Royal Valley
Little Panther Pre-K
4 year old Preschool Handbook
2018-2019
Dear Parents,

We are excited to have you and your child as a part of our preschool program. Our early childhood education services are designed to help your child grow socially, emotionally and intellectually, so they are better prepared for Kindergarten. At Royal Valley, we believe that the partnership with parents in the education of their child is essential for student success. We are happy that you have chosen Royal Valley to partner with on the future success of your child.

Our staff will provide a safe, secure, and happy environment for your student to learn, play and interact with their peers. We will balance activities between individual and group activities, active experiences, and creative play.

You will receive a report on your child’s progress four (4) times per year. Your child’s report will be explained to you during conference time.

Once again, we are glad that you are a part of our Little Panther Preschool and look forward to having you and your child come play, learn and grow with us!

Noah Slay
Principal
Royal Valley Elementary School
INTRODUCTION

Welcome to the Royal Valley Little Panthers Preschool! We are pleased to have your child join our school and we look forward to making this a positive and meaningful learning experience. This handbook should answer most of your questions about our Preschool policies. However, if you have a question or concern not addressed in this handbook, please contact us. We will be happy to assist in whatever way we can to help make your child’s experience enjoyable.

Staff

Lead Teacher: Amy Pruyser
Assistant Teacher: Bailey Schultz
Speech Pathologist: Janet Golightley
Principal: Noah Slay
School Counselor: Lisa Balaun

The Importance of Early Childhood Education

Royal Valley Little Panther Preschool will provide a safe and nurturing environment for each child. The philosophy behind our preschool program is that young children learn best by doing. Learning requires active thinking and exploring of the world around us. Our goal is to help children become independent, self-confident, inquisitive learners.

Guiding Principles

We believe that each child is unique and will bring his/her strengths and challenges to any situation. Our programs are designed to respect, support, and respond to each child. We will commit to monitor progress, address challenges, and celebrate successes of each child.

We believe that it is our responsibility to help each child develop to his/her fullest socially, emotionally, physically, creatively, and intellectually. Therefore, we will provide quality early childhood professional development for our teachers and staff.

We believe that children learn best in a play-based environment that provides a variety of opportunities to explore and manipulate their environment in interaction with adults and other children.

We believe that it is important to help every child become a curious, independent, and self-confident learner. We will be proactive in maximizing resources, creating and expanding the learning experiences at our preschool.

We believe that families are essential partners in the education of their children. We will engage parents in ongoing activities and opportunities to enhance their children’s education.

Parent Involvement

Parent involvement is a critical component in a child’s educational success. Research indicates that children with parents who are engaged in their child’s education are likely to achieve high levels of academic success. The Royal Valley Little Panther Preschool teacher and staff are committed to partnering with parents to promote all children’s success.

There are so many ways to be involved in your child’s preschool experience. These are just some of the ways that you can help and let your child know that you believe school is important:
- Attend Parent-Teacher Conferences. This is your opportunity to meet individually with your child’s teacher to review their growth, progress, and any areas of concern. Conferences will be held two times per year.
- Read school notes and newsletters.
- Read to your child every day.
- Ask open-ended questions that allow your child to tell you in their own words, not just answer yes or no.
- Listen to your child’s stories about school and their new friends.
- Volunteer at the Preschool.
- Let your child see you being supportive of the teachers and school.
- Keep the lines of communication open.
- Attend school functions when possible.
- Attend parent activity nights.

**Keeping Open Communication**

Communication between home and school is extremely important in order to ensure the success of your child. We encourage you to contact us at any time if you have concerns regarding your child.

**What You Should Expect From Your Child Through The Year**

**Screening and Assessment**

Screening and assessment are an integral part of high quality education programs. The purposes of the screening and assessment are multiple:

1. Learn about the development, interests, and needs of each child. This enables appropriate individualized teaching strategies to be developed.
2. Detect early signs of delay in development and/or the need for further assessment, referral or early intervention.
3. Improve our curriculum and teaching practices that contribute to overall program improvement.

**The First Day**

Many children quickly adapt to the preschool routine and are eager to start the year. However, it is perfectly normal for some children to take several days or even weeks to become comfortable away from their families. The teacher realizes this and will do all she can to make this separation a pleasant one for all concerned.

1. Tell your child what is going to happen. For instance, say “you are going to stay at school while I go to work (stay home, school, etc.)”. Reassure your child as often as necessary that you will be back to pick him/her up.
2. When you bring your child into the room plan to stay no more than 5 minutes. When it’s almost time to go, tell your child that you will be leaving in one minute. *Don’t sneak away!* Though it may be easier for you to leave while your child is out of sight, it’s not easier for your child. A smile, a cheerful goodbye kiss, and a reassuring word that you will be back are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. Please also be very brief at departure times also. This is a time of testing when two different authority figures are present (the parent and the provider/teacher). All children will test to see if the rules still apply. Please respect and be supportive of this request.

**The First Few Weeks**

Your child may come home very tired and irritable the first few weeks. Provide a nap or quiet activity. It’s a new experience, very stimulating and tiring.
normally lively outgoing child may be very quiet at school, may sit on the sidelines. Don’t push...let him/her absorb it all at his/her own pace.

Throughout The Year
Your child may suddenly not want to go to school. Don’t jump to conclusions: look for the reason. Talk it over with him/her and the teacher.

Open Door Policy
We have an open door policy for all parents. While your child is in our care, you can be assured that the door is always open to you. Please feel free to drop in and check on your child at any time. Although, please keep in mind that a child adjusting to a new surrounding may want to leave with you if you pop in for a visit. Also, remember that visitors usually cause children to react in an excited manner that does not normally occur when we are alone with the children.

Child Drop-Off/Pick-Up Procedures for Preschool

Child Drop-Off/Release Procedures for Preschool
Please escort your child into and out of the Preschool daily. An adult should accompany the child, using the lower level west end door. A sign-in and sign-out sheet is kept, and will need to be filled out each day by the adult checking the student in/out of the Preschool. Coats, backpacks, etc. should be placed in the child’s cubby. Please do not leave your car running with no one in it or let your children play around the other vehicles at any time.

Morning preschool begins at 8:00 am and ends at 11:10 am. Afternoon preschool begins at 12:20 pm and ends at 3:30 pm. Please be punctual when bringing your child to school and picking them up after their preschool session.

Child Pick-Up/Release Procedures for Preschool
Children will only be allowed to leave with persons who are (1) listed on the Child Pick-Up Authorization Form filled out at registration, or (2) who are authorized through written permission by the parent. **Identification will be required from individuals picking up a child with whom the staff is unfamiliar.** We appreciate your help and cooperation in keeping the children safe.

Enrollment Requirements

Enrollment for Preschool is a three-step process.

1. Complete the Royal Valley Little Panthers Preschool Application form.
3. Attend a Family Orientation/Student Screening date. At this appointment, you will meet your child’s teacher and complete the enrollment process. Your child will also participate in a screening. This assessment is conducted for placement in a preschool program.
   a. Please bring the following documents for your child to the Family Orientation meeting:
i. Original Birth Certificate. If you do not have a birth certificate, you may obtain proof from the Kansas State Department of Health and Environment Vital Statistics, Curtis State Office Building, 1000 SW Jackson, Topeka, KS 66612 or http://www.kdheks.gov.

ii. Immunization Records.

iii. Health Assessment – completed by a physician.

**Items to Bring**

- 1-24 ct. crayons (Crayola type)
- 6 Glue sticks
- 1-Bottle Elmer’s Glue
- Large backpack
- Crayola markers – set of 8
- One box of Kleenex
- One container of hand sanitizer
- Ziploc bags (Gallon size) - AM Session
- Ziploc bags (Quart size) - PM Session
- 1 change of clothes (will trade seasonally)
- One box Dixie Cups
- 1 pkg small paper plates - (AM Session)
- 1 pkg napkins - (PM Session)
- Clorox wipes (AM Session)
- Baby wipes (PM Session)

**Breakfast, Lunch and Snack**

Snack will be provided by the district for each morning and afternoon pre-K class. The school offers breakfast from 7:50 to 8:10 and Lunch from 12:00-12:20 for Pre-K students. This is not part of their class schedule. If a parent would like their child to eat breakfast and lunch at school they are welcome to accompany them to the cafeteria before their morning or afternoon Pre-K class begins.

**Before and After School Care Program- Community Learning Center (CLC)**

Royal Valley Elementary offers a before and after school care program called CLC. Little Panther Pre-K students can attend before or after school. This is a pay as you attend program with a cost of $5 for each before school session and $8 for each after school session. CLC is a state licensed program. Parents request information and sign up by calling the school office or emailing the director Katie Petesch. peteschk@rv337.org

**Personal Hygiene: Toilet-Trained**

Toilet-training is a skill that must be learned like other developmental tasks. It normally occurs between the ages of 2 and 3 ½. Due to health regulations, a child must be toilet-trained before attending preschool.

A toilet-trained child is one who:
1) Will go willingly to the bathroom alone;  
2) Can tell an adult when he/she needs to use the bathroom;  
3) Who has infrequent daytime accidents;  
4) Has bowel control;  
5) Is able to clean himself/herself up after using the bathroom.

We understand that children of this age may have accidents; in an event your child has a bathroom accident, we will assist your child with changing to dry clothes. If additional cleanup is needed, parents will be called. Please supply a change of clothes for the child in case of an accident. Open communication and feedback between the parent and provider is very important at this time.

Special Days

Birthdays
Children may bring a healthy snack for their class on their birthday. Please let the teacher know in advance when you plan to serve refreshments. In lieu of favors or treat bags consider making the birthday a special occasion for the child. Allow your child to select a book, puzzle or other special gift to be presented to the classroom to commemorate his/her birthday.

Holidays

School Parties: Each holiday we will ask if any families would like to volunteer to send in special treats for holidays we are celebrating! Parents will be asked to sign up to coordinate and help with one or more of these celebrations.

Volunteering

Throughout the year there are several opportunities for you to participate in your child's classroom. However, we ask that you plan to volunteer AFTER the first few weeks of school. This will allow your child time to adjust to a new environment and become comfortable with their classroom teachers. We strongly encourage you to volunteer in the room. This is a wonderful way to support and encourage your child in his/her education. When participating in school programs we do require you to follow school policies:

1. Do not physically touch a child (kick, hit, pull hair, take arm firmly, paddle, etc.)
2. Do not verbally or emotionally harm a child. Do not yell, swear or use language, which is in poor taste.
3. As a chaperon or classroom visitor you are a role model. Please dress in a manner appropriate to a school setting.
4. Smoking and drinking alcohol are strictly forbidden when attending any school function, both on school grounds and field trips.
5. Never be alone with a child. This is for your protection!
6. All discipline problems should be referred immediately to the classroom teacher.

Outside Play and Learning
We do plan time for outside play each day as weather permits. This allows children the opportunity to develop large muscle movements, get exercise, and be active. Please make sure that your child is dressed appropriately for the weather. As winter approaches, we ask that you send your child with a coat, boots, gloves, and hat (labeled with your child’s name. In cases when we cannot go outside due to weather conditions, children are given the opportunity to engage in large muscle activities indoors.
Transportation

Parents must provide transportation both to and from school for their child. Parents are also responsible for picking up their children from the designated location on time.

Discipline Policy

The staff shall use positive methods of discipline that encourages self-control, self-direction, and self-esteem. Techniques used are:

1. Redirect the child to another activity.
2. Encourage the child to verbalize his/her feelings.
3. Use positive statements that tell the child what they are to do.

Each program has age-appropriate rules that children will be asked to follow. If disruptive behavior occurs and is ongoing, a conference with parents will be requested. If a second conference is needed whether or not the School is able to meet the needs of the child and still serve interests of the other children enrolled in the Preschool will be determined.

Behavior Management Policy

Our Preschool’s approach to behavior management is based on the Conscious Discipline approach. We will teach our children the rules and guidelines for the Preschool and will help provide guidance to the students to be successful in the classroom.

When a student is struggling with behavior, the teacher and staff will be patient, supportive, and firm in an effort to help the child regain control. In these situations the teacher usually implements a thinking chair procedure. This allows a student to begin to self-regulate. The thinking chair provides a time out for the child, to move from the busy classroom to regain their composure privately.

What Families Can Do

1. Encourage your child to participate in all aspects of the program in a positive and joyful manner.
2. Send your child to school healthy, fed, rested, and dressed appropriately so he/she can become maximally involved.
3. Keep informed about what is happening at school by reading the bulletin board, weekly newsletters, and attending parent meetings throughout the year.
4. We have an open door policy. You are welcome to visit and volunteer in the classroom. Your involvement in your child’s education now will affect how successful they are in the rest of their school years. Stay involved!

Confidentiality Policy

Any information provided to the staff is kept confidential and used for school purposes only. Parents will have access to files and records of their own children, but will not have access to information about any other child. If a parent/guardian or family member has a concern about a child other than their own, it should only be discussed with the teacher or administration.

For more information please refer to the Royal Valley Elementary Student Handbook.