

Sabine Parish Universal Preschool Program

# PARENT HANDBOOK 2021–2022



**SABINE READY START NETWORK  
SABINE PARISH SCHOOL BOARD**

1501 Natchitoches Hwy.

Many, LA 71449

PH: (318) 256-6143

Fax: (318) 256-0385

[www.sabinereadystartnetwork.com](http://www.sabinereadystartnetwork.com)

## OUR PHILOSOPHY

The Sabine Universal Preschool Program is designed to encourage and support the overall development (cognitive, social, emotional, and physical) of each child through a variety of structural play activities. We believe that the early childhood curriculum should be child-centered with the teacher serving as a facilitator of learning. We believe children develop vocabulary skills by exposure to repeated readings of quality literature.

It is our objective to learn the needs of the individual child in our program and provide opportunities for each child to be successful in Preschool. The teachers and administration are committed to exhausting all resources to instill in each child healthy concepts. Parents play a very important role in the development of a child's self-esteem. The staff of the Sabine Universal Preschool Program aims to work with the family in creating the best possible environment for each child.



# POLICIES AND PROCEDURES

## COMMUNICATION

Preschool students will be provided with a folder to transport information to and from school. Please check your child's folder each day for messages and other information from your child's teacher. Return the folder to school the following day.

## ATTENDANCE

Regular attendance and being on time are very important in the development of your child's attitude toward school. Young child need a regular routine which they know will remain the same each day. If your child must be absent, they parent should notify the teacher. A doctors excuse must be sent with your child when he/she is absent. When a child misses one day, the teacher will contact the parent/guardian. We expect attendance to be 100%.



# POLICIES AND PROCEDURES

## HOME VISITS

Communication between the home and school is an essential component of the preschool program. The Sabine Parish Universal Preschool Program staff communicates through the following methods:

- The parent engagement facilitator develops a Family Partnership Agreement and needs assessment to determine the needs of your family.
- Preschool teachers visit your home at least twice each year to become better acquainted with your family and to discuss any concerns that may arise during the school year.
- A parent orientation is provided at the beginning of the school year. Your child's teacher will share ongoing activities in the classroom and how you can help at home with them, is keeping the parents informed weekly.
- Training sessions are held throughout the year to address the needs of parents as determined by a parent survey.
- Parents are strongly encouraged to be actively engaged in their child's education by serving as a volunteer on a regular basis.
- Parents are elected as class officers and presidents or other officers will serve on the Policy Council Committee.



# POLICIES AND PROCEDURES

## TRANSPORTATION POLICY

Because of the age of preschool students, additional safety precautions must be taken when students are transported. In addition to the transportation policies of the Sabine Parish School Board, preschool students shall also adhere to the following policies:

- Preschool staff and parents will receive written notification of transportation policies.
- Preschool children will be returned to the place they were picked up. If there is to be a change in pick-up or delivery, WRITTEN NOTICE must be given to the child's teacher.
- If your child is not riding the bus, parents should notify the child's teacher when a child will not be attending school.
- Four-year-old preschool children ride the regular school buses to and from school. Preschool three-year-old children will ride the preschool Head Start bus.

## REGULATIONS FOR PUPILS RIDING THE SCHOOL BUS

As a safety factor, the school bus driver shall not leave his/her position behind the wheel until every pupil has been discharged from the bus when they reach the school and it shall be the driver's duty to assume their position behind the wheel before the first pupil is loaded on the bus.

The driver is in full charge of the bus and pupils.

Pupils shall obey the driver cheerfully and promptly.

Pupils shall be on time; the bus cannot wait for those who are not on time.

Students should not come to the school when sick or when any member of the family has a contagious disease.

At all times, students must keep arms and heads inside the bus windows.

Students get on/off, or change seats in the bus only when it is not in motion.

Pupils who must cross the road after leaving the bus, should pass in front of the bus, not behind it.

The driver should see the way is clear before the child is permitted to cross the road.

Driver or bus aid shall report any inappropriate behavior on the bus to the Sabine Universal Preschool Transportation Facilitator.



# POLICIES AND PROCEDURES

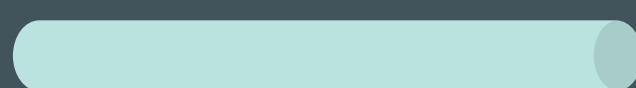
## FIELD TRIPS

When possible, teachers will schedule field trips to help children to understand concepts. A few days prior to each field trip, a permission form will be sent home. Parents must complete and sign the field trip form. Your child will not be allowed to participate in the field trip without a signed permission form. Your child will not be denied the privilege of participation in a field trip as a disciplinary action; however, the parent may be required to attend the field trip with the child if her/her behavior is such that your supervision is required.

## PARENTAL INVOLVEMENT POLICY

The Sabine Universal Preschool Program must have effective parent participation. Participation is encourage through:

- Participation in the process of decision making about the nature and operation of the program through the Policy Council and Parent Advisory Commitee.
- Participation in parent trainings, classrooms and field trips as volunteers.
- Participation in activities for parents that may be developed by parents.
- Working in partnership with the staff to ensure your child's healthy development.



# POLICIES AND PROCEDURES

## RELEASE POLICY

Sabine Parish Universal Preschool Program shall have written permission from each child's parent or guardian in order for a child to be identified in print (newspaper), photographs, and videos. This publicity release is contained on each child's enrollment application.

## WATER ACTIVITIES POLICY

The Sabine Universal Preschool Program does not participate in wading/swimming pools, or other water activities at any center.

## MEDICATION POLICY

As general principle, medications are not to be given at schools. Acutely ill students should remain at school home. Students recovering from an acute illness should remain at home until the need for medication no longer exists. Students should not be allowed to have any drugs in their possession on the school grounds (including cough drops, aspirin, etc.) Recognizing that, in certain situations, children may be required by a physician to take medications to treat chronic illnesses, the Sabine Universal Preschool Programs adheres to:

- To assure the school attendance for students who must use medication in the treatment of chronic disabilities of illness.
- Any student who is required to take medication during regular school day must comply with school regulations. These regulations must include at least the following:
  1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
  2. Written request and permission from the parent/guardian of the student requesting that the school district comply with the physician's order.
  3. Medication must be brought to school in a container appropriately labeled by the pharmacy or the physician.



# POLICIES AND PROCEDURES

## PARENTAL ACCESS POLICY

All visitors on campus shall report to the office and obtain a visitors pass. Volunteers are welcomed at all times in preschool classes but we need to have a record of each volunteer and the time donated. This information is reported each year to help us ensure funding. If a parent wishes to have a conference with the teacher, they should make an appointment with their child's teacher. Teachers cannot spend class time for the conferences but a time can be arranged when students are not in the classroom.

## ADMISSION POLICY

Admission is open to all children regardless of race, color, national origin, gender, age or disability. All parents are required to fill out an application and complete all necessary paper work that is required. Each parent will receive a policy and procedure handbook.

## PUBLIC COMPLAINT POLICY

The Sabine Universal Preschool Program welcomes constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Sabine Universal Preschool Program has the utmost confidence in its professional staff; however, when a complaint or negative criticism is made directly to a member or members of the Policy Council, Sabine Parish School Board, or administrative staff of Sabine Parish School district, it will be referred to the school administration for study and possible solution. The Sabine Universal Preschool Policy Council and Sabine Parish School Board advise the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

- Teacher
- Supervisor/Director
- Superintendent or Designee
- Sabine Universal Preschool Policy Council; and Sabine Parish School Board.



# POLICIES AND PROCEDURES

## BAD WEATHER

Many times during the school year, and especially during the wet and winter season, weather becomes a factor in closing of school or the early departures of students. It is suggested that parents have a plan for the well-being of their child in cases of sudden bad weather and students must be sent home before the regular dismissal time. Make sure you have a neighbor listed as a person who can retrieve your child off the bus if you think you may not be home in the event of an early dismissal. When bad weather is forecasted, information concerning school will be given to KWLV 107 FM radio station in Many. In extend bad weather conditions, information will also be give to television stations in Shreveport and Alexandria. You can also find the information on the Sabine Parish School Board website, [www.sabine.school/](http://www.sabine.school/)

## NON-DISCRIMINATION POLICY

We do not discriminate based on race, color, creed, sex, national origin, special needs, and ancestry.

## CHILD ABUSE AND NEGLECT

Definition of child abuse and neglect is to harm or threatened to a child's health of welfare by a person responsible for the child's health or welfare. A person responsible for a child's health and welfare includes the child's parent, guardian, or other person responsible for the child's health or welfare, whether in the same homeas the child, a relative's home, a foster care home, or a residential intuitions.



# POLICIES AND PROCEDURES

## CONFIDENTIAL DISCLOSURE OF INFORMATION POLICY

Many Preschool Center will maintain confidential files on each child as required by Louisiana Licensing regulations. Files are the property of Many Preschool Center and are secure against loss, tampering or unauthorized use. Only parents or guardians responsible for enrolling the child at the center and authorized personnel will have access to children's files.

## SMOKE FREE POLICY

In order to ensure that not all Pre-K children and staff are exposed to tobacco smoke, the following policies will be followed:

- Smoking is prohibited at all times in the following areas: classrooms, staff offices, kitchens, restrooms, meeting rooms, hallways, outdoor play areas, and vehicles used for transporting children.
- All preschool sites in Sabine Parish are smoke-free. A designated smoking area has been identified at each campus off site.
- Universal Preschool employees will not smoke where children can see them at any time. Universal Preschool Parents are encouraged not to smoke in front of their children.
- Universal Preschool parents and staff will receive training about the negative effects of the use of tobacco.
- Universal Preschool parents and staff who currently smoke will have information available to them concerning availability of smoking cessation programs.



# POLICIES AND PROCEDURES

## BEHAVIOR MANAGEMENT POLICY

Preschool teachers use Positive Behavior Intervention Supports, Five K's, as their classroom management plan. Five K's emphasize notice reinforcement of appropriate behavior versus focusing on problem behavior with correction and punishment.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- A child who physically harms or threatens to harm another child or adult will be removed from the group for safety reasons. He/she is never out of sight of a staff member. If when returned to the group, the behavior continues, the parent will be called to discuss other solutions, which might include meeting with the Mental Health Facilitator or support personnel.
- As soon as possible, the parent will be included in planning interventions for in school and in-home support, which may include time spent in the classroom to support the child as needed.
- The teacher will notify the parent of any incidents that occur in the take home folder.
- The teacher will document all behavior problems and interventions tried.
- If the child continues to display moderate or severe behavior issues after these techniques have been tried, a meeting will be scheduled with the parent. The meeting may include Pupil Appraisal staff.
- In extreme cases, such as if, a child is a danger to himself or others, the parent will be required to keep the child at home until a conference is scheduled with the family to make another plan.
- On field trips, the parent may be asked to attend to support their child if the child's behavior is moderate to severe and the child needs individual supervision to participate.

# **POLICIES AND PROCEDURES**

## **COMPUTER PRACTICE POLICY / ELECTRONIC DEVICES**

No child will be allowed to use computers at our center. They will only have access to an iPad and not to exceed one hour a day. Children three and above shall not exceed one hour per day on an electronic device.

## **PROGRAM MOVIES AND VIDEO GAMES**

All televisions, videos, DVD's, or other programming shall be suitable for the youngest child present. Any program with a PG rating or more restrictive rating is prohibited in our program.

## **PROVISIONAL EMPLOYEMENT AND MONITORING**

Provisional Employment:

1. Will be allowed for persons for whom the department has received a satisfactory Louisiana or Federal criminal history information record pending completion of the CCCBC based determination of eligibility.
2. Provisional employed staff members may be counted in child-to-staff ratios, but must be monitored

MUST:

- Designate a monitor for each provisionally employed staff member present at the center; and have at least one monitor physically at all times in any room during naptimes if a provisionally employed staff member is present.
- NOTE: Our center may designate one monitor for up to provisionally employed staff members at any given time.

The monitor must:

- Remain within close enough physical proximity to their provisionally employed staff members to be able to intervene at any time; and
- Perform at least one observation of each designated provisionally employed staff member every 30 minutes.
- No staff volunteer or visitor is allowed in center without a cleared CCCBC.
- It is likely that only individuals who have lived outside of Louisiana in the last 5 years will be subject to provisional employment status.

# SABINE PARISH SCHOOL BOARD DISTRICT CALENDAR 2021-2022

2021 – 2022 Sabine Parish School Calendar *for Faculty, Staff and Students*  
Semester I 83 Student Days/87 Teacher Days Semester II 82/85

August 2021 16/19					September 2021 20/20					October 2021 15/16				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	•	•			1	2	3					1
•	FD ▶	11	12	13	—	7	8	9	10	4	5	6	7	◀8
16	17	18	19	20	13	14	15	16	17	—	—	—	—	—
23	24	25	26	27	20	21	22	23	—	18▶	19	20	21	P/T
30	31				27	28	29	30		25	26	27	28	29

November 2021 17/17					December 2021 15/15					January 2022 17/18				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5			1	2	3	—	—	•	6▶	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	—	18	19	20	21
—	—	—	—	—	20	◀21	—	—	—	24	25	26	27	28
29	30				—	—	—	—	—	31				

February 2022 18/18					March 2022 17/18					April 2022 19/19				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4		1	2	3	4					1
7	8	9	10	11	7	◀8	9▶	10	11	4	5	6	7	8
14	15	16	17	—	—	—	—	—	—	11	12	13	14	—
—	22	23	24	25	P/T	22	23	24	25	—	19	20	21	22
28					28	29	30	31		25	26	27	28	29

May 2022 11/12

### Legend

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
LD ◀	•	18	19	20
23	24	25	26	27
30	31			

- Professional Development
- FD First Day Students
- ◀ Grading Session Ends
- ▶ Grading Session Begins
- School Holiday
- 10/22 P/T Conference 8-11/12:30-6
- 12/21 ½ Day (Schools Close at Noon)
- 3/21 P/T Conference 8-11/12:30-6
- LD Last Day Students

Semester I		Semester II	
August 5th, 6th, 9th	Prof. Development/Work Day	January 5	Prof. Development/Work Day Teachers Only
August 10	First Day for Students	January 6	Students Return/First Day of 3 <sup>rd</sup> Grading Session
September 6	Labor Day	January 17	Martin Luther King, Jr. Birthday
September 24	Fair Day	February 18-21	President's Day / Winter Break
October 18	First Day of 2nd Grading Session	March 9	First Day 4 <sup>th</sup> Grading Session
October 11-15	Fall Break	March 14-18	Spring Break
October 22	P/T Conference 8:00-11:00 /12:30-6:00 (no school for students)	March 21	P/T Conference 8:00-11:00 /12:30-6:00 (no school for students)
November 22-26	Thanksgiving Break	April 15th & 18th	Easter Break
December 21	Students Released at Noon	May 16	Last Student Day
Dec. 22-Jan. 4	Christmas Break	May 17	Prof. Development/Work Day

State requires 63,720 minutes of instruction per year. SPSB minutes are based on a daily minimum of 45 minutes per period x 8 periods + 1 RTI period at 30 minutes = 390 total minutes per day • Sabine 2021-2022 School Calendar is based on 164 days at 390 minutes per day and 1 day at 210 minutes = a minimum of 64,170 total instructional minutes. • 64,170 instructional minutes included in calendar – 63,720 state required = 450 minutes over the state minimum. • The superintendent reserves the right to adjust the calendar as the need arises.