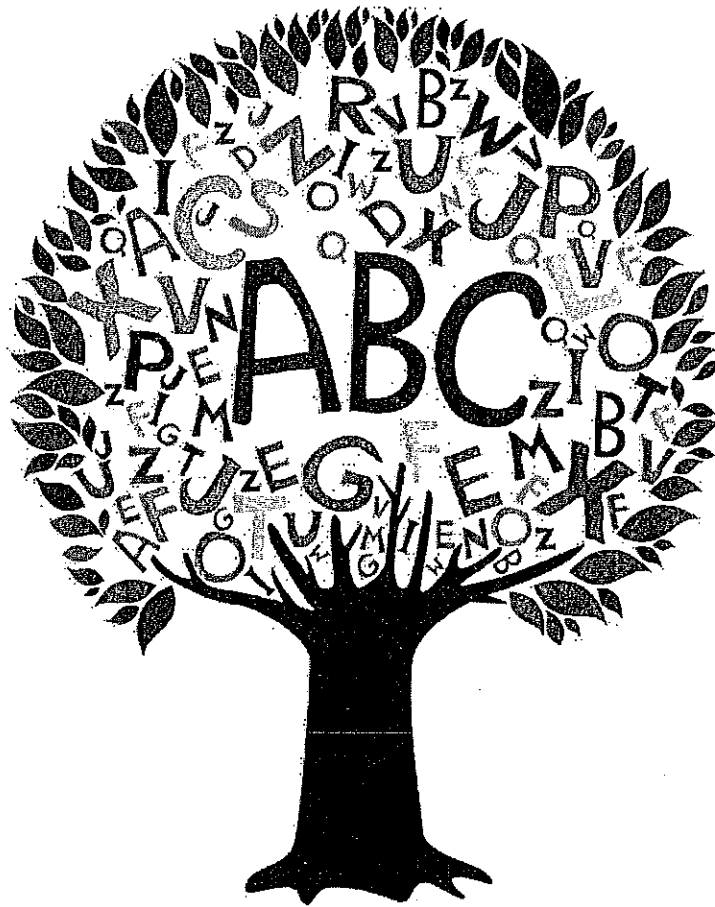


**Little Badger
Pre-K Handbook
2023-2024
ABC Classrooms**



Beebe Public Schools

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

All ABC Little Badger Pre-K parents are required to participate in an orientation meeting. This meeting will be held in August. If you are not able to attend this orientation, contact the center Director or the Pre-K office.

Pre-Kindergarten Program Hours

7:30 am - 2:30pm, Monday through Friday. Pre-K students will be dropped off through a car line. You may bring your child anytime between 7:30am and 8:00 am. Car pick-up is 2:30-2:45.

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

Please make sure your child does not bring toys of any sort to school. Our classrooms are supplied with an abundance of age appropriate items for all children to use.

All napping supplies will be provided by the program. Please do not send blankets, pillows, or any type of stuffed animals. There is **not** a school supply list for ABC students, all supplies are provided by Little Badger Pre-K

Meals and Snacks

All ABC parents are **required** to complete the free/reduced lunch form. There is no cost for any cafeteria meals provided for our ABC classrooms. All classrooms have a designated breakfast and lunch time when the students eat together as a class. ABC classrooms are required to serve a nutritious breakfast and lunch each day which is provided by our cafeteria. You may send a nutritious lunch each day with your child if you choose. Please keep in mind that we do not have the means to refrigerate or heat up food for the students. ABC classrooms are provided an afternoon snack, which is paid for by the program.

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 a physical plant that 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 keep abreast of 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 a spirit of cooperation.
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 Policy

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

Drop-off: between 7:30-8:00 a.m.

Pick-up: 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 daily. When your child enters their classroom each day a teacher marks the time they arrived on the official DHS paperwork. At the end of each day your child's time of departure is also marked on this sheet. Fridays of each week this official weekly sheet is signed by a parent, guardian or Pre-K designated signee. Children may not enter or exit the building without parent or teacher supervision. Only adults listed on the child's official transportation sheet (completed by a parent at Orientation) will be allowed to pick up a child from Pre-K. 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 or the Pre-K office.

At 2:30pm we will begin our dismissal procedures. Parents are to remain in their vehicles and proceed through the pick-up line. Pre-K staff will escort students and buckle them into their designated cars. A sign out sheet will be brought your car only on Fridays.

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 2:25 p.m., they will be asked to check in at the Pre-K office. Parents must be sign (either in late in or out early) on the official office paperwork. All facility doors will be locked between the hours of 8:00am and 2:30pm except the main Pre-K foyer door. We want to ensure the safety and the benefits of being at school all day for your child, as well as others.

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.) Two things happen when you are late picking up your child. First, your child becomes anxious about why you are late. Second, staff (who have planning responsibilities after children leave) may have to stay at school past their scheduled time and are late for their afternoon or evening commitments.

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. If you know that your child will be absent, please contact your child's teacher or the Pre-K Office. Once contact is made, the child's absence is considered excused.

Students who miss a total of **ten unexcused (10) days per semester (August to December & January to May)** may be in jeopardy of losing their spot in Little Badger Pre-K. Once this 10 day limit is reached, you will be notified by a phone call from the Pre-K Director or the Pre-K office. After the 10th absence and **NO** contact from the parent your child **may be** dropped from the program for the remainder of the school year.

Little Badger Pre-K follows the Beebe Public Schools calendar. We will have the same holidays and other breaks as Kindergarten through 12th grade. Parents will be notified through The School Messenger System (an automated phone call system) regarding all scheduled breaks and also any unscheduled breaks that might occur.

Before and After School Care (there is a charge for these programs)

Beebe School District offers a before and after school child care program for families who may need child care beyond the Pre-k school hours. This program is for Pre-k through ninth grade students. Before School opens at 6:15 a.m. and After School is open until 6:00 p.m. The Before School staff will bring Pre-K students to their classrooms and the teachers will sign them into their room each morning. In the afternoons, Pre-K students will be picked up by the After School staff and taken to After School area for a snack and other activities until parents pick them up. If your child attends After School but on occasion you choose to pick your child up at 2:30 (Pre-K hours) through the Pre-K car line, 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 who attend Before/After School enjoy a variety of recreational, educational, and developmental activities. All activities are designed to compliment the traditional school day experience. The program director and some staff members are certified teachers. You may register your child at the Beebe Childcare office, located in the Pre-K Office or call 501-882-5463 ext. 1240.

Staff

All Little Badger Pre-K teachers have either a Child Development Associate (CDA) or a post graduate degree from an accredited university. 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.

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.

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.

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: body temperature of 100.4 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: vomiting on two or more occasions during their 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 with 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. The child will be examined by the school nurse to determine a course of action.
- 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. Parents are required to take their child to the Elementary School nurse to be checked before they are admitted back into Pre-K.
- 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 during their school day, 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.

Medication (over the counter and prescription) can be given to children through the school nurse **only** with signed parental permission. Over the counter medicine can be administered by the school nurse if deemed necessary by her. **Prescription** medicine **MUST** be in the original container, not have an expired date, and be labeled with the child's name and dosage. These types of medications must be given to the school nurse by a parent/guardian before the child may receive a dose.

State law requires that no child shall be admitted to a public school in Arkansas who has not been immunized for the listed childhood diseases as evidenced by a certificate issued by a licensed physician or public health department acknowledging the same. Immunizations recommended by the local health authorities are required before enrollment may take place. For continued enrollment, immunizations must be kept current. If you have chosen to not vaccinate your child, you **must** submit the official updated paperwork with your child's application. Updated immunization records must be included in your child's application. Within 15 days of enrollment of a child, the school nurse shall verify that the child has been immunized as required by the Arkansas Department of Health and Human Services. (Arkansas Code 20-78-206 as amended by Act 870 of 1997) If your child's immunizations are not up to date, an official nurse letter will be sent home. This letter will contain the information that will allow your child to remain in school.

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 aureus* (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. 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 Department of Human Services (DHS).**
- 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.

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 Pre-K staff or more if needed. Teachers ask that you DO 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 school, 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 Little Badger Pre-K or eat lunch with their child. For the welfare and safety of the students, Pre-K doors remain locked during Pre-K hours. All visitors must report to the Pre-K office upon arrival. A photo ID must be presented and a visitor badge will be given to you to wear while in the school building. Visitors **must** exit through the Pre-K office.

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 Pre-K Director, 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.

Weather Emergencies

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 all students are secured within the safety of the shelter, parents may check them out from the shelter. This will be done in a way that will not compromise the safety of any other student that is to remain in our care.

School Messenger System

The district 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 you have a change in your contact information, please contact the Pre-K office so the automated system can be updated as well as your child's personal information. 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 individual cubbies as a means of keeping their belongings together. Teachers will send home folders on Friday (or one day a week). Please check these folders for all Pre-K related information. There will be times that the folder may contain time sensitive information so please, check your child's folder on Fridays.

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 safety 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. We love your child

and want them to be healthy, so please avoid high sugar/salt/fat items. Your child's teacher can suggest appropriate snacks that your child's friends will enjoy. All foods brought to school must be prepared in a commercial food service establishment (no homemade foods).

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 an alternate activity.
- Direct praise: Praise the child's 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 program will be discussed with parents 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 which is composed of 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. These behaviors could result in consequences from reprimand to dismissal from the program.

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.

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 problem behavior. 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 have access to the Beebe Elementary building which is staffed with a guidance counselor. The guidance counselor serves students 2nd through 4th grade in the Beebe Elementary building. At times, the 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 weekly newsletters
- 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 folder
- Sign up for DoJo messages from your child's teacher
- Access our District Website Pre-K page
- Access our Little Badger Pre-K Facebook page

- Attend both parent-teacher conferences
- Email your child's teacher
- Share information in center-wide parent meetings
- Visit Little Badger Pre-K! You are welcome any time.

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 the newsletters and posted on the parent bulletin board.

Photographs and Videos

Teachers will take pictures and video to record children's activities. This documentation of children learning through daily activities is used by the teachers for the Work Sampling System. These pictures and videos are also used on our Pre-K Facebook page and our District Website so families can see what their children are doing at school.

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

Volunteer Organization

Beebe Schools has a parent volunteer organization called Badger Volunteers. 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 by contacting the Parent Center.

Family Center

The Family Resource Center is located in the back of the ARCare Building. 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. The operating days and hours are: M-W-F 7:30-10:30 and 12:00-3:30. Resources are available for Pre-K through 2nd grade. The Family Resource Coordinator 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 center director.

Admission Policies/Procedures

The following items must be submitted to Little Badger Pre-K before a child can be assigned to a classroom:

- A. Designated Pre-K applications must be in paper form (no online applications accepted)
- B. Birth Certificate
- C. Social Security Card
- E. Health screening that is signed and dated by a physician
- F. Attend a Parent Orientation (you will be notified with a time and a date)
- G. Student Handbook Statement of Responsibility Form
- H. Parent Signatures on Appropriate Forms
- I. Developmental Screening (you will be notified with a time and a date)
- J. Current Immunizations
- K. All the paperwork in the Pre-K application
- L. Income verification on Primary caregiver and Secondary caregiver
- M. Copy of child's ARKids card or other insurance

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.
- 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 secretary will make copies of paperwork that is required to enroll a kindergartener. She will send that paperwork to the Early Childhood office. Pre-K families will not need to attend any registration dates set by the EC 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 and 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
Tri Therapy
Family Service Agency

501-268-4181
501-268-5008
510-372-4242

Searcy
Searcy

Behavioral Hospitals

Bridgeway
Methodist Behavioral Health Hospital
Pinnacle Point Hospital
Rivendell
WM Substance Abuse Treatment Center

501-771-1500
501-803-3388
501-223-3322
501-316-1255
501-268-7777

Cabot
Searcy

Hotlines

AR DHS Child Abuse Hotline
AR Domestic Violence Hotline
Crimes Against Children Hotline
Crank/Meth Helpline
Suicide Hotline

800-482-5964
800-269-4668
800-269-4668
800-480-5965
800-784-2433

Food & Clothing Pantries

Ministerial Alliance
Badger Food Pantry

501-882-3342
501-882-5463 ext. 1106