

Pilot Grove C-4 Preschool

Preschool Student Handbook



“Home of the Tigers”

2023-2024

Pilot Grove C-4 School District is a supportive community of life-long learners that takes pride in developing respectful individuals who contribute positively to society

This Institution is an Equal Opportunity Provider.

HOURS AND DAYS OF OPERATION

The Pilot Grove Preschool will operate between the hours of 7:45 a.m. and 3:00 p.m., Monday through Friday. The district doors open at 7:30, so if your child needs to arrive prior to 7:45, they may be dropped off at the commons and staff will take them to the preschool room at 7:45. The Preschool will follow the Pilot Grove Elementary School calendar. We ask that students arrive by 8:00am so the morning routine can be consistent for our children. After school care will be provided by Tiger Club. There is a weekly fee for Tiger Club attendance. If you are interested in your child attending Tiger Club, please reach out to the Elementary Office.

ENTRANCE REQUIREMENTS

A child must be at least three or four years of age before August 1 to be eligible for Preschool. A yearly enrollment will be held for registration. Children may be eligible for Pilot Grove Preschool when the following requirements are met:

- Child will be expected to be potty trained.
- A completed enrollment packet is on file.
- A current immunization record is on file.
- A copy of the child's birth certificate and Social Security card is on file.
- **A \$15.00 non-refundable registration fee must be paid.**
- Tuition must be paid.

IMMUNIZATIONS REQUIREMENTS

Age	Doses
Birth to 2 months	1 Hepatitis B
3 to 4 months	1 DPT, 1 OPV, 1 HIB, 2 HepB
5 to 6 months	2 DPT, 2 OPV, 1 or more HIB, 2 HepB
7 to 15 months	3 DPT, 3 OPV, 1 or more HIB, 3 HepB
16 to 59 months	4 DPT, 3 OPV, 1 MMR, 1 or more HIB, 3 HepB
36 months up to school entry	Chicken pox vaccine-Varicella or Proof of virus
5 years up to school entry	4 DPT, 3 OPV, 1 MMR, 1 or more HIB, 3 HepB

ENROLLMENT AND FEE INFORMATION

Monthly fees are based on a sliding scale determined by free and reduced lunch applications. Please keep in mind that the number of school days in a month may vary greatly from one month to the next. This fee represents an average of school days in a month. Payment is due on the first day of the month. Failure to pay after tuition is due could result in dismissal of your child from the preschool register.

Tuition Rate-September-April (see August & May below)

Regular rate-----\$200 per month

Reduced lunch rate-----\$150 per month

Free lunch rate-----\$50 per month

August (a discounted rate, but a non-refundable registration fees is required)

Tuition & May Regular rate-----\$100

Reduced lunch rate-----\$75

Free lunch rate-----\$25

Meal prices

Regular Pay Breakfast-----\$1.00 per day

Regular Lunch-----\$1.00 per day

Reduced Breakfast-----\$.30 per day

Reduced Lunch----- \$.40 per day

Students withdrawing from preschool during a calendar month will not be reimbursed for non-attended days. Notification of withdrawal is required or fees will continue to be assessed. Students' absences from school will not affect tuition.

Tuition payments are due at the first of each month. The child will be subject to dismissal from the preschool if an account is past due. **Payments are due on the first day of the month.** After the 10th, a late fee of \$10 will be charged. Checks are to be made payable to **Pilot Grove C-4 School District. Checks should be brought or mailed to the Elementary Office by the first of each month. Please do not put checks in folders or backpacks. Meal payments must be made on a separate check.**

Returned check fees will be \$25, with an additional \$10 late charge. Payments must be made by money order or cash after the second returned check.

ATTENDANCE PROCEDURES

1. The Preschool hours are 7:45 A.M. to 3:00 P.M. Students should not arrive at school before 7:30 A.M. and should be picked up no later than 3:00 P.M. (unless picked up with older siblings- the older student will need to retrieve the student from the preschool building). The district doors open at 7:30, so if your child needs to arrive prior to 7:45, they may be dropped off at the commons and staff will take them to the preschool room at 7:45. Parents picking up at the preschool building may park in the lot near the building and wait by vehicles or by the class door until the students are released.
2. Morning meeting begins at 8:05 and is a critical part of the day as this is when students make social connections with peers and adults through social connections. Please have children at school by 8:00am.
3. A parent or an authorized person must **bring** the child to the classroom each morning. Bus students will be checked in by the classroom teacher.
4. A child shall be released from the facility **only** to the child's custodial parent(s), or guardian or the person listed on the emergency release form. This policy is strictly enforced for your child's safety.
5. If appropriate, copies of custody/guardianship papers will be requested for your child's file.

VISITORS/STUDENT PICK-UP

Parents are invited and encouraged to visit their children's classroom during the school day; however, we ask that prior arrangements be made with the classroom teacher. Unexpected visitors can often disrupt the educational setting. Please call the school before your visit to avoid any conflict with special schedules. **All visitors must report to the elementary office before going to the preschool directly.**

If you wish to consult with your child's teacher about your child's progress, please arrange a time compatible with the teacher's planning period, so that minimal disruption of the educational process will occur. Unexpected visits before and after school can often be an inconvenience for parents if the teacher is unavailable.

ATTENDANCE POLICY

A child's success in preschools depends on regular attendance. Regular attendance is an important school habit. Young children require a consistent and predictable routine, therefore regular attendance is suggested. An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not

able to participate in class discussions, small group activities or class experiments. Please call the school or contact the teacher to let us know if your child is going to be absent from school for any reason.

FAMILY GROUPING

One way to make early childhood settings seem more like home is to use mixed age groupings. Children ages 3-5 play, work, and solve problems together, just as siblings might in their homes.

Older children can strengthen their skills by helping younger children. At the same time, younger children benefit from the modeling of older children. All children can work together at their own levels, often choosing to join more mature classmates for an activity where they excel, or younger ones when they feel less secure about their skills. Family grouping will make the preschoolers less conscious of the normal variations in their development.

LUNCHES & SNACKS

Money will need to be provided for daily breakfast and lunch (See above for meal pricing). The children are allowed to bring their lunch if they wish. They will be provided an afternoon snack purchased by the monthly tuition fee.

BIRTHDAYS

Parents frequently ask permission to send invitations home for birthday parties through the school. We are happy to cooperate when an invitation is extended to every member of the class. Birthdays are a special day and should be celebrated! If a child is bringing birthday treats, the treats **MUST** be store bought and prepackaged. Please contact the classroom teacher in advance, so that s/he may include that activity in the schedule.

FIELD TRIPS

Children may take field trips throughout the year. Information will be sent home with your child regarding each trip **prior** to the day of the event. A field trip permission slip must be completed and signed by the parent or guardian of each child going on the trip. We will be asking for volunteers to help chaperone the trips. We do limit our chaperones to one per child because of our large groups. Please keep in mind that this is a celebration and learning experience for the student and his/her classmates. Please make other arrangements for siblings if attending a field trip with your child.

CLOTHING

We request that the children wear play clothes that are practical, comfortable, and washable. **Your child should wear clothing that he/she can manage in the bathroom.** Dress children for active play.

We will go outside for large muscle activities whenever the weather is not too severe. Be sure your child is **appropriately** dressed so he/she may enjoy the outdoor activities. All children are expected to participate in outside activities. Boots should be large enough for the child to put on by him/herself. For safety purposes we recommend that children not wear loose dangling items (long necklaces and long drawstrings on coats) that could get caught in playground equipment.

Please provide an **extra set of clothing** for your child, appropriate to the season that can be kept at school. Be sure to put the **child's name** on all garments that are removable, as there will be many look-alikes. Include a change of underwear, socks, and shirt, and pants.

REST TIME/NAPS

A one-hour rest time is observed each day. The program provides a cot and cot sheet for each child. Your child may bring a blanket to rest with, but please do not send any stuffed animals. Sanitized stuffed animals may be utilized by the student at nap if needed. The student will keep the same stuffed animal for the semester. Stuffed animals will not be shared. "Preschool children who do not sleep shall rest on cots or beds at least 30 minutes." In our classroom, the children are required to rest on their cots for thirty minutes. Children who do not fall asleep during this time are then permitted to read quietly.

It is not our policy to keep children awake, nor will staff do so upon a parent request. When the rest period is over, your child will be awakened to participate in the remainder of the activities planned for the day.

PERSONAL ITEMS

The classrooms are adequately equipped with toys, games, and materials of special interest to young children. **Personal toys, money, and jewelry are to be left at home.** **The Preschool will not be responsible for personal or play items,** as they can be easily damaged or misplaced at school.

DAILY ROUTINE

The daily routine provides a variety of active learning periods to provide children with a range of experiences and interactions. The preschool daily routine is posted. The following periods are found in your child's daily routine:

Center Choice Time: These are generally the longest periods of the day. They are designed to build on and strengthen children's natural interests, and problem-solving skills. The children choose and work among the different centers in the room, with supervision by staff.

Small Group Time: This time is reserved for activities that the staff has chosen for a particular purpose. Small groups consist of 4-5 children.

Large Group Time: This time builds a sense of community for children. Children and adults come together for singing, movement, music activities, storytelling, re-enactments of stories and events, journal topics, class voting, show and tell, and decision-making.

Outside/Gym Time: This time of the day is designed for vigorous, noisy, physical activities.

Transition Times: Transitions are times when children move from one activity to another. Examples of transitions are when children arrive for the day, clean up, prepare for snacks or lunch, and prepare for nap. The staff plans for the transitions during the day to be interesting and as peaceful as possible for your child.

Eating and resting: Necessary activities that are provided in a supportive social setting.

HEALTHY CARE AND EMERGENCIES

HEALTH CHECKS

Upon arrival in your child's room, the staff will greet you and your child. They will check on how your child is feeling that day. This is a good time to let the staff know if there are any special needs or considerations for your child that day.

SCREENING

The Pilot Grove Preschool Program provides screening of overall development, hearing and vision once a year in the spring.

ALLERGIES

Occasionally, a child will be allergic to a certain food or food group. We ask that the parent inform the staff of any allergies and provide a physician's note documenting the allergy. The staff will plan alternative snacks. The parent is to document the actions the staff would need to take if the child has an allergic reaction for the child's file.

ILLNESS

The primary ethical principle for every early childhood program is “**Above all, we shall not harm children.**” This principle has precedence over all others in the Code of Ethics for Early Childhood Educators. **All** of our policies and procedures are developed with the goal of providing a safe, healthy, nurturing, and responsive setting for young children. Providing a safe and healthy environment requires establishing policies and procedures for handling childhood illness.

We are protecting your child and every other child enrolled in your child's classroom by the policies that have been set with consultation from medical professionals. Please assist us by making other arrangements for your child's care if he/she has one of the following symptoms:

Fever (a temperature of 100.4 or more, per Pilot Grove C-4 School District Policy)

Discomfort from pain

Vomiting

Diarrhea

Rash/Skin eruptions

Extreme fatigue

Swelling/Redness of throat

Reddened/Weeping eyes

Constant sneezing/productive cough

Your child will be admitted to class **only when he/she has been free of any or all of these symptoms and has not required fever/pain medications for a minimum of 24 hours.** Please do not administer fever medications to your child in the morning and bring him/her to class when his/her temperature is below 100.4. If your child has a fever of 100.4 or more, or vomits, or has diarrhea the night before, please make other arrangements for his/her care and ***do not*** bring him/her to class.

If your child develops any of the above symptoms while at preschool you will be called to pick him/her up. We do not provide sick childcare nor do we have space or staff to isolate a sick child for more than a few minutes. If a symptom persists (such as rash/cough) or if a

communicable disease is confirmed, admittance may require a statement from the child's physician declaring the condition non-contagious.

Please remember that these policies and procedures are being applied to each family for the protection of each child's health. Every parent wants to minimize their child's exposure to contagious illness, and your cooperation in following the health policies of the Preschool will assist or staff in this effort.

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the teacher. If a child will be absent from Preschool for several days because of illness, the office should be notified.

INJURIES

The staff makes every effort to ensure the safety and wellbeing of all children.

However:

1. Preschool staff or the school nurse will take care of minor injuries, such as scratches, scrapes, minor bumps, and insect bites, etc.
2. Any serious injury or head injury will be reported to the parents to the parents immediately so that appropriate action may be taken.
3. If a major injury occurs, the staff will immediately call for professional help (school nurse and/or 911). Parents, designated emergency contacts, or the child's doctor will be notified immediately. When the parent cannot be reached, a member of the school staff will transport the child home, to the hospital, or to the doctor's office.
4. If immediate transportation to the hospital is necessary because of an emergency, a staff member will accompany the child and will have with them the emergency consent form signed by the parent.

MEDICATIONS

If a child needs to take oral medication (including over the counter drugs), the following procedure, which is consistent with the District's policy, must be followed.

Prescription Medications

The medication shall be in the original container labeled with the physician's prescription.

Prescription medications must have:

Student name

Current date

Name of medication with specific instructions regarding administration

Name of physician or authorized prescriber

The school nurse will dispense prescription medication with a doctor's authorization only. This request will be on a dated form to the school acknowledging **the parent's approval, time of dosage, name of medication, purpose of medication, and the termination date** for administering the medication. This medication form will be provided when you bring the medication to school. Parents must sign the note for the nurse to dispense the medication. Specific written permission from the physician is required for the children to retain possession for medication needed for emergency situations (i.e. inhalers for severe asthmatics).

PARENT INVOLVEMENT

Parents are encouraged to become involved in their child's education. We believe that a strong home-school relationship is basic to the child's future. Parents, children and teachers benefit from learning and working together.

Newsletters are published weekly to keep parents and others aware of classroom news. Articles might include health concerns, activities, and district events, as well as, information about curriculum and learning in the classroom.

It is requested that parents inform the site staff of any information about the child's life outside of the class that may be helpful in meeting his/her needs at school.

PARENT INVOLEMENT

CONFERENCES

The Preschool has two formal parent/teacher conferences during the school year. These will take place at the preschool. However, we understand that the education of children is a partnership between teachers and parents. We invite you to share your thoughts with us at any time, and we will make every effort to keep you informed about your child's growth at school. Our news in the Tigers' Roar, Class Dojo, Google Classroom and our Tiger folders with a newsletter or progress report will inform you of any special meetings, field trips, class parties, Parent Advisory Committee meetings, and nature walks. A formal progress report will be distributed at the end of the year.

Annual screening is completed each spring. The results will be shared with those parents through communication with the teacher and Parents as Teachers educator.

CHILD GUIDANCE POLICY

In the Pilot Grove Preschool, discipline is viewed as an on-going interactive process through which a child is helped to develop inner control. The emphasis is placed on acquiring positive social skills, problem-solving strategies, and the ability to see another's perspective. The philosophy is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline, while also promoting respect for others. Corporal punishment (e.g. Spanking, Paddling) is not used in the Pilot Grove Preschool.

To provide a safe and positive learning environment, the staff will assist each child in becoming familiar with classroom rules and expectations. When a child's behavior does not meet acceptable standards, staff members will consider the following circumstances:

- The child's age and developmental level
- The child's past behaviors and pattern of behavior
- The child's attendance
- The seriousness of difficulty/problem/harm

Methods of discipline may include:

Positive reinforcement

Redirection or temporary separation from an area for inappropriate behavior

Discussion with all involved, with an appropriate solution rendered

The teacher uses an interactive information system called Class Dojo. Class Dojo is a tool that is used for parent communication. There will be posts showing child interaction in the classroom and reminders for upcoming events. Information on Class Dojo login and app information will be sent home in the beginning for the school year. This year we will also utilize Google Classroom to share instructional tools. ****Mid-year teachers will be upgrading our communication tools when the tool is ready to be rolled out to families.****

There are certain behaviors that are clearly unacceptable. Disciplinary action will be taken when a child:

- Fails to recognize the authority of an adult and is disrespectful verbally or physically
- Hurts another child or adult
- Uses inappropriate language
- Destroys toys, books, etc.
- Often harms self or others over a period of time

When a child's behavior does not meet acceptable standards, the following procedures will be followed:

1. The teaching team will objectively document the behavior by the child and the child's response to intervention. Efforts will be made to detail the full range of the behavior (including positive aspects), the context in which misbehavior occurs, and any other relevant information.
2. The teaching team will request a meeting with the principal to discuss these observations. In some cases, adjustments to the classroom arrangement or routine may be sufficient to alter negative behaviors. Consultation with the superintendent may also occur.
3. When necessary, family members will be contacted in person, by phone, or by note, so that they may be informed of concerns. In many instances, family intervention can have a positive impact on behavior. First contacts should be made by the teacher, who has greater knowledge of the child than the administrators.
4. The teacher may request a conference with the family to share information and to develop appropriate strategies for addressing the issues. During this period of time, families will be informed by phone to pick up their child immediately when unacceptable behaviors occur.
5. When the physical safety of the other children or staff continues to be compromised or when the learning environment continues to be disrupted, the child may be suspended from the preschool for up to five (5) days.
6. The inability to resolve the concerns with the child's behavior or lack of full cooperation with the above policies and procedures may result in a child's dismissal from the program.

These guidelines are provided to secure the safety and welfare of children and staff. Children, parents, and staff are expected to show mutual respect in resolving unacceptable child behavior.

CHILD ABUSE/NEGLECT POLICY

The Child Abuse/Neglect hotline number is **1-800-392-3738**. We are required by law to report any abuse or neglect that is evidenced within our preschool program.

PUPIL PERSONAL INFORMATION

The Pilot Grove C-4 Public School District operates under the procedure of not making student information available unless permission is granted by parents or is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J. Resolution 40:20 U.S. Code 1232g. There is certain directory type information, however, that the district may provide the general public. This information includes name, address, telephone listing, grade, date, and place of birth, major field study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended by the student and other similar information. In the event that any parent does not wish the directory information released, they should contact the principal of their child's school immediately.

INCLEMENT WEATHER/EMERGENCY CLOSING

If Pilot Grove C-4 School District is closed due to emergency conditions, Pilot Grove Preschool will also be closed. Please listen to the following news sources:

- Radio: KWRT 1370AM, Boonville; KCLR 99.3 FM, Columbia; KMMO 102.9 FM, Marshall; KOQL 106.1, Columbia
- Television: KOMU-TV Channel 8, Columbia; KRCG- TV, Channel 13; KMIZ-TV Channel 17, Columbia

A Tiger Text and post on our website will also be sent out with cancellation/early dismissal notifications.

The preschool will close once the Pilot Grove School District closes. The office will contact parents to pick up their child as soon as possible. Please do not call the school unless it is an extreme emergency. Incoming calls tie up the line when it is necessary for the school to contact parents. If the school closes for an emergency situation (i.e. power failure), you will be notified by telephone.

Please sign and return the form below.

_____ I have received a copy of the 2023-2024 Preschool Handbook and I understand the rules and regulations set forth therein apply to all students of Pilot Grove C-4 Preschool.

Parent Signature

Child's Name

Date