

Alton R-IV



Title One Preschool Handbook 2018-19

<http://alton.k12.mo.us>



**Welcome to Alton Elementary Preschool
Home of the Little Comets!**

Preschool is the beginning link of providing a transition from a safe familiar environment at home with the new challenging experiences of school. We welcome you and your child to Alton Elementary School's *Little Comets Preschool*. We are a developmental preschool that provides age-appropriate activities and materials for 3 and 4-year-old children. Learning takes place in a nurturing environment where children can continue to learn and develop. Our program is based on the "Project Construct Curriculum" which believes that children learn by being actively involved in their learning environment.

Staff

Tina Dern.....Teacher
Mrs. Dern has a B.S.E. degree in Elementary Education, Early Childhood Education certified, and has been teaching in the area of elementary education for twenty-one years.

Jesse Bridges. . .Preschool Aide
Mrs. Bridges has an Associates of Arts Degree in General Studies, has been a Parent-Teacher Associate with the Ozark Action Head Start Program for seven years and has been the Title One aide in the Little Comets Preschool program for five years.

David Russback..... .Speech Therapist
Amy JanesLibrarian
Melissa Hufstedler. Music
Dave Quinn... Physical Education
Annie Whitten. Art
Shayna Poole Computers
Leslie Weyland School Nurse
Tonya Willard... School Guidance
Counselor
Theresa Casey..... School Secretary
Melinda Langston..... Elementary Principal
Dr. Eric Allen... Superintendent

Little Comets Preschool

The school your child will be attending is the first step in a long ladder of learning. To climb this ladder successfully is a cooperative effort between home and school.

Hours of operation:

A.M. Preschool 8:15-11:00 a.m.

P.M. Preschool 12:15-3:00 p.m.

****Arrival times for your child should not be earlier than
8:00 a.m. & 12:00 p.m.****

Admission

Registration takes place each spring, prior to the school year of enrollment. To be eligible for *Little Comets Preschool*, your child will need to be 3 or 4 years of age on

or before **July 31** of this year. During this time, parents must provide the following items to register their child:

1. Completed enrollment forms.
2. Child's current immunization records.
3. Copy of child's birth certificate.
4. Proof of residency.

These forms **MUST BE ON FILE BY YOUR CHILD'S FIRST DAY**. He/she will not be able to attend until all forms are filled out completely.

In making enrollment decisions, first priority is given to children who are 4 years old regardless of their race, religion, gender, creed or national origin. When enrolling your child, please make us aware of any special needs that your child may have so that we may address them appropriately. Registration is on a first come, first registered basis, and is done every academic school year. We will maintain a waiting list and fill classes from that list. Space is limited and not all students that are screened will be accepted.

Families will be mailed a letter when registration and screening is complete to inform you of your child's class placement. An Open House will be held before the start of school each fall. All families are encouraged to attend with their children to meet their teachers and become familiar with the school.

*****Your child must be toilet trained before attending classes*****

Meals

Meals are not provided for the preschool. A monthly snack calendar will be sent home for parents who would like to help provide snacks.

Special arrangements can be made for class parties, celebrations and birthdays. Children may bring treats to share with their classmates. Please notify Mrs. Dern or Mrs. Bridges one week in advance if you plan to do this. To accommodate regulations, all food items must be store-bought and unopened. No homemade items can be served.

Attendance

Regular attendance is required at Alton Elementary School. If a lengthy absence should occur, please notify the preschool. If your child misses a total of **10** days during the school year, your child's position may be forfeited.

Discipline Policy

The goal of discipline is not to make the teacher's life easier. The goal of discipline is to guide the behavior of the children in such a way that they will internalize our outward expectations and develop the inner controls they

need to function as whole and happy individuals. As behavioral issues arise, discipline methods utilized will encourage self-control, self-direction, self-esteem and cooperation. Discipline methods will include asking, talking, and redirecting activities. Being aware of other people's feelings and learning to cooperate will be emphasized. Each situation will require cooperation on both the teacher and parent's part. Physical action aimed at another will not be allowed and will be addressed with a parent/teacher conference.

Special Classes

Each week, preschool children will be on a rotation basis of special classes. A schedule will be sent home the evening of Open House. Our guidance counselor will visit our classroom on a regular basis.

Supplies

2 glue sticks

2 boxes of facial tissues

1 backpack (needs to be brought to school each day)

1 complete change of clothes (labeled in a Ziploc bag)

Please put your child's name on all belongings especially coats and jackets. It is suggested to put a change of clothes, underwear and socks in your child's backpack in case of a spill or accident. If you would like to **donate** some items for the classroom, we are always in need of

the following items: liquid antibacterial soap, baby wipes and small disposable cups.

Dress and What to Bring

All children will engage in messy activities and may have accidents. Please be sure that your child has a complete set of extra clothing (including socks and underwear).

Children are encouraged to wear play clothes and comfortable shoes. Because a wide variety of activities will take place each day, we recommend clothes that allow for freedom of movement and some dirt. Your child's safety is of great concern to us, therefore we ask that you send your child in a sturdy shoe that supports his/her foot properly and protects their toes. Sneakers and socks work best. Open-toed sandals can cause a tripping hazard on our playground equipment and stairs and do not protect the toes. Clogs, slip-on shoes, or other styles that can easily come off are also discouraged for similar reasons. We will go outside everyday unless the weather is severe, so it is imperative that your child has the appropriate outerwear. They should come prepared for all types of weather. All of your child's belongings need to be marked clearly with their name.

Our classroom is equipped with toys, games and materials appropriate for your children. We ask that children ***not*** bring toys from home. *Little Comets Preschool* will not be responsible for lost or damaged toys or other items

brought from home. Children may not bring toy weapons or other war toys that may suggest violence to school.

Transportation

It is the parent's responsibility to transport their child to and from school. School bus services are **not** provided for preschool students. Please use the front entrance upon arrival. Park in designated parking spaces; do not park in front of the doors. Upon arrival, check in with the front office before proceeding to the preschool classroom.

After the first week of school, drop off may be made in the designated room across from the main office. A teacher will be there to meet you daily. Arrival times should not be before 8:00 a.m. and 12:00 p.m. Your child's teacher will use your emergency contacts listed in the enrollment form for indicating who has permission to transport your child. Your child **will not** be released to any individual unless we have your written permission.

Parent/Family Involvement

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. The district will provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include keeping parents/families

informed of opportunities for involvement and encouraging participation in various programs.

Each month, the ***Little Comets Preschool*** will make a documented parent contact. Planned contacts are as follows but are subject to change due to weather and scheduling conflicts.

August-Private/Small group visit
September-Take home material
October-Private/Small group visit
November-Take home materials
December-Christmas Program
January-Take home materials
February-Take home materials
March-Private/Small group visit
April-Take home materials
May-End of the year program

Private Visits

Private/small group visits will be scheduled and contain activities and ideas for you to use with your child. The teacher will also inform you about your child's progress throughout the year. For each private visit, parents are invited to come to the preschool room at the Alton Elementary School. The topics and activities discussed at each meeting will vary with each visit.

School Closings

We will follow the regular school calendar of the Alton R-IV School District. However, the Little Comets Preschool **does not** meet on days when school is dismissed at 12:45 p.m.

Unscheduled school closings will be announced through our School Reach calling service and on the Thayer radio station. Please make sure that the office has a current working emergency number at all times.

Preschool Calendar

Open House.....	Tuesday, August 7
Preschool Classes Begin.....	Thursday, August 9
Labor Day (No School).....	Monday, September 3
Teacher In-Service (No School).....	Monday, September 17
Parent/Teacher Conferences (No School).....	Thursday, October 11
Fall Break (No School).....	Friday, October 12
Teacher In-Service (No School).....	Monday, October 15
Fall Break (No School).....	Monday, November 16
Thanksgiving Break (No School).....	Mon-Fri November 19-23
Christmas Vacation Begins.....	Thursday, December 20
Classes Resume.....	Thursday, January 3
Dr. Martin Luther King Holiday (No School).....	Monday, January 21
President's Day (No School).....	Monday, February 18
Teacher In-Service.....	Friday, March 22
Spring Break.....	Mon-Fri March 25-29
Spring Break (No School).....	Friday, April 19
Last Day of Preschool.....	to be announced

Preschool Newsletter

A newsletter will be sent home that will contain information about upcoming events, basic skills that are being studied, special snacks, themes we are covering and reminders. Please check your child's backpack each evening for important papers and notices.

Sick Child Policy

It is difficult to work and study effectively if you are concerned for the well being of your child. It is also difficult for teachers and children alike when there is a sick child in the classroom. This is why we want to work with you to keep your child and the other children healthy.

We ask that you put yourself in the place of your child, the other children and their parents when deciding if your child is well enough to attend classes. Thoughtful and honest consideration can give your child a happier, more comfortable experience at school and can also help curtail the spread of illness. **Please remember, if your child is well enough to attend school, they must be well enough to participate in all activities (including going outside).** We do not have additional staff to stay inside with one child while the others go outside.

There will be times when your child will become sick during the day. We will call you so that you can make arrangements for your child to be picked up. Your child

will need to be picked up in a timely fashion. You will be called if your child displays any of the following symptoms:

1. Diarrhea
2. Any communicable disease (i.e. chicken pox, ring worm, pink eye, etc.)
3. Unusual spots or rash
4. Infections (i.e. strep throat, runny noses with colored discharge, etc.)
5. Running a fever of 100 degrees or higher
6. Vomiting
7. Head lice or scabies

Your child can return to school when he/she has been free of the symptoms for 24 hours without use of medications. Please call the office if you know that your child is going to be absent due to illness.

The Missouri Department of Health requires that all children entering school must be properly immunized. Students will be excluded from school if they do not meet these requirements.

Immunization Requirements

Vaccines Required for Child Care and Preschool Attendance	Number of Doses Required by the Time the child is 19 months and older
DtaP/DT	4+

IPV (polio)	3+
Hib	3+
Hepatitis B	3+
PCV (Pneumococcal)	4+
MMR	1
Varicella	1

Medication

If your child will need medication while at school, please take medication in its original container/packaging (with instructions) to the nurse's office. It will be administered by the school nurse per instructions.

Program Goals

The following are the goals and areas covered in our preschool curriculum. Age-appropriate skills will be covered for each of these areas and will be highlighted in the newsletter.

Sociomoral

1. Build relationships of mutual trust and respect with adults
2. Build relationships of mutual trust and respect with peers
3. Consider the perspective of others
4. Cooperate and collaborate as a member of a learning community
5. Be inquisitive
6. Be confident
7. Be inventive

8. Take initiative
9. Be reflective

Cognitive

1. Develop logical thinking
2. Develop numerical thinking
3. Develop geometric, spatial, and temporal reasoning
4. Analyze data
5. Exchange mathematical ideas
6. Increase knowledge of the physical world
7. Develop and apply scientific reasoning
8. Exchange scientific ideas

Representational

1. Develop effective listening and speaking abilities
2. Develop as a reader
3. Develop as a writer
4. Use language to communicate in a variety of ways for different purposes and audiences.
5. Gather and comprehend information from a variety of sources
6. Represent ideas and feelings through pretend play
7. Represent ideas and feelings through movement
8. Represent ideas and feelings through music
9. Represent ideas and feelings through art and construction
10. Recognize that symbolic expression has social, cultural and historical contexts

Physical Development

1. Develop motor skills for personally meaningful purposes
2. Develop healthy living practices

ESSA Complaint Procedures:

<https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>

Dear Parent/Guardian:

On behalf of the administration, Board of Education, and the preschool faculty, I want to welcome you to the 2018-2019 school year at the Alton Elementary School. It is our hope that this year will be enjoyable as well as rewarding.

This handbook has been written to provide you with information about your school. It is important for parents and students to read and discuss the handbook and become familiar with the material it contains. We encourage you to keep the handbook for future reference. Please sign and return the form below to your child's teacher.

We welcome your questions, suggestions, and input. The administration and staff are here to assist you.

Sincerely,

Melinda Langston
Alton Elementary Principal

My child, _____ and I have reviewed and understand the Student Handbook and the Attendance Policy for the 2018-2019 school years.

Thank you for your cooperation.

Parent/Guardian signature