



# Welcome!

We welcome you to the Little Badger Pre-Kindergarten program, and to the partnership we will share during this first year of your child's public school education.

The need for good quality early education is great, and Little Badger Pre-Kindergarten strives to meet that need by providing nurturing, educational experiences. Our goal is to help your child explore and begin to understand the world around him/her to help lay the foundation for future academic pursuits.

This handbook includes program policies and important information you will need as we share this year. We hope you will read the handbook carefully. If you have questions, please call us.

Thank you for choosing Little Badger Pre-Kindergarten for your child's education. We're glad you're here!

Sincerely,

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# What You Need to Know Before Your First Day

## **Orientation**

New families participate in an orientation meeting or conference with the director. If you have not attended an orientation, contact the center director.

## **Pre-Kindergarten Program Hours**

7:30 am - 2:30pm, Monday through Friday. Doors will be locked promptly at 8:00 am. You may bring your child anytime between 7:30am and 8:00 am.

## **Attendance Policy**

The Little Badger Pre-K day is from 7:30 am – 2:30 pm arriving after 8:00 am parents will be responsible for checking children into school at the Little Badger Pre-K office. Our Pre-K doors will be locked at 8:00 am.

## **What to Wear**

Your child should dress for an active day. We suggest comfortable, washable play clothes. Sneakers and socks are best for active play. Flip flops are highly discouraged.

## **What to Bring**

Your child needs a **complete** change of seasonally appropriate clothes (including underwear and socks) at the school. Please bring this in a gallon sized Ziploc bag with his/her name on the outside of the bag, as well as on each piece of clothing.

## **What Not to Bring**

**Only** students attending before and/or after school will be allowed to bring backpacks.

There is no supply list for ABC students. Our program provides supplies for those students. The supply list for tuition students can be found on the website.

All napping supplies will be provided by the program. Please do not send blankets, pillows, or any type of stuffed animals.

## **Meals and Snacks**

The program provides breakfast (at an additional cost of \$1.00 a day), lunch (at an additional cost of \$2.25 a day), and a snack (included) for each child.

Monthly lunch menus will be distributed by classroom teachers.

You may send a nutritional lunch with your child if you choose. Please keep in mind teachers will not be able to refrigerate or heat up their food.

# About Our Program

## **Purpose**

The purpose of Little Badger Pre-K is to provide a safe and caring environment in which each child can play, learn, and grow.

## **Our Philosophy**

The Beebe Board of Education, administration, and teachers consider education a cooperative endeavor that includes the home, community, and state. The primary role of the school is to teach educational skills while offering a broad-based and flexible curriculum that provides opportunities for individual students regardless of race, color, national origin, sex, or handicap.

Educational experiences, which include extracurricular activities, should promote good citizenship, encourage students to take responsibility for their own actions, encourage each student to perform well in the classroom, teach the importance of cooperation and working together to achieve common goals, and provide opportunities for students to succeed.

The school should provide competent, qualified, and dedicated instructors for its students as well as lends itself to changing educational programs while providing a stimulating atmosphere.

In applying this philosophy, the following specific objectives will be sought:

1. Strengthen the curriculum in the basic areas such as reading, language arts, and math.
2. Broaden the scope of the curriculum to meet or exceed the recommended state educational standards.
3. Provide in-service training to help teachers to stay up to date with new developments in education.
4. Offer programs that will help each learner to develop toward his/her potential.
5. Provide educational experiences that will promote good citizenship, responsibility, and social/emotional skills.
6. Encourage increased parent-community participation in the school program.
7. Promote maximum student attendance.

Under the authority of the ABC program, no religious services, prayer, religious rituals, or religious instruction will be provided or carried out by Beebe Public Schools. No religious activity will be paid or subsidized by public funds. Governmental endorsement of any religion or religious message will not occur in any manner.

## **Attendance**

Our program is open from 7:30 am – 2:30 pm. Your child is expected to attend for the full day.

### Sign-in & Sign-out Procedure

Sign-in between 7:30-8:00 a.m.

Sign-out between 2:30-2:45 p.m.

Our program is under the Department of Human Services guidelines, which requires that children be signed-in and signed-out by an adult each day. When a child is brought to school, the child will be brought into the building by the parent/guardian/or other adult, presented to the teacher in charge,

and signed in on the sign-in sheet in his/her classroom. Children may not enter or exit the building without parent or teacher supervision. Children will not be allowed to leave on their own or with an unauthorized person. All adults allowed to pick children up should be listed on the child's information sheet. Identification will be required to pick up any child from the program. You may add or take off a name on your child's transportation sheet, just contact your child's teacher.

At 2:30pm, we will begin our dismissal procedures. Parents are to remain in their vehicles and proceed through the pick-up line. A sign out sheet will be brought to your car. All parents/guardians will remain in their vehicle, Pre-K staff will load your child into the vehicle.

#### Late Arrival and Early Pickup

For the safety of all children, parents are asked to observe the pre-K guidelines for dropping off and picking up students. Our pre-k program views our time with the students as worthwhile and intense. In the rare instance that parents need to drop-off their child after 8:00 a.m. or pick-up their child before 2:00p.m., they will be asked to check in at the Little Badger Pre-K office and a pre-k staff member will pick up or bring down the child. All facility doors will be locked between the hours of 8:00am and 2:30pm except the main Pre-K door. We want to ensure the safety and the benefits of being at school all day for your child, as well as others.

7:30-8:00 sign-in time

If a child arrives to school after 8:00 am parents will be responsible for checking children into school at the Little Badger Pre-K office..

2:30 p.m. dismissal time

#### Late Pick Up

We expect children to be picked up promptly at 2:30pm. (Children who are enrolled in After School Care will be transitioned into that program at 2:30.) When you are late picking up your child they become anxious about why you are late. Please be on time picking up your child.

#### Absences

Our district is very fortunate to be able to provide an excellent educational program for our students and families. All children must be in attendance regularly to learn and truly benefit from the program. For this reason, we have a strict attendance policy in place.

Arkansas Better Chance expects programs to insist that families of students adhere to the attendance policy in order to provide the best educational experience possible.

Students who miss a total of **ten (10) days per semester** may be in jeopardy of losing their spot in the pre-kindergarten program.

#### Before and After School Care

Beebe School District offers a Before and After School Childcare program for families who may need child care beyond the pre-k school hours. This program is for pre-k through ninth grade students. The hours are from 6:15 a.m. until school starts and after school until 6:00 p.m. The Before School staff will take pre-k before care students to their classrooms and sign them in each morning. In the afternoons pre-k students will be picked up by the After School staff and taken to After Care area for

a snack and other activities until parents pick them up. If your child attends After School Care BUT on occasion you choose to pick your child up at 2:30 (Pre-K hours) please let your child's teacher know at the morning drop off, or call the pre-k office by 2:00. Your child will be sent to after school care if we are not notified.

Children enjoy a variety of recreational, educational, and developmental activities. All activities are designed to compliment the traditional school day experience. You may register your child at the Little Badger Pre-K office, located in Beebe Elementary or call 501-882-5463 ext. 1240.

## **Staff**

All Little Badger Pre-K teachers are certified in Early Childhood Education. Our Instructional Assistants all have a Child Development Associate (CDA). All staff members are required to participate in on-going training in child development and early childhood education.

The director initiates a background check on every new employee, as required by current licensing requirements.

## **Curriculum**

Our activities are planned around your child's individual needs, abilities, and interests. Because children learn by using their senses and by moving, it may not look like school to you! Teachers use play experiences to help children learn skills and concepts. Activities encourage exploration, creativity, and problem solving. The staff works with children to enhance their learning and development in all areas: social-emotional, creative/aesthetic, physical, language/literacy, and intellectual.

Our program currently uses Adventures in Learning as our curriculum. This curriculum is based on the Arkansas Frameworks for 4-year olds.

## **Grading/Reporting System**

Little Badger Pre-Kindergarten has three twelve week reporting periods throughout the school year using Work Sampling System. The Work Sampling System requires teachers to assess each child's progress based on his/her development related to the Arkansas Frameworks.

We will have two Parent/Teacher Conferences.

## **Field Trips**

Pre-K classes take a variety of field trips, on and off campus, throughout the school year. Parents must sign a field trip permission slip for each trip. If a child does not return his/her permission slip, he/she must remain at home on the day of the field trip.

## **Calendar**

We follow the Beebe School District calendar. The calendar for the upcoming school year can be found on the school district webpage. ([beebebadgers.org](http://beebebadgers.org))

## **Facility Records**

Licensing compliance forms (DCC-521) shall be available at the facility for 3 years. Compliance forms are available for parents review upon request.

## **Payment Policies for Tuition Classroom(s) ONLY**

At this time, our non-ABC pre-kindergarten is not state mandated; therefore it is considered a district "funded" program. We are fortunate to receive partial funding through grants and other programs. However, parents are expected to make up the difference through the payment of tuition. We think that this amount is comparable to many facilities and is well worth the monetary cost when you consider the quantity and quality of educational experiences offered.

- The weekly charge for tuition is \$100.00 per student. (Tuition may be subject to change each August)
- Payments are due by Monday morning of the current week.
- Tuition will be accepted on a weekly, monthly, semester, or yearly basis if it is more convenient for your family.
- Because operating costs continue even if a student misses school due to illness, and/or other personal reasons, partial weeks will still require full payment. (Parents will not be required to pay for the full week vacations of Christmas break and Spring Break) This is a common practice for many parent-funded pre-k programs that must continue to pay teachers' salaries, utilities, etc.
- Please make tuition payments in the envelope that is provided for you. All tuition payments will be placed in the Tuition Only box in your child's classroom. Your payment should not be given to your child's teacher. This will allow the teacher to concentrate on greeting each child and parent without having the responsibility of taking money.
- A receipt for payment will be placed in the same envelope and returned to your child's cubby.
- Lack of payment for more than 2 weeks, unfortunately, may result in the child losing his/her spot in the pre-kindergarten program.

## **Returned Checks**

The Beebe School Board of Education has entered into an agreement with CHECKredi for the collection of all returned checks issued to Beebe Public School District. The Board requires that the following information be on all checks written: Full Name, Street Address, and Phone Number with Area Code. If your bank returns your check, it will be automatically forwarded by the Beebe Public School District's bank directly to CHECKredi after the first presentation. CHECKredi will contact you in order to collect the face amount of the returned check plus the state allowed collection fee. The amount of the collection fee is currently \$25.00 in our state; however this fee is subject to change as allowed by law. If you do not properly respond to CHECKredi or CHECKredi is unable to contact you, CHECKredi may re-present your check to the bank electronically along with applicable collection fees.

# Health Services

A safe and healthy school environment positively impacts the physical and mental health of students. While the primary responsibility for the provision of ongoing health care remains with the parents/guardians, the family physician and other health professionals, the District will provide supportive health services and a coordinated health service program. School nurses have the primary responsibility for the delivery of the school health program. This includes educating students on health issues, working with staff and students to ensure a safe and healthy school environment and providing direct health care.

The school nurse will maintain student health records. Health records are confidential and written parent/guardian permission will be obtained before information is released. In connection with an emergency, personal identifiable information from a student's health record may be disclosed to appropriate parties to protect the health and safety of the student or other individuals.

It is important that working parents provide the school with **current telephone numbers** of their place of employment in case their child becomes ill at school. If a parent cannot be reached and the child needs medical attention, the school will first contact the person listed on the student registration form as the person to contact in case of emergency.

## **Student Illness/Accident**

If a student becomes too ill to remain in class and/or could be contagious to other students, the nurse or designee will attempt to notify the student's parent or legal guardian. The student will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can check the student out of school. Students who have recovered from a communicable disease should have a doctor's certificate when they return to school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date (4.36).

## **General Health**

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 or greater. Your child must be fever free for 24 hours without the use of medication before returning to school.
- b. **Diarrhea**: one or more watery stools during their school day. Your child must be diarrhea free for 24 hours without the use of medication before returning to school.
- c. **Vomiting**: If your child vomits during the school day. Please keep your child home until they have not vomited for 24 hours.

- d. Rash: Body rashes, heat or allergic reactions to medications. The child will be examined by the school nurse to determine a course of action.
- e. Sore Throat: if associated swollen glands in the neck. The child will be examined by the school nurse to determine a course of action.
- 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. Your child may not return to school until on antibiotics for 24 hours
- h. Untreated Scabies, Head Lice: May return after treatment.
- i. Multiple Sores inside mouth with drooling: your child will be examined by the school nurse to determine a course of action.
- j. Ring Worm: a fungal infection of the scalp or skin. Your child may return to school with a doctor's note.
- k. Impetigo: may return 24 hours after treatment is initiated.

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.

Any child who is injured shall have immediate attention. Parents shall be notified of all injuries, and will be given an accident/incident report by the teacher to be signed and returned to school. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one business day.

Parents or guardians of all children shall be notified of contagious illness as soon as possible.

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, 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.

Within 15 days of enrollment of a child, the child care facility shall verify that the child has been immunized as required by the Arkansas Department of Health and Human Services or the child cannot remain in care (Arkansas Code 20-78-206 as amended by Act 870 of 1997-a current immunization schedule is provided as an insert in this publication).

## **Food Allergies**

If your child has food allergies that affect what he/she eats in the cafeteria, please have your child's doctor complete the "Allergy Action Plan." This form is available from the school nurse. No modifications can be made in your child's diet until the proper form is completed and signed by a doctor.

## **Infectious/Communicable Diseases Policy**

The Beebe Public School District will work cooperatively with the Arkansas Department of Education and other public agencies to enforce and adhere to Arkansas Public Health Policies for the prevention, control, and containment of infectious/communicable diseases in school.

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent. Specific examples include, but are not limited to: chicken pox, measles, scabies, head lice, conjunctivitis (Pink Eye), impetigo, Methicillin-resistant Staphylococcus aureas (MRSA), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 degrees). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

#### A. Human Immunodeficiency Virus (HIV)

- The evidence is overwhelming that the risk of transmitting HIV is extremely low in school settings. The presence of people living with HIV or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risks to others in school, day care, or school athletic settings.
- When the Beebe School District has a student with HIV enrolled, the following procedures will be followed:
  1. The school superintendent will notify the director of the Arkansas Department of Education before any action is taken by the local school district.
  2. The director of the Arkansas Department of Education will notify the chair of the Arkansas AIDS Advisory Board. The director will give all pertinent information to the chair.
  3. The chair of the AIDS Advisory Board will convene the board, which consists of members from the Arkansas Department of Education, the Arkansas Department of Health, and medical representatives.
  4. Irrespective of disease presence, routine procedures shall be posed and used. Adequate sanitation facilities and supplies will be available for handling blood and body fluids within the school setting and all school buses. All school personnel will be trained in the proper procedures for handling blood and body fluids.
  5. The district protects the privacy rights of learners of all ages. Knowledge that a student has a communicable disease but does not pose a risk to other students or the educational staff in the school setting (such as being infected with the AIDS virus) will be confined to those persons with a direct need to know (e.g. principal, school nurse, primary teacher).

#### B. Immunizations

- The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunizations in the student's education record as defined in policy 4.13. This policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

### C. Head Lice

The following procedures will be used with students to address head lice:

- Screening for lice may occur when a student shows signs of itching and scratching, when a student has had exposure to a sibling or another child with head lice, or when parents or their child make a self-referral.
- Three (3) non-related cases of head lice in a classroom within ten (10) consecutive days will require all students in the classroom be screened by the following school day.
- The parent or guardian of a student found with head lice will be asked to pick up their child. The parent or guardian will be given information concerning the eradication and control of head lice. **A student may be readmitted after the school nurse or designee has determined the student no longer has live head lice.**
- Parents who identify head lice on their child at home are to complete treatment prior to coming to school. Parents should notify the school of their child's condition so that appropriate action can be taken at school.
- The day of initial treatment for head lice will be an excused absence. After the first day, other absences will be covered under the regular attendance policy. **Parents whose child accumulates excessive absences for head lice may be reported to the White County truancy officer.**
- Each school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

## Food Service Program

Beebe Public Schools' cafeterias provide a nutritious breakfast and lunch for the students. These are provided at a minimal charge. Parents may apply for free or reduced price meals by completing an application and returning it to the school office, cafeteria or district central office.

### Payment and Charge Procedures

Parents are encouraged to pay for student meals at least one week in advance, but may be paid daily, weekly or monthly. Payments may be given to the classroom teacher, the school office or paid online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) (with a small transaction fee). Parents may call or email the cafeteria manager or child nutrition director to check a student's account balance at any time. EZSchoolPay.com may also be used to keep track of a student's account balance and account history with no fee to the parent.

### Charge Policy

When your child's account is getting low and/or in the negative, you will receive a phone call from the automated system

## Rest

A supervised rest time is provided for all children. Children are not required to nap, but they are required to rest quietly as not to disturb others who need to nap. Cots, sheets, and towels are provided for each child to use during rest time. Sheets and towels are laundered once a week by the pre-k staff or more if needed. Teachers ask that you NOT send other items for nap.

## **Outdoor Play**

Outdoor play is not just recess, but is an extension of our indoor learning opportunities.

All children will play outdoors every day, weather permitting. The length of outdoor play times is adjusted according to the weather. Factors such as temperature and wind chill are considered in determining whether children will be able to play outdoors and how long they will stay out. **If children are healthy enough to be at the center, they are healthy enough to go outdoors.** Please dress your child for the weather, especially cool mornings in fall and spring. Your child may leave a coat in their cubby to be used at school only. Sneakers with socks, or other similar shoes, are best for running, climbing, and enjoying the outdoors. Flip flops are strongly discouraged.

# Safety and Emergencies

## **Visitors**

Parents are always welcome and may visit the instructional program or eat lunch with their child.

All visitors must report to the Little Badger Pre-K office upon arrival. A photo ID must be presented and a visitor badge will be given to wear while in the school building. Visitors must exit through the main Pre-K doors.

## **Contact by Non-Custodial Parents**

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her biological parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours provided that prior approval has been given by the school's principal. Such contact is subject to the limitations outlined in Policy 4.16, Policy 6.5, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

## **Release of Children**

No child will be released to persons not on the transportation list. If we have any doubt that the person picking up your child has not been authorized by a parent or guardian, we will not release the child until we contact you. Even though a name is on the transportation list an ID will be checked if they are not recognized by the teacher.

## **Emergency Procedures**

Evacuation procedures for fire and other emergencies are practiced monthly. Severe weather drills are also conducted every month. When severe weather is in the area, the director monitors weather reports and alerts staff to be prepared to quickly move children to safety. Emergency procedures are posted in each classroom. The staff knows and periodically reviews procedures for other emergencies.

## **In case of severe weather (severe thunderstorms or tornado warnings)**

Beebe administrators will monitor weather stations throughout the day if there is a threat of severe weather in our area. In the event that a warning is issued the students will be moved to the tornado shelter at once. Parents should not attempt to check students out if this procedure is already in progress. Once the severe weather alerts have been lifted all students will return to their classroom or designated area.

## **Weather-related Closings**

When Beebe Public Schools closes due to severe weather or any emergency situations that occur, Little Badger pre-k will be closed. Closings will be announced on **Little Rock TV channels 4, 7 and 11**. If the closing is announced in the middle of the day, please pick up your child immediately.

## **School Messenger System**

The district also uses The School Messenger System that will call the primary or designated number of the parent or guardian if there are changes in the school schedule. It is imperative that the school has the correct contact number in the system at all times. If parents have a cell phone, we suggest that this be given as the primary contact number because the messenger system would be more likely to make contact with you at any time of the day.

## **Abuse Reporting**

Our teachers are required by state law to report suspected child abuse/maltreatment. This includes non-accidental injuries, such as welts, bruises, cuts, burns, scratches, and broken bones. Suspected sexual abuse, emotional abuse, and neglect are also reported. Child neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision.

Teachers who fail to report suspected abuse/maltreatment can be charged with a Class C misdemeanor. Reports are confidential and are considered allegations until an investigation is completed. The phone number for the Child Abuse Hotline is 1-800-482-5964, and is posted on the parent bulletin board at the entrance to our building.

## **Interviews by DHS and Other Agencies**

Any staff member or children in attendance may be interviewed by Child Care Licensing, by the Division of Child and Family Services, child maltreatment investigators, and/or by law enforcement officers for the purpose of investigations or to determine compliance with licensing requirements. Child interviews do not require parental notice or consent.

# Children's Needs

## **Clothing**

Children in our program are active and creative. So that your child can fully participate in all the activities, please follow these guidelines when dressing your child for school.

- Children can easily manage clothing for toileting: fasten and unfasten buttons, zippers, snaps, and buckles.
- Clothing is washable and durable enough to permit vigorous play.
- Clothing is inexpensive so that soiling, damage, or loss will not cause great concern.
- Shoes are sturdy and protect the child's feet. Sneakers (with socks) are the best choice. Flip flops, sandals, and open toed shoes can be hazardous and are strongly discouraged.
- Clothing is appropriate to the weather conditions. Children will spend time outdoors every day. Be sure to send jackets, sweaters, coats, gloves, hats as needed.
- ALL clothing is labeled with the child's name. The program is not responsible for lost clothing items.

Every child must have a complete change of clothes at school (socks, underwear, shirt, shorts/pants/skirt). When the seasons change please provide appropriate clothes for your child. If a change of clothing becomes necessary during the day, the soiled clothing will be placed in a bag and given to you when you pick up your child. When your child returns to school please send with them another complete change of clothes.

## **Cubbies**

Children are provided cubbies as a means of keeping their belongings together.

## **Toys**

We have many materials for the children to explore. Please make sure your child leaves his/her toys at home. It is often difficult to share a toy with a group and the toy may get broken. Toys that resemble weapons are not permitted. Cell phones are not permitted at school. If your child has a special toy, expensive toy, or toy with many pieces, please keep it at home. For reasons of safety, no latex balloons are allowed at school.

## **Animals and Pets**

For health and safety reasons, no animal may be brought to school without permission from the director or teacher.

## **Birthdays**

Your child's birthday is a special occasion to share with friends. If you would like to provide a simple snack for the group, please plan the date in advance with your child's teacher. All food brought to school must be prepared in a commercial food service establishment (no homemade food). Check with your child's teacher regarding classroom allergies. On the day that you wish to celebrate your child's birthday, please provide the snack when dropping off your child.

## **Behavior Guidance**

Our goal is to help children learn acceptable behavior and develop self-control. Our program is designed to promote positive and enjoyable learning experiences and to build trusting, respectful relationships. A well-planned schedule, classroom arrangement, and curriculum, along with a well-trained staff, significantly reduces instances of inappropriate behavior. However, when children do make mistakes in behavior, we use the following guidance techniques:

- Redirection: Offer the child alternated activity.
- Direct praise: Praise the child appropriate behavior
- Indirect praise: Praise the child who is behaving the way you want the rest of the group to behave.
- Role Model: The staff will always be a role model in their actions and words.
- Time Out: For acts of physical aggressions a supervised separation from the group will be used. This allows the child to think about what they have done wrong and what to do in the future. Time outs will only be 1 minute per child's age.

Physical punishment and threats are never used by our staff.

Behavior guidance practices used by the center will be discussed with each child's parent during orientation prior to the child attending their first day of pre-k. A copy signed by the parents will be maintained in the child's record.

### Limits of Behavior

- You may not hurt others.
- You may not hurt yourself.
- You may not hurt toys and equipment.

### School Rules/Discipline

The staff and administration of Beebe Public Schools recognizes the importance of establishing discipline policies which students, parents, teachers, and administration may follow. Discipline in public schools can only be maintained through the cooperative efforts of the school community- students, parents, teachers and administrators. Each has the right to expect a wholesome atmosphere that is conducive to learning. Such a climate, can be best created where respect and consideration of the rights of others prevail. To maintain that climate, administrators and teachers must take measures to prohibit and prevent conduct that is disruptive and destructive to the educational program. Every faculty member has a direct, personal, and active responsibility to see that the established guidelines are firmly and consistently enforced throughout the school system.

The following behaviors will not be tolerated: Fighting, disrespect toward others, obscene language, physical abuse or assault of school staff, bullying of other students, possession of a weapon, or destruction of school property. If any of these inappropriate behaviors emerge, parents are required to meet with our staff. The goal will be to work together to find a solution to the behavior problem.

### Discipline of Children with Special Needs

Handicapped students who engage in misbehavior and disciplinary infractions are subject to follow normal school disciplinary rules and procedures as stated above in the section titled "Behavior Guidance Policy," unless stated differently in a child's IEP.

### Pattern of Inappropriate Behavior

When a pattern of inappropriate behavior emerges, parents are required to meet with our staff. The goal will be to work together to find a solution to the behavior problem. If outside professional consultation or evaluation is necessary, the center director will invite an appropriate consultant to join the parent-staff partnership.

### **Building Guidance Counselor**

Little Badger Pre-K is fortunate to be housed next to the Beebe Elementary building which is staffed with two guidance counselors. We have accessibility to the guidance counselors that serve 2<sup>nd</sup> through 4<sup>th</sup> grade in the Beebe Elementary building. At times, a building guidance counselor may be called upon to assist the director in situations. The counselor will also serve as a resource for pre-k staff, as well as other counselors in the district.

In addition to our school counselors, mental health agencies sometimes provide counselors for students during the school day. These counselors work with the building administrators to assist students in addressing behaviors that interfere with learning.

### **Children with Special Needs**

Our program accepts all children. No child is denied enrollment due to special medical, health, or developmental needs. We will work with special services providers to ensure that your child has the supports needed to foster development.

## **Family-Staff Partnership**

### **Confidentiality**

All information about children and families is considered confidential. Staff members and volunteers will maintain the confidentiality of each family and of each child's educational records.

### **Communication**

We use a number of methods to communicate between our program and your family:

- Talk with your child's teacher at drop-off in the mornings
- Read posted weekly newsletters and daily schedules
- Read special event notices posted near the entrance
- Read the information on the parent bulletin board
- Enjoy the photos, children's work, and other documentation of children's activities. These are posted in your child's room and throughout the hallways.
- Check your child's folders on Fridays for important information. Return the folders Monday morning
- Attend both parent-teacher conferences
- Share information in center-wide parent meetings

### **Orientation**

All families are required to attend our parent orientation meeting. During this time we will go over our handbook, you will complete paperwork and have a question/answer session. If a child enrolls during the year, the family will be asked to participate in an orientation conference with the director.

## **Daily Arrivals and Departures**

A parent or authorized adult must accompany children into and out the center at all times, and must sign children in and out. Arrival and departure times are very busy; for safety, please hold your child's hand in the parking lot.

Drop-off times are opportunities to exchange information with our staff. As staff members are greeting children, parents often have lots of information to give us. Please help us do a good job-if it's important for us to know, write it down and hand it to one of your child's teachers.

## **Parent-Teacher Conferences**

Conferences are scheduled twice a year. We look forward to these special opportunities to talk about your child's progress. Parents or teachers may wish to request additional conferences as needed.

## **Meetings and Special Events**

Family events will be planned throughout the year. We encourage your family to participate in these special activities. Notice of these events will be in newsletters, posted on the parent bulletin board and on our social media sites.

## **Photographs and Videos**

Teachers use digital cameras and video to record children's activities. Documentation of children's activities is used for documentation of material learning, families to see what their children are doing at school, and also for children to recall what they have been doing. You will see photographs throughout the school. Video may be used occasionally during meetings or special events.

Photographs may also be submitted occasionally to the local newspaper or used on the Beebe schools social media sites, to inform the community about our program.

During orientation, parents will sign a release for their child to be included in photographs and video.

## **Volunteer Organization**

Beebe Schools has a parent volunteer organization called Badger Volunteers. Parent volunteers are a vital part of our school system and much needed in our Pre-K program. Through this program, parents and interested citizens have an opportunity to contribute their time in a variety of ways and to make significant contributions to the educational program of the school. Applications for those who want to be a volunteer can be obtained through the school office or by contacting the Parent Center.

## **Family Center**

The Family Resource Center is located in the Pre-K office. Parents and family members are welcome to visit the center at any time to make or check-out instructional materials to help in the education of their children. Pre-K staff is always willing to assist you in finding the resources you need. We look forward to you using the Family Center as a wonderful resource for your children.

# Enrollment

## Eligibility

We accept all eligible applicants until our maximum enrollment is reached. All applications will be dated as to when they were received. We have a "first come first serve policy." To review eligibility requirements, contact the Pre-K office at 501-882-5463 ext. 1117

## Admission Policies/Procedures

The following must be available to the school before a child can be admitted to Little Badger Pre-K program:

- A. Little Badger Pre-K paper application
- B. Birth Certificate
- C. Income verification for Arkansas Better Chance families
- D. Social Security Card
- E. Health screening for tuition and Arkansas Better Chance families
- F. Parent Orientation for Arkansas Better Chance families
- G. Student Handbook Statement of Responsibility Form
- H. Parent Signatures on Appropriate Forms
- I. Developmental Screening (required of all pre-k students)
- J. Current Immunizations

State law requires that no child shall be admitted to a public or private school in Arkansas who has not been immunized for the listed childhood diseases as evidenced by a certified licensed physician or public health department acknowledging the same. Immunizations recommended by the local health authorities are required before enrollment may take place. For continuing enrollment, immunizations must be kept current. Unless they have the Arkansas Department of Health Immunization Exemption Application for the current school year completed and notarized. This paperwork must be turned in with the completed application.

Enrollment forms will be updated each nine weeks to ensure that all information is current. Any changes in address, telephone numbers, emergency information, or immunizations should be reported in writing to the staff. This is the responsibility of the parent(s) or guardian.

## Waiting List

Once we have reached our full capacity children will be placed on a waiting list. The waiting list order will be determined by the date that we received the application. When an opening becomes available the director or director's designee will attempt to contact the family at the home and work numbers provided on the information sheet. If, after two attempted contacts are made by the program we will move to the next child on the waiting list. It is the responsibility of the parent/guardian to inform the school if contact numbers change.

## **Dismissal Policy**

The school reserves the right to terminate a child's enrollment if the administration decides it is not in the best interest of the child and/or school to continue enrollment.

The following are reasons for dismissals:

- a. Parental abuse of policies and procedures of the school occur. (including non-payment of tuition and excessive absences)
- b. The school cannot meet the physical, mental, or emotional needs of the child.
- c. The child cannot adjust to the school routine after a reasonable length of time.

## **Withdrawal Policy**

Should it become necessary for a student to withdraw from the program, the following procedures will be observed:

1. Inform school staff of the withdrawal and withdrawal date.
2. If attending another school, the new school will send a request for records.

## **Transition to Kindergarten**

During the second semester of Pre-K, our program designee will make copies of paperwork that is required to enroll your child in Kindergarten. The paperwork will be sent to the Early Childhood office. Pre-K families will not need to attend any registration dates set by the Early Childhood staff.

During the month of May, we will schedule a day for our staff and students to visit the Early Childhood Building. While there, pre-k students will get the opportunity to meet the administrators, teachers, and staff. They will be given a tour of the building and be given the opportunity to ask questions.

**Arkansas Better Chance Regulation 23.04.4:** No religious activity may occur during any ABC day and no ABC funds may be used to support religious services, instructions or programming at any time.

## Community Resources for Families

Beebe Police Department	501-882-3365	Beebe
Arkansas Counseling Associates	501-268-2812	Searcy
Department of Human Services	501-268-8696	Searcy
Arkansas Children’s Hospital	800-468-6933	Little Rock
UAMS	870-219-7083	
Tobacco Education WDM Co-op	501-882-5467	Beebe
A Woman’s Place – Beebe Center	501-882-7695	Beebe
Attorney General’s Office	800-448-3014	
Kidz Kan, LLC – Occupational Therapy	501-726-2046	Beebe
Pryor Physical Therapy	501-368-0947	Searcy
Arkansas Health Department	501-882-5128	Beebe
Arkansas Health Department	501-268-6102	Searcy
White County Children’s Safety Center	501-388-1636	Searcy

### ***Counseling Agencies***

Families Inc.	501-305-2359	Searcy
Harding Marriage & Family Counseling	501-279-4315	Searcy
Health Resources of Arkansas	501-268-4181	Searcy
Tri Therapy	501-268-5008	Searcy
Family Service Agency	510-372-4242	

### ***Behavioral Hospitals***

Bridgeway	501-771-1500	
Methodist Behavioral Health Hospital	501-803-3388	
Pinnacle Point Hospital	501-223-3322	
Rivendell	501-316-1255	Cabot
WM Substance Abuse Treatment Center	501-268-7777	Searcy

### ***Hotlines***

AR DHS Child Abuse Hotline	800-482-5964
AR Domestic Violence Hotline	800-269-4668
Crimes Against Children Hotline	800-269-4668
Crank/Meth Helpline	800-480-5965
Suicide Hotline	800-784-2433

### ***Food & Clothing Pantries***

Ministerial Alliance	501-882-3342
Badger Food Pantry	501-882-5463 ext. 1106