



# SOUTHSIDE PRESCHOOL

*INFANT PARENT HANDBOOK*

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# Introduction

## About Southside Schools

Southside School District was founded in 1949. An elementary school, middle school, high school, alternative school, preschool and Head Start are all located on campus. The preschool has been in operation since 1984.

## Philosophy of Learning

The Southside Preschool uses Developmentally Appropriate Practices to provide a safe and caring environment. This environment stimulates the physical, social, emotional, and cognitive development of children and supports the relationship between children and their families and the preschool.

## Curriculum and Instruction

The Southside ABC Preschool utilizes the Adventures in Learning and Math curriculum, Adventures in Toddlers, and enhanced with a variety of developmentally appropriate activities based on guidelines set by the Arkansas Early Childhood Frameworks and the National Association for the Education of Young Children. Activities are designed to promote the “whole” child’s development or as specified as necessary to meet special needs of children. No religious activity will be paid or subsidized by public funds or occur in any manner suggesting government endorsement of any religion or religions.

## Program Objectives

To prepare children for Kindergarten and successful educational career.

## Daily Schedule

Program Day: 6:00 a.m. -- 6:00 p.m.

Arkansas Better Chance for School Success hours of operation are from 8:00 a.m. to 3:00 p.m.

## Admission Policies

Admission to the Southside ABC Preschool is open to all children age 18 months - 5 years and is not based on race or ethnic background. A limited number of slots are available at no cost through funding by the Arkansas Better Chance (ABC) program. Eligibility criteria must be met to have your child's tuition waived. The registration link is below if you ever have any information that needs updating:

Application Link: <https://register.runsandbox.com?form=a36d0eb8-deeb-406b-af20-d5138ded1993>

## Information Forms

Parents/guardians are responsible for updating and keeping all information current. Below is the link to get into Sandbox to change the information: Application Link: <https://register.runsandbox.com?form=a36d0eb8-deeb-406b-af20-d5138ded1993>

The following information is required for each child:

Name, date of birth, address.

Name of parent or guardian.

Telephone numbers (home and work).

Work hours of the parents/guardian.

Date of enrollment and discharge.

Emergency Contact Person

Name, Address, and Phone numbers (home and work).

Child's Physician/Emergency Care Facility

Name, Address, Phone number.

Written parental permission for emergency medical treatment and transportation to emergency treatment.

Field trip permission forms signed for specific field trips.

Pertinent medical history.

An authorized record of up-to-date immunizations.

Discipline Policy signed by the parent/guardian.

## Fees and Payment Policies

Payments should only be left in the lock box located in the office door. A receipt will be given for all payments/fees received and will be located in your child's cubby in their classroom.

## Rates

Families meeting ABC criteria may be eligible to receive free tuition. The cost for preschool is \$75.00 a week, for toddlers it is \$80.00 a week. The cost for infants is \$100.00 a week. An overall discount of 10% will be given for the second child.

## Due Dates

Payment is due 1 week prior to services. Payment should be made weekly. A monthly payment schedule is also available, payable 1 month in advance.

Families currently enrolled in the preschool that experience unexpected financial distress should see the program director to discuss payment options.

## Social Service Payments

The Southside ABC Preschool accepts Department of Human Services Vouchers and Transitional Employment Assistance payments for eligible families. We also offer Federal Pre-k assistance.

## Returned Checks

Check will be picked up and paid in cash. All future payments must be paid in cash.

## Late Fees

If payments are not received within 2 weeks the family will be dismissed from the program.

The cost of care after 6 pm is \$1.00 per minute due upon arrival. Parents/guardians who abuse the 6:00 p.m. rule will not be eligible for after program care.

## Substitute Care

Substitutes will be hired whenever necessary to maintain compliance with child/staff ratios required by the Arkansas Child Care Licensing. Substitutes are qualified to care for preschool age children and have been subject background checks to ensure safety.

## Vacations

The Southside ABC Preschool program follows the Southside School District calendar. We are open during spring break and Christmas break. If your child is enrolled in the ABC program and you sign your child up for those breaks you will be charged. Without signing them up they will be unable to attend.

Summer Care: Parents should notify the director 1 week before going on vacation in order to hold the child's space.

## Closings

The Southside preschool will be closed the following holidays: Labor Day, Thanksgiving, The Day After Thanksgiving, Christmas Eve, Christmas day, New Years Day, Good Friday, Memorial day and 4th of July.

Southside Preschool will also be closed the week before school starts for maintenance and repairs.

Southside Preschool will follow the Southside School District inclement weather policy. In the event we are under a tornado warning students will be moved to the safe room located behind building 2.

In case of emergency, such as loss of water or power, attempts will be made to notify parents/guardians. Please keep phone numbers and emergency contacts up to date.

Parents should listen to local radio station KWOZ (103.3 FM) for more information during periods of inclement weather or in emergency situations.

Southside School uses a Rapid Communication Service called School Messenger. This is phone calls to inform you of emergency or school events.

## Termination Policies

Services may be terminated by the family or by the Southside School District.

### Termination of Care by the Parent

The family has the right to remove their child from the program at any time. However, notice must be given to the director 1 week in advance to avoid further fees or charges.

All payments should be up to date.

The Director of the program will request an exit conference with the parents/guardian.

Advance payments will not be refunded without proper notification.

### Termination of Care by the Program

The Southside School District may terminate services for any of the following reasons:

The infant room is a service provided for Southside District employees only. If an employee is no longer employed by the Southside School District, the service will not be available.

Failure on the part of the parent to keep current immunization and health records.

Excessive absences without a physician's statement.

Failure to pay regular or late fees on time.

Repeated failure on the part of the parent to pick up their child on time

Habitual abuse of any of the program policies discussed in this handbook , policy addendums, or policies set by the Southside School Board of Education.

## Parent/Program Communications

Communication is a key element of any successful program. Parents should receive a verbal informal report each day when picking up their child. Weekly parent agendas will be sent out as well as routine communications from the director and teachers.

## Data Privacy

All child and parent information is considered private and confidential and is not shared with other patrons. Child records are monitored routinely by Arkansas Child Care Licensing to verify accurate and complete record keeping.

## Family Issues

Family issues shared by the parent to the director will remain confidential *unless the information regards the endangerment of a child.*

Inter-family issues, problems or arguments should be resolved before entering preschool grounds and should not take place in front of children, parents, or teachers.

If any custody issues exist, proper documentation must be in the child's file. Only authorized persons will be allowed to pick up children.

## Parent Conferences

A pre-admission conference will be held with the family. The handbook, policy and child information forms will be discussed. Parent-teacher conferences will also be held during the program year on the same schedule as the Southside School District.

Special conferences may also be called to address special concerns or issues.

Parent conferences should be positive, productive meetings.

## Parent Involvement

Parents are the first most important teacher in a child's life. Parent involvement is key to a child's learning and development.

The Southside ABC Preschool will hold routine parent meetings of special interest. All parents are encouraged to attend. Parents may also become involved in the preschool through volunteer time and special events.

## Visitors

Parents are welcome to visit the preschool at any time. However, extended parent visits can alter the flow of the day. Parents are encouraged to make advance plans with the teacher or director for extended visits.

Licensed child care facilities are routinely monitored, during the year, by Arkansas Child Care Licensing Specialists, Child Nutrition Programs, Quality Approval Consultants, and Health and Safety inspections. These visits are performed with as little disruption as possible to the program day.

## Child's Arrival and Departure

All children must be signed-in and signed-out of care by an authorized adult. *Children may not be dropped off outside the building.*

To ensure adequate staff, child arrival and departure times should be agreed on at the time of enrollment and updated as needed.

All bags belonging to children shall be checked on arrival to eliminate possible hazards. No medicine should be left in bags.

## Closing Time Policy

The ABC program starts at 8:00 a.m. ends at 3:00 p.m. Care before 8:00 a.m. and after 3:00 p.m. is considered before and after program care and requires an additional fee. Families may qualify



for Vouchers to pay for additional care.

## Persons Authorized to Pick up Child

Only adults listed on the child information form may pick up a child from care. **Picture identification will be required until all staff meets the authorized adult.** Children will not be allowed to leave with adults not listed on the information sheet and not positively identified by staff.

## Absence Notification

Parents should call the secretary between 7:30 a.m. - 8:30 a.m. if the child is going to be absent that day or a series of days. The child is able to miss 8 days in a semester to stay enrolled in the ABC program. After that time a doctor's excuse will be needed to stay enrolled. Your child will be counted as tardy at 8:30 and 8 tardies equal one absence.

Excessive absentees may result in a child being removed from the ABC & Federal Pre-K program.

## Feedback/Suggestions/Grievances

Parents are welcome and encouraged to voice concerns or questions about the program to the teachers or director. The program director has the responsibility to examine concerns or investigate grievances.

## Program Information

The Arkansas Better Chance (ABC) program helps eligible families receive quality, age appropriate care. The following criteria must be met to qualify for free services:

- low income family based on current state child care eligibility income scale.

## Outdoor Play

Children will have at least 1 hour of outdoor play per day, weather permitting. We will go outside as long as the wind chill is 32 degrees or above. Make sure your child has a coat, hat and gloves.

## Field Trips

Several times during the school year the preschool will visit other facilities. Only children in the 3 year old and 4 year old classes will be able to attend the trips due to bus safety.

## Nap and Rest Policies

Children will have at least 1 hour, but not more than 2 hours of naptime or rest. Children are not forced to sleep, this is however a quiet time for children to lay on cots.

## Toys

Toys, food, drinks or sippy cups from home are not allowed at the preschool.

## Children's Belongings

Each child has their own "cubby" to hold their belongings. Coats should be placed in backpacks or bags provided by the school. Artwork and notes home will be placed in the cubbies to take home the end of the day.

Please send your child in washable play clothes. Children will learn through activities including paints, sand and water, clay, glue and other types of potentially messy materials. An extra set of clothes should be at the preschool and replaced whenever used.

## Birthdays

Birthdays are celebrated and recognized. Pre-packaged food may be brought into the preschool to celebrate birthdays.

## Meals and Snacks

The Southside ABC Preschool provides breakfast, lunch and a mid-afternoon snack for each child.

In the Infant room, parents/guardians will be required to provide formula, food, and snacks for the child until 12 months of age.

## Biting Policy

Young children bite for a variety of reasons. This happens quickly while children learn how to interact with each other and it is a normal part of growing up. Small children do not understand the concept of space. The simple act of one child reaching out to touch another child can initiate a bite because one child has invaded another's space. Most children outgrow this stage.

It is our policy to notify parents on the 1st offense.

2nd offense=Parents notified.

3rd offense=Meet with the director, teacher and parents to try and figure out why the child is biting.

4th offense= Other options will be discussed at this time.

These incidents must occur within 30 days of one another.

## Nurturing Positive Emotional Development

### Behavior Guidance

The following behavior guidance techniques are used:

- Appropriate behavior is reinforced with praise and

encouragement.

- Children are reminded daily of the rules by using clear positive statements regarding how they are expected to behave rather than what they are not supposed to do.
- Minor inappropriate behavior is ignored (when possible) and praise is given for the child's appropriate good behavior.
- Children are taught to express themselves verbally, not by acting out inappropriately.
- Brief supervised separation from the group is used only when the child does not respond to a verbal command which instructs the child as to how he or she is supposed to behave.
- When a misbehaving child begins to behave appropriately, encouragement and praise is given for small positive steps rather than waiting until the child has behaved for a long period of time.
- Help to build a positive self-image by encouraging the child to realize his or her value, limiting critical remarks, and provide support when need to accomplish difficult tasks.
- Attention is focused on children who are behaving appropriately and other children will follow their example in order to obtain attention.

## Multicultural Policy

Family cultures are honored and celebrated and diversity is shared with the children. Books and puppets and activities are multicultural in nature. Themes throughout the program year will reflect cultural diversity.

## Abuse and Neglect

All employees of the Southside ABC Preschool are mandated reporters under the Child Maltreatment Reporting Act.

## Why a Report Must Be Made

Arkansas law requires day care professionals to report suspected

cases of child abuse and neglect. If a staff member is alerted to the possibility of such a case, a report will be made to Child Maltreatment Hotline or the Protective Services Unit of the Department of Human Services. **This is a protective service for all children.**

## Health

While in care the following guidelines will be followed according to the Minimum Licensing Requirements for Child Care Centers book:

1. No child or staff shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the child if the child exhibits any of the symptoms listed below:
  - a. Fever: A body temperature of 100.4 or greater. Then be fever free for 48 hour period.
  - b. Diarrhea: 2 or more watery stools while at school and diarrhea free for 24-hour period
  - c. Vomiting: Vomiting on two or more occasions while at school and can return after 24-hour period with no symptoms.
  - d. Rash: Body rashes, not obviously associated with diapering, heat or allergic reactions to medications.
  - e. Sore Throat: If associated with fever or swollen glands in the neck.
  - f. Severe Coughing: Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
  - g. Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
  - h. Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of all nits. (nit free after investigation)
  - i. Multiple Sores inside mouth with drooling: unless health care provider determines the condition is non-infectious.

- j. Ring Worm: A fungal infection of the scalp or skins: may return after evaluation and report from a health care provider
- k. Impetigo: May return 24 hours after treatment is initiated.
- l. Abdominal pain which lasts more than 2 hours.
- 2. Any child who becomes ill and unable to participate in daily activities shall be separated from other children, supervised, and parents shall be called to pick up the child.
- 3. Any child who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one business day.
- 4. Parents or guardians of all children shall be notified of contagious illness as soon as possible.
- 5. Medication shall be given to children only with signed parental permission which includes date, type, drug name, time and dosage. It shall be in the original container and kept out of children's reach, not have an expired date, and be labeled with the child's name. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted. These medications shall be in the original container.) Staff shall not dispense medications in dosages that exceed the recommendations stated on the medication bottle.
- 6. A first aid supply shall be kept out of reach of the children.
- 7. Smoking is prohibited at school.
- 8. Garbage and soiled clothes shall be kept in closed containers. Garbage and trash shall be removed from the center daily and from the grounds at least once a week.
- 9. There shall be no pets or animals allowed that present a health and safety threat.
- 10. The communicable diseases listed in Appendix B, whether suspected in a child or adult, shall be reported within 24 hours to

either the local County Health Unit or the toll free Reporting System (800-482-8888). Immediate notification is recommended for the following:

- a. Hepatitis
  - b. Rash illness (including MEASLES & RUBELLA)
  - c. WHOOPING COUGH (pertussis)
  - d. MENINGITIS
  - e. MUMPS
  - f. Tuberculosis
  - g. Salmonellas (including typhoid).
  - h. E-coli
11. Reporting data should include:
- a. The report's name, location and phone number
  - b. The name of the disease reported and the date of onset
  - c. The patient's name, address, phone number, age, sex, and race (Please spell the patient's name)
  - d. The attending physician's name, location and phone number
  - e. Any pertinent clinical and laboratory information used in the diagnosis (Please give the laboratory name)
  - f. Any treatment information, if known.
12. A roster shall be maintained on infants and toddlers who have not completed the minimum immunization requirements and parents notified of the needed immunization's.
13. Children shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the

parent. Suntan lotions and or sunscreens used for preschool children shall be kept out of the children's reach and shall be administered only with written parental permission. (A blanket permission may be obtained annually).

## Health Information at Admission

Accurate health information and history is very important. The child information should include illnesses, hospitalizations, surgeries, immunizations, allergies, physical limitations, and handicaps. If a child has an allergy diagnosed by a doctor it will be posted in their classroom.

## Cleanliness and Sanitation Policies

The main cause of illness is germs spreading from hand to mouth. Staff and children will practice good hygiene habits. Children will learn to wash their hands, cover their mouths when coughing and use tissue when sneezing.

## Clean Air Policy

Southside ABC Preschool and Southside School District are Smoke Free facilities. Families are asked to respect this policy by not smoking in or around facilities.

## Safety

Safety is taught from day one. Children will participate in drills to help them prepare for an emergency. Families are recommended to have emergency plans at home.

## Emergency Procedures

Procedures and diagrams for emergency drills are posted in each room.

## Tornado and Fire Drills

Tornado and fire drills are practiced monthly.



## When No One Arrives to Pick up Child

If a child is left beyond normal hours, attempts will be made to contact parents/guardians, the emergency contact, and finally the Department of Human Services. There will be a late charge fee of \$1.00 per minute for any child here after 6:00 p.m. to be paid immediately

## Arkansas Child Development and Early Learning Standards

[https://ecep.uark.edu/resources/pdf/other/06\\_division\\_materials/ar\\_cdels.pdf](https://ecep.uark.edu/resources/pdf/other/06_division_materials/ar_cdels.pdf)

## Social/Emotional Development

Staff and administrators support the child's efforts and provide opportunities for children to:

- Act independently.
- Experience success.
- Interact socially.

## Cognitive Development

Cognitive/intellectual learning supports or links later learning experiences in language arts, mathematics, science, social studies, and fine arts. Children are provided opportunities to:

- Participate in learning centers
- Express a story in an activity
- Listen to, act out, and draw a picture of a story.

## Physical Development

Staff strive to promote good health, nutrition, fitness, and fine and gross motor coordination. Children are given the opportunity to:

- Engage in activities related to the development of good health and nutrition.

Participate in gross motor activities.

## Language Development

Staff and administrators support and create opportunities for language development in children through:

- Engaging children in conversation.
- Developing vocabulary.
- Listening, understanding, and responding.

## Development Screening

Southside Early Childhood program will screen each child in the above areas including hearing and vision.

**Thank you for trusting  
us and allowing  
Southside Preschool to  
take part in your child's  
education.**

**Southside ABC Preschool  
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Batesville, AR 72501  
870-251-2297  
Fax: 870-251-4039**

*References: Arkansas Child Care  
Center Minimum Licensing Standards,  
Arkansas Director Orientation Manual,  
Arkansas Early Childhood Frame-  
works.*



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