the year. Also if anyone is interested in helping to coordinate all parties and contact other room parents, please notify Mrs. Walker.

Family Access: Mound City R-2 Preschool families have access to and may ask a teacher to look at staff child abuse and neglect/criminal record screenings, children's developmental records and portfolios, and class lesson plans.

Photo & Name Release: Students will be photographed throughout the school year in order to document school history, events, projects, and trips experienced by the classes. The photographs taken by the school may be used for media purpose (PowerPoint presentations, web site pages, monthly

newsletters, or news articles for local news media). If students' pictures are used, their first names may be printed, but last names will be kept confidential. If pictures are used by the local news media, first and last names will be given. Parent permission is assumed regarding this action unless notification is given to the school district in writing.

Materials Needed: Each child needs to bring the following items:

- ◆ A change of clothes including underwear and socks to keep in cubby (please place in a bag with your child's name clearly labeled)
- ◆ Backpack (clearly labeled with child's name)
- ◆ Small Blanket, **small pillow w/removable pillow case**, all clearly labeled with child's name
- ◆ 2 Wet wipes refills
- ◆ 2 two pocket folders (plastic folders are more durable and hold up through the year)
- ◆ 1 box of Kleenex (4 year olds)
- ◆ Clorox wipes (3 year olds)
- ◆ 4 Dry Erase Markers
- ◆ Washable Markers (8 primary colors)
- ◆ 1 bottle of liquid glue

I have read the Preschool Handbook for the 2018-19 School Year and know the following things:

- If I need additional explanation, I can contact either Mrs. Walker or the elementary office.
- If I have questions, I can contact either Mrs. Walker or the elementary office.
- I acknowledge the review and compliance with the **Sack Lunch Agreement**.
- I acknowledge the review and understand the **Discipline** guidelines of Mound City Preschool.
- I acknowledge and understand the **Preschool Attendance Policy** and **Tuition Payment Plan**.

Parent Signature

Date