Revised August 2017

Clarendon ABC Pre-K

Parent Handbook & Calendar

Mission Statement

Clarendon ABC Pre-K is committed to providing a safe, developmentally appropriate environment for preschool children. Our curriculum promotes social, emotional, language, physical, and cognitive development by fostering a stimulating educational experience for life-long learning.

Motto

"Building Life-Long Learners"

Dear Parent,

Welcome to the Clarendon ABC Pre-Kindergarten. We look forward to working with you and your child to make the first years of education enjoyable and rewarding.

This handbook/calendar contains important information and regulations. Please read it carefully.

We want you to feel free to visit your child's classroom at any time. We realize it takes the work and cooperation of home and school to educate our productive citizens of tomorrow.

Thank you for entrusting the care and education of your child to us. We are excited about this school year and anticipate great things.

Sincerely,

The Staff of Clarendon ABC Pre-K

Child's Name _____

Day/Date to begin _____

Sign-in time-7:45-8:00.
Sign-out time-by 2:45.

Director/Teacher: Jamie Ferebee--Classroom Phone: 870-468-6340
Paraprofessional: Stephanie Southern
Teacher: Nicole Middleton--Classroom phone: 870-468-6006
Paraprofessional: Natalie Singleton
Teacher: Jenee Hunter—Classroom phone: 870-468-6003
Paraprofessional: Neasbeth Alexander
Paraprofessional: Hannah Gannon

1. **ABUSE AND NEGLECT**

Any suspected child abuse or neglect will be reported to the Arkansas Child Abuse Hot Line. 1-800-482-5964

2. **ACCESSIBILITY**

The parent(s) or guardian(s) may have access to their children at any time.

Please be aware that the pre-k classes may combine due to extenuating circumstances. Staff/Child ratios will be maintained according to the Minimum Licensing Requirements for Child Care Centers and Arkansas Better Chance Regulations.

3. **AGE**

Clarendon ABC Pre-K uses the State of Arkansas Kindergarten date of August 1st as age qualifier. (i.e: Students must be **2 years** on or before August 1st to qualify for ABC services in the Toddler class.)

4. **ADDRESS or TELEPHONE CHANGE**

Please notify your child's teacher if you change your mailing, street address, or your home, work, or emergency telephone numbers. It is **very** important that our records are kept up to date so we can reach you by telephone at all times.

5. **ATTENDANCE and HEALTH**

- To benefit fully, your child must attend pre-school regularly. After **ten** unexcused absences, your child may be dropped from the program.

- **Arrival time is between 7:45 and 8:00 a.m.** Children will be allowed to enter **tardy** between **8:00 and 8:15**. Lunch count is called into the cafeteria at 8:15. **After this time (8:15), your child will be considered absent.** In case of emergency, please call your child's teacher. **Your child must be at school before 8:00 on a regular basis to remain in the program.**

- After three unexcused tardies, each following tardy will be considered an unexcused absence.

- An **excused absence** is defined as a **documented medical visit** or a family **emergency.**

- **Contact your child's teacher if your child will be absent.**

- **ATTENDANCE and HEALTH** (cont.)

- Children will be checked each morning on arrival for contagious or infectious disease. No child will be admitted who has these symptoms. Parents will be notified to pick up the child if he/she has any of the symptoms listed below:

1. Fever 2. Diarrhea 3. Vomiting 4. Sore Throat 5. Chicken Pox
6. Rash: Body rashes, not associated with heat or allergic reactions to medications 7. Pink Eye
8. Head Lice 9. Scabies 10. Sinus/Cold

- Children who become ill will be removed from group activities and placed in a quiet area. You will be notified immediately to pick up your child. If you can not be reached those persons who have permission to pick up the child will be called.

- Children who are sick, running fever, vomiting, etc. before school must remain at home. Your child ***MUST*** *be* ***free of fever and/or vomiting and/or diarrhea*** *for* ***24 hrs*** *before*

returning to school. Please call the preschool staff and state the nature of the illness so we can inform other parents should the illness be contagious. (ie: hours determined in increments of school days not actual hour)

- In case of accident, the preschool staff will promptly take such reasonable measures as are in the best interest of the child and will notify parents as soon as possible.

- Immunizations must be kept updated as required.

6. **BREAKFAST, LUNCH, and SNACK; SCHOOL SERVICES**

ABC & minimum licensing requires all children be served a nutritional balanced meal. All children will eat the meals and snacks provided at school.

Students in the 2 year old class will pay breakfast and lunch fees to the CSD Cafeteria.

Students in the 3 and 4 year old classrooms qualify for the CSD free meal program and will not be charged any meal fees while on campus.

In all classrooms, students will provide snacks for his/her class on their designated snack day which is determined by the classroom teacher and provided on the monthly calendar.

Please be aware that any child qualifying for ABC services by household income is also eligible for AR Kids A and B services. Contact the classroom teacher, Monroe County Department of Human Services, or Mid-Delta Health Systems for assistance.

7. **CHILD PICK-UP** (By person other than parent)

On your child's Personal Data Sheet, list all adults who may pick up your child at school. **You must come to school and write in any change on this list. Changes made by phone or by note will not be accepted.** This is for your child's protection.

Any person on the list who is unrecognizable to the staff and comes to pick up a child must verify their identity with photo identification. Anyone who picks up a child must sign the child out each time.

Please be aware, we have no legal authority to refuse either parent the right to pick up his/her child unless a court has granted temporary or permanent custody to one parent or a third party **and we have been furnished a copy of the papers.**

8. PARKING:

Toddler class: Parents will use the **one-way** circle drive off of Jefferson Street. Parents are to walk students in the classroom and sign the child in for the day, leaving a contact number for the day that someone can be reached at.
Parents are also to use the circle drive when picking up students. Parents are to walk to the classroom and sign students out for the day.

3 & 4 yr. old classes: Parents are to park in parent parking in the Pre-K parking lot and walk to the classroom where they will sign the student in for the day leaving a contact number for the day

that someone can be reached at. Parent parking is also to be used for pick-up. Parents must park and come inside the classroom to sign his/her child out for the day.

DO NOT block any vehicle at anytime whether it be parent or staff

NO CHILD SHOULD BE LEFT UNATTEDNED AT ANY TIME IN A VEHICLE!

3 & 4 yr old parking lot:

9. CHILD INTERVIEW

A child may be interviewed at the classroom by a representative from:
AR Department of Human Services (DHS) Child Care Licensing Section, DHS Division of Child and Family Services Special Investigations, Law Enforcement for investigative purposes and/or for determining compliance with licensing requirements (Minimum Licensing Requirements for Child Care Centers: 200-2-k: Child Care Licensing Act 20-78-214). Steps will be taken to assure

privacy during the interview. A staff member will record the date, time, interviewer's name and position, and the stated purpose of the interview.

10. RELIGION

To assure that no religious activity is paid or subsidized by public funds or occurs in any many suggesting governmental endorsement of any religion or message:

(a) ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and

(b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity.

11. CLASS PARTIES

Some holidays will be celebrated with a class party. Parents will be notified of these. You are not expected to supply refreshments for any occasions, however, if you wish to do so, please talk to the teacher first. **Homemade items are not allowed. Gifts for individual children are not to be sent or delivered to the pre-school, this includes birthdays and Valentine's Day.**

12. **DISCIPLINE PROCEDURES**

Toddler: Redirect children to appropriate behavior

3 & 4 yr old class:

Whenever possible, a child involved in inappropriate behavior will be redirected to a more appropriate activity.

Misbehavior may result in the child being placed in "time out". "Time out" is a short period of isolation from the group. Isolation is always under the supervision of staff. Severe and continued misbehavior may result in a conference with the parent/guardian. Physically restraining children from hurting themselves or others may be used when needed. Physical punishment shall not be administered to children (Minimum Licensing Requirements for Child Care Centers 3-95): Section 4, Discipline 500.

13. **EMERGENCIES**

In case of fire, earthquake or tornado, emergency plans are in place. Drills for fire and disasters are held at least monthly to help acquaint children with these safety measures.

In the event of a breech in the levee parents will be **notified by School Cast**. Students will be evacuated immediately to the Faith Tabernacle Church approximately three (3) miles east of Clarendon on Highway 79. Students will be transported via bus OR staff vehicles. **We will NOT wait for parents to pickup students from the classroom, you are to pick your child up at the Faith Tabernacle Church.** At no time will students be left unattended.

14. EXTRA CLOTHING AND DRESS CODE

An extra set of clothing must be provided for your child (including socks and underwear). The extra set of clothes should fit your child and be warm or cool enough depending on the season of the year. When your child brings home dirty clothes, he/she must return to school with a clean set of clothing. Your child is to come to school clean and **dressed for the weather.**

15. MEDICATIONS

Should the need arise for your child's teacher to give medication, parent must complete and sign a "Permission to Administer Prescription Medication" form. This form is available from the

preschool teacher. A doctor must prescribe all medication. Appropriate labels with the name of the drug must be undamaged and easily readable. Medication sent to school will be kept in locked storage in the classroom or refrigerated if needed. The preschool staff will give no non-prescription (over-the-counter) medication.

16. OBSERVING SCHOOL HOLIDAYS

Our classroom observes the same holidays and bad weather days during the winter as the public school. During winter weather, tune to the local radio or television stations to determine if the public school will be held that day. If public school is closed, preschool is closed.

17. PERSONAL PROPERTY

Please do NOT allow your child to bring toys, personal items, valuable or breakable articles to school. You will be notified in advance when the teacher would like special unit-related or share toys brought to school. No gum or candy is allowed at school. Children may not bring other children to visit during scheduled classroom hours.
Students will need a back pack in the 3 and 4 yr old class and a diaper bag in the toddler class.

18. REST TIME

All children participating in our classrooms will be provided a cot and sheet. Students will need a blanket to leave at school for rest time.

Children will be required to rest quietly so those children wanting to sleep may do so.

19 . ARRIVAL & DEPARTURE

- **Morning Sign-In:** Parents are to bring children between 7:45 and 8:00 each morning and complete the classroom sign-in book with accurate time and contact phone numbers for the day. If you bring your child earlier, you are to stay with him/her until the classroom opens. A child may not be left with anyone else such as another teacher, school office staff, brother or sister. **All children should be on time. It disrupts the learning process when children enter late.** Please refer to Attendance and Health Policy #4.
- **Afternoon Sign-Out:** Your afternoon pick-up time is 2:45 each afternoon. Come into the classroom to sign your child out. **Your child must be picked up by 2:45.** Please make arrangements to place at least one other pre-school parent on your child's list.

20. WITHDRAWAL OF STUDENTS

If you are withdrawing your child from this class, please come by or call a few days prior to the withdrawal date.

21. PARENT INVOLVEMENT

Parents are required to attend two scheduled conferences with the classroom teacher each year. Dates for these conferences will be determined by the Clarendon School District Calendar. The parent or teacher may request additional conferences as deemed necessary. Parents will be surveyed each year for input regarding program effectiveness and improvement.

Some fieldtrips in the 3 and 4 year old class are **mandatory** for an adult to attend. This is for the safety of the child. Parents will be notified by teacher if fieldtrip is parent mandatory or not.