

Star City

ABC Program

Handbook



2019-2020

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Schedule

7:45-8:05	Arrival
8:05-8:20	Breakfast
8:20-9:50	Center Time
9:50-10:20	Gross Motor
10:20-11:00	Story Time / Wash Hands
11:00-11:30	Lunch / Transitions / Wash Hands
11:30-12:20	Center Time
12:20-1:20	Nap Time
1:20-1:50	Center Time
1:50-2:05	Snack Time
2:05-2:30	Gross Motor
2:30-2:45	Wash Hands / Dismissal

STAFF AND CONTACT NUMBERS

STAFF

Nancy Romero	Secretary
Sonja Daniel	Teacher
Tina Harrison	Teacher
Pat Minor	Teacher
Tracy Ashcraft	Instructional Aide
Terri Steinman	Instructional Aide
Gail Knight	Instructional Aide

CONTACT NUMBERS

ABC Office	870-628-6040
Kari Newton, Director	870-628-5111

Program Description

The Star City ABC Program is an early childhood development program. Children three or four years old on or before August 1st are eligible to attend. The purpose of the program is to make sure all students are ready for kindergarten. Each child is screened using the Brigance. We use the CORE KNOWLEDGE PRESCHOOL SEQUENCE as our curriculum. Our program is center based and is based on the Arkansas Early Childhood Education Frameworks. We use Peacemaking Skills for Little Kids and Second Step for violence prevention and promoting appropriate social behavior. We also use Conscious Discipline, Saxon Pre-K Math and Handwriting without Tears. We are also one of the first preschools in the state to implement PLTW (Project Lead The Way) science program.

Our program begins at 7:45 a.m. There will be a Pre-K staff member at the entrance of our building each morning at 7:45 a.m. until 8:00 a.m. Early car riders will be picked up at 2:45 p.m. at the same entrance. Teachers will put your child on their correct bus at 2:50 p.m. The Star City ABC Program is located across the highway of Jimmy Brown Elementary.

Eligibility

The Star City ABC Program is an early childhood development program. To be eligible to attend a child must meet at least one of the following guidelines: (Regulations 4.01, 4.02, 4.03)

- 3 years of age on or before August 1st
- family with gross income not exceeding 200% of FPL
- parents without a high school diploma or GED
- Low birth weight (below 5 pounds, 9 ounces)
- parent is under 18 years of age at the child's birth
- immediate family member has a history of substance abuse/addiction
- has a demonstrable developmental delay as identified through screening
- eligible for services under IDEA
- income eligible for Title I programs
- Limited English Proficiency
- parent has a history of abuse or neglect or is a victim of abuse or neglect

To be eligible, children shall reside within the boundaries of an Arkansas school district.

Programs may accept children outside of their local area if they have exhausted local recruiting efforts and have unfilled ABC slots.

SCHOOL CALENDAR

2019-2020

August 13	First Day of School
September 2	Labor Day
September 16	Teacher Professional Development 8:00-12:30
September 16	Parent/Teacher Conference 12:30-6:30
November 25-29	Thanksgiving Holiday
December 23-January 3	Christmas Break
January 6	Return to School
January 20	MLK Holiday
February 17	President's Day Holiday
February 18	Teacher Professional Development 8:00-12:30
February 18	Parent/Teacher Conference 12:30-6:30
March 23-27	Spring Break
April 10	Good Friday
May 22	Last Day of School (if there are no inclement weather days)
May 25	Memorial Day Holiday

The pre-kindergarten ABC program will operate concurrent with the Star City School District calendar.

Attendance

Regular attendance is essential to a student's success in school. Parents must assume the responsibility of seeing that their child is in regular attendance. A note from the parent or a doctor's excuse is recommended within 48 hours of any absence.

On the students' tenth consecutive absence he/she may be dropped from the program, at the director's discretion, unless the absences are due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness could jeopardize the health of other students. A maximum of six (6) days are allowed unless the condition(s) causing such absences is of a chronic or recurring nature, medically documented, and approved by the ABC Administrator;
2. Death or serious illness in their family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of ABC Administrator.

Tardiness

A student is tardy if he/she is not in the room by 8:00 a.m. A student arriving at school after 8:00 must be checked in by parent/guardian explaining why he/she is tardy. A student with excessive tardiness may be dropped from the program at the director's discretion.

Behavior Guidance Policy

Classroom Rules

1. Follow teacher's directions.
2. Keep hand, feet and other objects to yourself.
3. No put-downs, cruel teasing or unacceptable language.

Discipline will be conducted that is appropriate to the developmental level of the child.

Discipline consists of the following statements of intent and action:

- A. Children are never punished. Discipline is viewed by all as being directed toward teaching children acceptable behavior and self-controlled and helping the children play together safely. Corporal punishment shall never be used.
- B. Discipline is never associated with food or toileting.
- C. Children are never isolated as disciplinary action.
- D. Children are never labeled as "bad" or "naughty".

- E. Redirection is the primary disciplinary technique used with children. A child is guided into an acceptable activity and offered appropriate choices.
- F. Prevention is the most important technique. Teachers are alert to situations that could result in a frustrated child or a dispute between two or more children. When a potential problem becomes evident, children are redirected through a transition activity, by offering children an appropriate substitute activity.
- G. No child shall be suspended or expelled from the facility without approval from DCCEC. (Regulation 14.01)

Transportation Plan

Arrival: The students in the Star City Pre-Kindergarten Program arrive by car or bus. The students will be removed from the car by parent or bus by a member of the pre-k staff. Parents must walk their child to the classroom if arriving after the start of the day. Please, do not let your child out to walk to their classroom alone. You cannot park in the drive. If you notice a severe storms approaching, you may come get your child.

Bus Regulations

Be at the bus stop at the scheduled time. Stand back about ten (10) feet from the bus stop and wait until the door is opened before moving closer to the bus. Do not play on the highway or road. If you miss the bus, do not attempt to hitchhike or walk to or from school. If you must cross the road or highway to enter the bus, try to always be on the right side of the road waiting on the bus. If you should arrive at the stop just as the bus approaches, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus (unless the driver directs you otherwise). Student who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the road only after the driver or the student patrol has signaled for you to do so.

Parent/Guardians must be at the bus stop with the preschooler in the morning and waiting for the preschooler in the afternoon. If the parent/guardian is not at the bus stop, then the driver will bring the preschooler back to the Central Office where the parent/guardian will be contacted.

Bus Rules

Obey the driver at all times.

Enter the bus orderly and quickly

Speak in a normal tone of voice. No shouting/profanity

Keep hands, feet, and object to yourself.

No firearms, knives, sharp objects, pets/animals of any kind.

Remain seated when the bus is moving.

No eating, drinking, or chewing gum is allowed.

Do not deface or damage the bus

Dispose of trash properly

Keep the bus aisle clear

Student must identify name and grade to driver when requested

It should be regarded as a privilege to ride to and from school on a bus. Treat the driver and others with respect. See additional information in District Policy 4.19 Conduct to and from school.

Delivery and Pick-Up of Students

- Students cannot be "dropped off" at the ABC building.
- Students that attend the Star City School District ABC program are required to be checked in and out of the building every day.
- Students must be accompanied by an adult to check in with a teacher or when entering the building to check in at the front desk.
- Children will not be released to anyone except those authorized in writing by the parent/guardian.
- If changes are made in your child's daily schedule (change of bus or being picked up from school), parents must contact the ABC office (628-6040) before 1:45pm. This will insure your child arrives home safely.

Communication between Parents and the Center/School

Communication between parents and ABC staff is a very important part of student success. We offer two scheduled parent-teacher conferences during the school year. During these parent-teacher conferences, we will discuss your child's progress. We strongly encourage each parent to attend.

If you have any questions or concerns throughout the year, please call to speak with your child's teacher or set up a time to meet at your convenience.

Parental/Community Involvement

The Star City ABC Program understands the importance of involving parents and the community in promoting higher student achievement and general good will between the school and those it serves. Star City ABC shall strive to develop and maintain meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and community. In an effort to keep parents better informed, Parent Information packets will be distributed at the beginning of school and as students transfer into the district. An effort will be made to keep parents informed about programs, meetings, and other activities they could be involved in during the school year.

The Star City ABC Program has a Parental Involvement Plan which can be downloaded from the school's website at <http://www.starcityschools.com>.

Volunteering and Visiting Classrooms

- Parents are encouraged to volunteer to assist with class parties, field trips, and special activities.
- Parents are invited to visit their child's classroom on special occasions.
- The center reserves the right to limit visitors or volunteers in a classroom at any time so that to ensure a healthy structured environment.

Health and Safety

All immunizations and physical examinations must be kept up to date in order for a child to stay enrolled. Please notify teachers of any special physical or medical problems and/or allergies your child might have.

No child may attend who has been diagnosed by a physician as having an infectious disease until the infection is clear. If a child has been exposed to a communicable disease while attending the program, parents will be notified.

If your child has fever, vomiting, or diarrhea he/she should not be brought to school. Your child may return to school when he/she is fever, diarrhea or vomiting-free for 24 hours. This is for the safety and protection of the sick child, as well as, the other children. If a teacher determines that a child is too sick to attend, the parent will be asked to make other arrangements for that day. If your child shows signs any of the ailments mentioned, the office staff will contact you and ask you to pick them up from school.

Excludable Symptoms

Parents should keep a child home if any of the following conditions exist:

- Fever- (at present or within the last 24 hours)
A child cannot be at school / center while taking Tylenol or any other fever reducing medication in order to maintain a normal temperature. Children with a temperature of 100 or over will not be allowed to stay.
- Diarrhea (loose stool that cannot be contained)
- Vomiting
- Difficult or rapid breathing
- Severe Coughing
- Skin conditions which have not been diagnosed as non-contagious by a physician; including but not limited to :
 - Yellow (jaundiced) eyes or skin
 - Contagious of chicken pox, measles, mumps or rubella
 - Untreated scabies or head lice

- Untreated impetigo
- Red, swollen eye(s) with white or yellow discharge (until on antibiotics for at least 24 hours or until a physician releases).
- A child should also be kept home if he/she is ill for any reason to demand one-on-one care or if he/she is too ill to go outside. (see outdoor policy)

Taking Temperatures

Temperatures are taken by an axial method (under the arm) with a digital thermometer. Temperatures reported to parents are axially. A child will be sent home if temperature is or over above 100 degrees. If other symptoms exist, a child may sent home with a lower temperature than those stated above.

Communicable Diseases

Students with communicable disease shall demonstrate respect for other students by not attending school while they are contagious. 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 or guardian. In some instances, a letter from the health care provider may be required prior to the student being remitted to the school.

Head Lice

The following policy is used by the Star City School District to help contain and prevent lice infestation.

- Screening of students by trained personnel will be left to the discretion of school officials.
- Identified students will be removed from the classroom and attempts to contact parents will be made.
- Parent/Guardian will be provided with information on treatment. It is the parent/guardian's responsibility to ensure the child is treated before returning to school.
- A responsible adult must accompany the student to school and remain until the student is re-examined. School personnel will re-examine the student. There must be no signs of lice infection (no nits/eggs) before the re-entry is approved.
- In case of body lice (scabies) a doctor's clearance will be required before re-entry.

Student Medications

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Whenever possible, all medications should be taken at home. Only prescription medication that is to be given four or more times a day will be given at school, with the exception pf prns, seizure and mid-day behavior meds. All other dosage amounts should be given at home. **No over-the-counter medication shall be administered to any student except upon order of a physician.**

The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten (10) days in advanced of the school's intention to dispose of any medication. Medications not picked up by the parent or legal guardian within the ten (10) day period shall be destroyed by the nurse with a witness present.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no financial responsibility for the transportation or 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. If a student becomes ill at school, he/she should ask the classroom teacher for a pass to report to the health clinic and /or office.

Emergency Data

The school office and your child's teacher must have a current home address and contact phone numbers in case of an emergency. Parents should also notify the school nurse about any critical student health or medical information.

Contact by Non-Custodian Parent

If there is any question concerning the legal custody of a student, the custodial parent shall present documentation to the ABC administrator 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 restriction regarding the non-custodial parent known to the ABC administrator or designee by presenting a copy of a file marked "court order"). Without such documentation on file, the school will release the student to either of his/her parents. Non-custodial parents who file with the ABC administrator or designee a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their

student's classroom, or otherwise have contact with their student during the school hours and must have the prior approval of the ABC administration. Arkansas law provides that the transfer of a child between his/her custodial parent and noncustodial parent, when parents are present, shall not take place on school property on normal school days during normal school operating hours without prior approval from the ABC director or designee.

Emergency Drills

Fire

Fire drills are conducted at least once each month. The signal for a fire is one long tone. Teachers will gather and instruct students to exit the classroom door or closest exit door. Teachers will roll once the students are in a safe location ensuring that all students are accounted for. Teachers will alert the director or person in charge of any missing student immediately. The director or person in charge will instruct teachers when it is safe to reenter the building. Teachers will take roll once they have returned to the classroom and notify the director or person in charge of any missing students immediately.

Tornado

Tornado safety drills are conducted at least once monthly. The signal for a tornado drill is three (3) short tones. Teachers will gather and instruct students to go to the identified safe location inside the building. Teachers will instruct students to get in a crouching position, tuck their head between their knees and place their hands over their head. Teachers will ensure that all students are seated correctly in their safe area and not left in another portion of the building. The director or the person in charge will instruct teachers and students when they are safe to return to the classroom. Teachers will take roll once they have returned to the classroom and notify the director or person in charge of any missing students immediately.

Lockdown

Safety is our number one priority for our students in SCSD. We are working with law enforcement to implement a district safety plan and add safety upgrades on our campuses. Administrators, SRO's, and teachers are also preparing to hold emergency drills annually as required by the Safe Schools Initiative Act.

We will have practice drills during the school year similar to other emergency drills that are required by law. As a reminder, these drills will not always be with prior notice to parents and other stakeholders.

Other types of emergency drills may also be conducted.

See District Policy 4.37 - Emergency Drills

Safety

Your child's safety is the number one concern for the Star City ABC Program. We do many things each day to keep your child safe. Please be aware that we have policies and procedures in place to keep your children safe.

Needed Supplies

Please provide an extra set of clothing in a plastic bag with the child's name on it. Also, your child should have a backpack (without wheels) with your child's name on it.

All supplies brought from home should be labeled with the child's name. On your child's birthday you may bring cupcakes, snacks or a treat for the class only store bought. Do not bring presents or balloons.

If your child wears a shirt that he/she may pull off during the day, please put your child's name on it. Students should wear clothing you do not mind getting dirty. We ask girls who wear dresses to wear shorts underneath. All shirts must cover their stomachs at all times.

Please do not bring the following items to school:

- Toys
- Security Items (blankets, Stuffed Animals, etc.)
- Coins
- Small items that could pose a choking hazard
- Balloons
- Invitations for birthday parties

Outdoor Play Policy

The children will go outside everyday unless it is raining or the temperature is below 40°F. Cold weather does not cause sickness and outdoor play is an important aspect of the program. Please think of your child's comfort and possible weather conditions when you dress him/her and in planning outer garments to wear and bring to the school daily.

Naptime

All children in the pre-kindergarten program will be expected to nap after lunch for at least one hour as required by state licensing regulations. Individually labeled mats or cots will be provided for each child. The program will supply the sheet and towel for nap time. Some students like to bring their own naptime supplies from home which is acceptable but they must have the child's name on them.

Child abuse (ACT 214 of 1999) and ACT-28 (SB 17) Counselors Access to Child Abuse Reports

Any teacher, school official, school counselor, social worker, or day care center worker who has reasonable cause to suspect that a child has been subjected to maltreatment or that a

child has died as a result of maltreatment or observes a child in conditions or circumstances which would reasonably result in maltreatment must notify the area child hotline.

Certified counselors in public schools are added to the list of persons to whom child abuse records may be disclosed. Counselors must treat disclosed information as confidential.

Effective 7/3/89 (Instructional Services)

Any school employee is legally responsible to report suspected child abuse and/or neglect to the proper authorities.

Information for Parents

- As required by law, any suspected case of child abuse (physical, emotional, or sexual-will) is reported to the authorities for investigation. The phone number for reporting child abuse is: 1-800- 482-5924
- As parents, you are assured accessibility to your child at any time during our hours of operation.
- Staff members will notify parents of any field trips, health services, training opportunities, activities, or accidents which would affect the family or child.
- By law, children in childcare facilities may be subject to interview by Child Care Licensing or by law enforcement for investigate purpose and/or for determining compliance with licensing requirements.
- Employees and applicants for employment are required to have their background reviewed through and Arkansas Child Maltreatment Central Registry Check and a Criminal Records Check through the Arkansas State Police. No person convicted of child maltreatment or any criminal offense shall be hired by our program as an employee or volunteer.
- Daily schedules, unit plans, menus, and other information for parents will be posted on the parent's bulletin board.
- By law, parents have been notified of the website that includes the list of unsafe children's toys, furniture, and equipment maintained by the Office of the Attorney General, www.childproductsafety.com
- Lunch, breakfast and snacks are provided each day. If your child cannot drink milk, a doctor's note MUST be provided. If your child requires a special lunch, please contact Kari Newton at 628-5111.

Kindergarten Transition Plan/Activities

School transition is a process that prepares students, families, schools, and communities to develop knowledge, skills, and relationships that help students move from one educational setting to another.

The Star City School District wants to make sure our ABC students have a smooth transition to kindergarten. Leaving a familiar environment for one with new rules, children, teachers, buildings, and expectations can be very stressful as well as exciting for the students. This smooth transition helps your child be more self-confident, develop positive relationships with others, and succeed in school.

Some activities to ensure an easy transition may include:

- Provide opportunities for children to participate in activities led by adults less familiar to the children. For example: Invite a teacher from JBE to read to the children and/or guide them through an activity.
- Read books relating to kindergarten throughout the year so that children will build background knowledge and become familiar with expectations.
- Encourage parents to visit the city library to get library cards for their children and also participate in activities offered throughout the year.
- Provide writing opportunities for the children every day. This will provide them access to refine their writing skills.
- Visit JBE. Have students involved in field day, book fairs, PLTW activities. Encourage parents to accompany their child.
- Invite families to participate in small group discussions about kindergarten expectations and share ways they can become involved in their child's new school experience.

Religious Practices

The US Constitution mandates a separation of Church and State. The Star City ABC Program assures parents that no religious activity is paid for by our State Arkansas Better Chance funds. Likewise, because we operate an Arkansas Better Chance State funded program all religious teaching is prohibited regardless of the funding source. Our ABC Program provides non-religious instruction and activities during the ABC day. Celebration of Holidays may occur at a secular level only and not teach or promote a religious theme as that is a protected right reserved for families outside of our facilities. The Star City ABC Program upholds the First Amendment to the US Constitution and instructs and implements non-religious educational programs.