



Little Eagles

Bright Opportunities Pre-K Program
Paris School District

Better Beginnings Level 3
High Quality Early Childhood Education Program for Ages 2 1/2, 3, & 4
funded by Arkansas Better Chance for School Success

Policy & Procedures Parent Handbook

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Philosophy

Teachers and parents work together to promote health, safety, well-being, and the total development of the child in an atmosphere that promotes creativity and self-esteem.

Purpose Of The Early Childhood Program

The Arkansas Better Chance for School Success Program serves children ages 2 ½, 3, and 4 years old from families with a gross income not exceeding 200% of the Federal Poverty Level. It is the intent of the program to expand the availability of developmentally appropriate early childhood programs through ABC sites. Children have the capacity to learn at very early ages, and participating in high-quality early care and education programs provides preschool children with the skills, enrichment, and learning opportunities that increase their chances of future success in school. Children from all backgrounds who receive high-quality early care and education score higher on tests of both cognitive and social skills in their early school years. Low-income children who receive high-quality early care and education score significantly higher on tests of reading and math from their primary years through middle adolescence. This program provides assistance to educationally deprived young children by funding a successful and innovative program that is designed to increase the learning of these children and provide for their optimal development.

Goals Of The Pre-Kindergarten Center

1. To serve the needs of children by providing a safe, healthy environment for pre-school age children.
2. To serve the needs of children by providing a developmentally appropriate/age appropriate program for pre-school children.

Motto

Play, Learn, & Grow Together

ENROLLMENT POLICIES

Criteria For Enrollment

A. General Enrollment Requirements

1. Documentation of Program Eligibility
2. Completed DHS/ABCSS Applications
3. Copy of Birth Certificate
4. Copy of Social Security Card
5. Copy of Immunization Record
6. Completed Health Assessment *(provided by program within 45 days of enrollment)*
7. Completed Vision & Hearing Assessments *(provided by program within 45 days of enrollment)*
8. Signed Photo Release Permission Form
9. Signed Field Trip Permission Form
10. Signed Parental Consent Form
11. Signed Discipline Agreement Form
12. Signed Medication Form (if applicable)
13. Official Health Care Plan and/or School Meal Plan (if applicable)
14. Signed Parent Agreement Form
15. Signed Kindergarten Readiness Form
16. Secured Method of Payment (if non-ABC)
17. Copy of any Legal Documentation that Provides Protection for Your Child

B. Arkansas Better Chance For School Success Qualification Requirements

Parent/guardian shall present the following documentation showing:

- Child shall be 2 ½, 3, or 4 years old by August 1 of the current year.
- Family earned income does not exceed 200% of Federal Poverty guidelines.
- Child is current or on acceptable catch-up schedule for all required immunizations.

Acceptable documentation for age shall be an official copy of a birth certificate or other official record of age. Acceptable documentation of immunizations shall include record from pediatrician or Division of Health. Acceptable documentation of income shall include one of the following:

- Paystubs dated within the past 30 days
- Copy of previous year's W-2 forms
- Copy of previous year's Federal Income Tax Forms
- Copy of previous year's Schedule C or Schedule F (for self-employed only)
- Copy of Free and Reduced Lunch Form showing income amount (only if income is verified by school district)
- Documentation showing family is currently receiving food stamp benefits
- Documentation from DHHS caseworker showing family income amount is $\leq 200\%$ of FPL.

Parents or guardians claiming zero earned income must produce a copy of current school schedule documenting enrollment in an educational program OR a notarized statement signed by the parent attesting to the fact that there is no earned income.

C. Priority For Enrollment

The Director(s) shall determine the priority of applicants based on the following guidelines:

The Bright Opportunities Program (B.O.P.) serves the following populations in this order of priority.

- Four-year old ABC qualifying children (maximum 40)
- Four-year old non-ABC qualifying children (limited to 2)
- Three-year old ABC qualifying children (maximum 20)
- Three-year old non-ABC qualifying children (limited to 2)
- 2 1/2-year old ABC qualifying children (maximum 7)

As vacancies occur within the program, they will be filled in accordance with the established priorities guidelines.

While the program considers student enrollment based on registration date, it gives placement priority to students of Paris School District employees and students who have special needs or are in Foster Care. The purpose of this is to allow students greater opportunities to be school-ready when it is time to enter the public school setting.

Special needs may be defined as, but are not limited to: physical or motor skill difficulties, intellectual delays, social-emotional needs, homelessness or instability of living situations.

Parents are encouraged to share information about their child's current development upon enrollment in B.O.P. in order to assist the staff with meeting the unique needs of every student.

D. Application & Termination Policies

Registration begins in May of the previous school year, but applications for the waiting list may be taken at any time. Applications are placed in order based on guidelines above and on the date of the application.

The enrollment of a child will be automatically terminated when any of the following conditions exist.

1. Parent gives false information/or does not complete the general enrollment requirements.
2. Continued enrollment of the child becomes hazardous to the health or safety of the other children. **upon approval from DHS/ABCSS state office*
3. Parent (of non-ABC child) fails to pay fees by the end of two consecutive weeks.

4. Child has excessive tardies (not arriving by 8:00 a.m. each morning) or excessive absences from school.
5. Parent is continuously late to pick up their child by 3:30 p.m. each afternoon.

Should a parent decide to voluntarily withdraw his/her child, the office should be informed as soon as possible. Fees (for a non-ABC child) will be paid until the child is no longer attending. If the parent decides to re-enroll their child at a later date, you may re-apply at the office and the child will be placed on the appropriate waiting list.

GENERAL INFORMATION

The center serves families who live in the Paris School District and/or surrounding area. The Early Childhood Program is open from 7:30 a.m. until 3:30 p.m., Monday through Friday, according to the Paris School District's schedule. Children are cared for and given developmentally appropriate opportunities to learn on an individual basis. Creative activities are available on a daily basis. The ECP staff strives to maintain a safe, healthy, and interesting environment. Breakfast, lunch, and an afternoon snack are provided for the children. A child needs to be at school by 8:00 to eat breakfast. No breakfast will be served after 8:00. Children are required to be present no later than 8:30 unless for an excused absence. **Pre-K students and parents are required to enter the PES building through the Pre-K Hallway door located on the north side of the building. The Pre-K Hallway doors will be locked at 8:15 a.m. and will not be open until 3:00 p.m. If you need to enter the Elementary building after or before these times, you must enter through the PES main entrance and check in at the office to receive a Visitor's Pass from the secretary. No one will be allowed in the building without a pass.**

ABSENCES AND WITHDRAWAL

Attendance is very important. It is also important for the parent to bring the child to school on time, as well as picking the child up on time. Students with excessive tardies, absences or late pick-ups will meet with the director of the Pre-K program. When possible, parents should be encouraged to make dental and medical appointments outside of school hours.

Tardies

Excessive tardies, before and after school, could result in dismissal from the program. A child should always try to be to school each morning by 8:00 a.m. If a child should arrive late, breakfast should have already been eaten at home. When a child has received 10 tardies, it will count as one day of absence. A parent should always pick up their child from school by 3:30 p.m. every afternoon. The ABC school day ends at 3:30 p.m. and if your child is not picked up at this time staff may charge a parent fee of \$1.00 per minute for afterschool care expenses. If a parent does not pick up their child by 3:30 p.m., the teacher will try to call both parents first; but if staff is not able to reach anyone, the child will be taken to the local police station and may be picked up there. If you know you will be late picking up your child, please call the office or your teacher to inform them.

Absences

The full amount of weekly fees will be charged regardless of absence (for non-ABC children). When the center is closed during the week, fees are figured on the basis of the daily rate that each child normally pays. For example, a child has a daily rate of \$25.00, so for a four-day week, the fee would be \$100.00 instead of the normal weekly fee of \$125.00.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons with proper documentation provided upon his/her return to school from the parent or legal guardian stating such reason:

1. The student's illness or when attendance could jeopardize the health of other student;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the Director; or
7. Participation in 4-H or other school sanctioned activity.

Upon return to school, please provide proper documentation:

1. Doctor's statement
2. Court appearance documentation
3. Documentation of death in the family
4. Documentation of religious observance

If a child has been absent for more than 3 consecutive days, the parent must bring a note from a doctor, or other source if applicable, stating the reason. Too many absentees could result in dismissal from the program upon approval from the state ABC office at DCCECE in Little Rock.

Withdrawals

When a child will no longer be attending B.O.P., it is the parent's responsibility to let the teacher know and to call the Director to drop the child. A legal contract between the parent and the center holds the parent responsible for payment of fees (if child is non-ABC). Should parents wish to re-enroll their child to the program, the child's name will be put back on the waiting list according to the priority of enrollment guidelines.

INCLEMENT WEATHER POLICY

In the event that the center must be closed, an announcement will be made as early as possible on the Paris School District web page and app, Paris School District Facebook page and Twitter, School Reach Message System via phone, area television station Channel 5, and radio station KDYN 92.7 in Ozark, Arkansas. Parents are urged to listen to cancellations before bringing children to the center. The Bright Opportunities Program will be closed upon closing of Paris School District. If an announcement is not made, school will be in session. If driving conditions should become hazardous during center hours, parents are urged to pick up children as soon as

possible. Parents will not be charged for any day the center is closed. If payment has been made, the parent will be reimbursed or given credit for the daily rate.

HEALTH POLICIES

School Nurse

Paris Elementary has a school nurse on site every day to help children with health issues.

District Wellness Center

Paris School District has a Wellness Center housed on the high school campus. This service is available to all Paris School District children. Pre-K students will not be transported by bus. Parents must take their child there and back for appointments.

Toileting Policy

All children are encouraged to be potty-trained upon enrollment of the program. Only one extra set of clothing will be allowed in each child's cubby, with changes made as needed or seasonally. Help will be provided for children who are not independently capable of toileting routines. Positive attention will be given to all children during the routine and patience, encouragement, and support will be offered while teaching self-help skills. If a child has a potty training issue that becomes excessive, parents may be called to come assist the child with the potty training.

Immunization Policies

Arkansas Law and the Arkansas Department of Health require up-to-date immunizations for all children who attend an ABC facility. Immunizations not only protect your child, but also protect younger children in the center (who are not old enough for certain immunizations) from being exposed to a disease that your child could carry. A child will not be allowed to enter B.O.P. without an immunization record that shows the child to be up-to-date or to be currently in the process of receiving immunizations due or authorized immunization waiver documentation of a religious, medical, or philosophical exemption from the Arkansas Department of Health. After enrollment, when a child receives an immunization, the parent must bring the updated immunization record to the Director so that a copy can be made.

Daily Health Check

A health check, including a head check for lice and/or nits, will be made daily by the caregiver in charge upon the child's arrival. Parents are required to stay during this check. Questions may be asked of the parent concerning any unusual observations of the child in general. If bruises or injuries are present, the parent must sign a statement to that effect. The child will not be allowed to stay if fever, possible contagious rash or diarrhea, lice, nits, and/or scabies, or a communicable disease is present. The child will not be allowed back to school until he/she has been fever-free for 24 hours. When an antibiotic is prescribed for infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. B.O.P. will follow that guideline unless the parent brings a statement from the physician stating that the child can return sooner. Such a statement will be accepted only when no signs of excludable illness exist. A child who is taking a fever reducing medication will not be allowed to stay without a physician's consent. The physician should note allergies on the medical form. Advance arrangements should be made for

the care of a child when he/she is sick if the parent will be unable to stay home with the child. If contacted to pick up an ill child, promptness is expected. The staff must always have up-to-date information so that the staff will be able to find the parent in the event that the child becomes ill. So, it is very important for parents to notify the teacher of any changes in child data (phone #'s, etc.) as soon as changes occur.

Excludable Symptoms

Parents **must** keep their child home if any of the following conditions exist:

- **Fever-** (at present or within the last 24 hours)
A child cannot be at B.O.P. while taking Tylenol or another 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** – (defined as watery/runny stools exceeding 2 in the previous 24 hours)
A child cannot be at B.O.P. if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing.
- **Vomiting** – (2 or more episodes of vomiting in the previous 24 hours)
- **Difficult or rapid breathing**
- **Lethargy or lack of responsiveness**
- **Mouth sores with drooling**
- **Strep throat** – (until on antibiotics for at least 24 hours or until a physician releases)
- **Severe coughing**
- **Skin conditions** which have not been diagnosed as non-contagious by a physician; including but not limited to:
 - a. Yellow (jaundiced) eyes or skin
 - b. Contagious stages of chicken pox, measles, mumps, or rubella
 - c. Rashes
 - d. Untreated impetigo
- **Red swollen eye(s) and/or eyes with white or yellow discharge** (until on antibiotics for at least 24 hours or until a physician releases)
- **Nits, lice, or scabies**
If nits, lice or scabies are seen, parents will be called to pick up the child for treatment. The parents will be given information concerning the eradication and control of human host parasites. Upon returning to school, the parent will be required to bring the used medication box/bottle to the classroom teacher as proof of the child's treatment. The child will be rechecked and determined to be free of nits, lice, or scabies before being readmitted to school.

A child **must** be kept home if he/she is ill enough for any reason to demand one-on-one care or if he/she is too ill to go outside. (See outdoor policy.)

Taking Temperatures

At B.O.P., temperatures are taken by the axillary method (under arm) with a digital thermometer. Temperatures reported to parents are axially. A child will be sent home if temperature is on or above 100 degrees. If other symptoms exist, a child may be sent home with a lower temperature than those stated above. Rectal or axially methods are recommended to parents. Fever strips used

on the forehead are not considered accurate. If fever is suspected at the time of arrival, the parent will be asked to wait for a thermometer reading before leaving the child.

ASSESSMENTS

On-going assessments will be recorded for each child. These assessments will include:

- Health Assessment – A physical will be completed by the child’s physician before each school year and will include a vision and hearing test, usually done by our public school nurse.
- Developmental Assessment Testing – The Dial-4 Assessment will be conducted yearly. This assessment measures a child’s developmental level before beginning school.
- Work Sampling System & The Ounce Scale – The WSS/OUNCE by Pearson Early Learning was adopted as the ABC statewide assessment for children. The purpose of WSS/OUNCE is to document and assess children’s skills, knowledge, behavior, and accomplishments across a wide variety of curriculum areas on multiple occasions in order to enhance teaching and learning. It is an effective assessment for early childhood programs. Assessments are completed three times yearly throughout the school year to see each child’s growth and progression through the year. Summary Reports of WSS/OUNCE are discussed with parents during the Fall and Spring Parent/Teacher Conferences.

INFORMATION CHARTS

Several types of charts are necessary at the center to provide both parents and staff with information that is vital in providing quality child care.

Classroom Information Chart

This chart is filled out by the parent(s) at enrollment and updated as needed by the parent or as requested by the staff. It will be kept in the child’s file.

Attendance Chart

Attendance charts for each day are located on a clipboard outside each classroom. The parent (or any other person who brings or picks up a child) is required to check the child in and out of the center. Time of arrival and departure, the name of anyone other than a parent who will pick up the child, presence of injury, and signatures must be recorded on the attendance chart. The parent must tell the caregiver or Site-Supervisor if someone who has never been to B.O.P. before will be picking up the child. No one other than a parent will be allowed to pick up a child unless that person’s name is included on the Parent Permission Form in the child’s file. Persons who are not known by the staff will be asked for identification. Persons are also required to be at least 16 years of age unless prior arrangements with approval have been made between the child’s parent and the teacher. The attendance chart is a record that must be accurate and complete at all times. Inform these persons of the responsibilities involved, such as checking the child in and out, checking supplies, etc. If another person frequently has this responsibility, he/she should read this booklet, so he/she understands all aspects of the center. He/she may also attend parent orientation.

Medication Chart

Giving medication at school is discouraged; however, if it is necessary parents are required to supply the requested information each day that the child is to receive any medication while at the center. Medicine will be given only with written permission of the parent on the medication chart. All information must be written each day that medication is to be administered. If someone other than the parent brings medicine for a child, that person's name must be included on the Parents Permission Form in the child's file or that person must bring a signed statement from the parent that states all information required on the medication chart. Also, the parent should tell the teacher in charge about the child's medication and note on the child's daily chart that the child is taking medication. No medication will be administered without written authorization. Dosages higher than that specified on the bottle or dosages not specified will not be administered without a written statement from a physician. Medication that is not in the original container and/or is not recently dated will not be given. Medication that is brought to the center mixed with food or milk cannot be given. If a parent needs us to give Tylenol, there must be a reason written down. Cough drops are considered medication. Parents are responsible for making sure that medications go home after school. Any questions should be discussed with the Director.

Individual Health Care Plan

Act 1565 (1999) amends Annotated Arkansas Code 6-18-1005 to require Individualized Health Care Plans for students with special health care needs in schools. This information is kept confidential.

School Meal Certification of Disability for Special Dietary Needs

A student with a disability as defined by the Federal regulations for child nutrition programs is one who has a "physical, mental impairment which substantially limits one or more major life activities such as, caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working."

IN CASE OF INJURY

The staff will care for simple injuries. The parent will be notified at the regular time when the child leaves the center. A written accident report will be given to the parent explaining what happened. In the event that a serious injury is involved, parents will be notified at once, and if necessary, the physician they have designated will be called or emergency services will be called. We must have other persons listed on file to contact in case the parent(s) cannot be reached. **So, during the school year it is very important for parents to notify the caregiver of any changes in child data (phone #'s, etc.) as soon as changes occur.**

If a child comes to the center with a new injury received elsewhere, the parent points out the injury to the caregiver and notes that presence of the injury on a Daily Injury Report Form. An unreported injury found by a teacher after the parent leaves will be recorded on an incident report form. The parent will be asked to sign the report at the end of the day and it will be kept in the child's file; a copy is given to the parent.

Please be aware that all faculty and staff of B.O.P. and Paris School District are considered mandated reporters of suspected child abuse and neglect by Arkansas state law.

CHILD'S PERSONAL SUPPLIES

The parent for each child should supply the following items:

- One complete change of clothing including socks and underwear (replaced as needed and seasonally). If a child has an accident and the child does not have adequate clothing on hand, parents will be called to take the child home to change them or to bring additional clothing to school to change them in to. If the child is taken home, it is the parents' discretion whether or not the child returns to school. If potty training issues become excessive, parents may be called to come assist the child with potty training.
- Diapers/Pull-ups (if needed)
- Outer garments suitable for outdoor play (seasonal).

These supplies should be labeled with the child's name and placed in the child's cubby. Parents should check the child's cubby each day to see that supplies are adequate for the following day. **PLEASE LABEL EVERYTHING!** This is a must! Notify the center immediately of any lost items.

Children are not allowed to bring blankets, pillows, backpacks, or toys unless specified by the teacher. One small security item may be brought, at the teacher's discretion, for naptime use only. This item must be taken home daily.

Due to safety hazards, children are not allowed to wear any jewelry, except studded earrings. Please do not allow your child to bring any jewelry item and leave in their locker. All jewelry (other than stud earrings) must be sent home with the parent after morning drop off.

DRESS CODE

The Paris Board of Education recognizes that dress can be a matter of personal taste and preference. At the same time, the district has responsibility to promote an environment conducive to student learning. This requires limitations to student dress and grooming that could be disruptive to the educational process because they are immodest, disruptive, unsanitary, unsafe, could cause property damage, or are offensive to common standards of decency. The Superintendent shall establish student dress codes for the district's school, to be included in the student handbook and are consistent with the above criteria.

During attendance at school the following guidelines must be followed. Students shall not wear clothing judged by the school administration that is inappropriate. Inappropriate clothing includes; but is not limited to, the following:

- Sexually suggestive clothing
- Jewelry or other apparel that displays words, pictures, or symbols pertaining to alcohol, tobacco, gangs, sex, profanity, or drugs (This also applies to any body marking: ink, tattoos, etc.)
- Clothing that is unzipped, unbuttoned, unbuttoned, unstrapped, unbelted, or otherwise unfastened
- Clothing with messages that mocks, ridicules, demeans, or provokes others

- Extreme styles or sizes that may be disruptive or dangerous such as jewelry, chains, sagging pants, jeans with holes, spandex, etc.
- Unnatural hair color that is disruptive to the educational process
- Waistbands worn below the hips (Belts must be worn if pants fit loosely.)
- Bare midriff for either boys or girls, **haltertop styles including spaghetti straps for girls**, fish net shirts without a tee shirt underneath and undershirts for boys
- Shoes with rollers or cleats
- Shorts or skirts may not be any shorter than six inches above the middle of the knee and shorts must be worn under all skirts no matter the length**
- No backless shoes such as flip flops**. Shoelaces must be tied at all times for safety reasons.
- No caps or hats. Hoodies may be worn but the hood part cannot be worn on the student's head in the building.
- If a student is wearing leggings of any style, their top must reach mid thigh.
- Any dress that does not comply with the health and safety codes of the State of Arkansas.

Students who report to school dressed inappropriately will be required to change into their extra clothes kept in the classroom. If there are no clothes provided, the parent/guardian will be called to bring a change of clothes for the child to change in to.

OUTDOOR PLAY POLICY

The children will go outside for one hour everyday unless rain or extreme cold prevents us from doing so. In cold weather, the time spent outside is adjusted to the temperature, but the children will be taken out if at all possible. Please do not request that your child stay inside. B.O.P. does not have extra staff available to stay in with one child. Cold weather does not cause disease and outdoor play is an important aspect of the ABC program. Please think of the child's comfort and possible daily weather changes when you dress him/her and in planning outer garments to wear or bring to the center daily.

Cold Weather Advisory = 35° or below

The time spent outside will be adjusted according to the temperature; taking the wind chill, dampness, and other factors into consideration.

Hot Weather Advisory = 90° or above

The time spent outside will be adjusted according to the temperature; taking the heat index, humidity, and other factors into consideration.

ITEMS BROUGHT FROM HOME

Parents of children are asked not to allow a child to bring toys or other items from home, as this causes confusion for the other children, and also because they become mixed up with center toys and may be damaged. Do not send your child eating leftovers from breakfast, including drinks/sippy cups, as other children invariably want some, too. Also, do not allow your child to bring coins or other small items to the center, as they are easily swallowed by young children and can cause serious medical problems.

DAILY SCHEDULE

Children may enter the B.O.P. ABC Program three years before they will enter kindergarten. The daily schedule of activities will be posted in the classroom. Slight variations may be made due to weather, special activities (such as parties, special visitors, etc.), and the mood of the children. The transition curriculum also includes everything that happens each day.

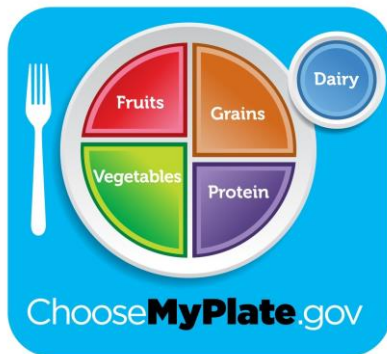
FOOD SERVICE POLICIES- PRESCHOOL

A caregiver sits at each table for meals and snacks. Children are never forced to eat or drink. They are required to keep food at the table. Every child will be offered all foods on our menu. Menus are posted weekly in each classroom. If a child has a food or milk allergy, or there is another reason that he/she cannot have milk or a food, it must be noted on the medical report that is signed by a physician. If a problem arises during the semester, we must have a signed statement from the physician. The physician must also designate a suitable substitute (especially for milk). If there is a religious reason that a child cannot have a food, the matter should be discussed with the Program Director. Children will be receiving free lunch meals served by the Paris School District Food Service Program. If a parent desires to eat a cafeteria lunch with their child, they must notify the teacher the day before. (Visitors are not recommended during breakfast due to separation issues with a lot of children.) Lunch may not be brought from home, unless approved by the B.O.P. Director and the Paris School District Food Service Program Director. ABC will only allow lunch brought from home with a doctor's note explaining the reason; but if approved, the child must also take a school served lunch tray in addition to their lunch brought from home.

Parties

Holiday and special parties are provided by the program throughout the school year. Parents are always invited to attend and to help with games and activities. Invitations to personal birthday parties may not be distributed at school and/or individual parties may not be given for a child at school. No personal gifts between students may be exchanged at school. School nutrition guidelines prevent us from allowing individual birthday snack celebrations.

Nutrition Guidelines



Breakfast	Children 1 and 2 years	Children 3 through 5 years	Children 6 through 12 years
Milk, fluid Juice or fruit or vegetable Bread, bread alternate**** and/or cereal enriched or whole grain Bread or Cereal: Cold dry or Hot cooked	½ cup (4 oz) ¼ cup ½ slice (½ oz.) ¼ cup* ¼ cup	¾ cup (6 oz.) ½ cup ½ slice (½ oz.) 1/3 cup** ¼ cup	1 cup (8 oz.) ½ cup 1 slice (1 oz.) ¾ cup*** ½ cup
AM or PM snack (supplement)			
(select 2 of these 4 components) Milk, fluid Meat or meat alternate Juice or fruit or vegetable Bread, bread alternate**** and/or cereal enriched or whole grain Bread or Cereal: Cold dry or Hot cooked	½ cup (4 ounces) ½ ounce ½ cup ½ slice (½ oz.) ¼ cup* ¼ cup	½ cup (4 ounces) ½ ounce ½ cup ½ slice (½ oz.) 1/3 cup** ¼ cup	1 cup (8 ounces) 1 ounce ¾ cup 1 slice (1 oz.) ¾ cup*** ½ cup
Lunch or Supper			
Milk, fluid Meat or meat alternate (lean meat or poultry or fish) Cheese Egg Cooked dry beans or peas Peanut butter Yogurt (plain or flavored) (Or an equivalent quantity of any combination of the above meat/meat alternates) Vegetable and/or fruit (total of <u>two</u> or more) Bread or bread alternate**** enriched or whole grain	½ cup (4 oz.) 1 ounce 1 ounce ½ large egg ¼ cup 2 tbsps. ½ cup ¼ cup ½ slice (½ oz.)	¾ cup (6 oz.) 1 ½ ounces 1 ½ ounces ¾ large egg 3/8 cup 3 tbsps. ¾ cup ½ cup ½ slice (½ oz.)	1 cup (8 oz.) 2 ounces 2 ounces 1 large egg ½ cup 4 tbsps. 1 cup ¾ cup 1 slice (1 oz.)

DISCIPLINE POLICY

Discipline at the B.O.P. is appropriate to the development level of the children and consists of the following statements of intent and action:

1. Children are never punished. Discipline is viewed by all as being directed toward teaching children acceptable behavior and self-control, and helping the children play together safely.
2. Discipline is never associated with food or toileting.
3. Children are never isolated as a disciplinary action.
4. Children are never labeled as “bad” or “naughty”.
5. Redirection is the primary disciplinary technique used with children. A child is guided into an acceptable activity and offered appropriate choices.

6. Prevention is the most important technique used at B.O.P. Teachers are alert to situations that could precipitate a child's frustration or a dispute between two or more children. When a potential problem becomes evident, children are redirected through a transition activity, through offering children an appropriate substitute activity.
7. An adequate number of materials, equipment, and activities are used as a preventative measure. Duplicate materials are used whenever possible.
8. Children are never required to participate in group activities.
9. See Biting Policy.

Positive guidance is the rule at B.O.P. The teaching staff uses verbal direction and guidance that is in positive terms. Guidance is positive yet firm. Children are encouraged to make choices that are positive when offered a choice between two acceptable behaviors, activities, materials, etc. When all other options are exhausted, a parent conference will be scheduled. If the behavior continues to occur after the conference, the parent may be asked to attend school and stay with the child during the day to help prevent such behavior. Other modifications such as child attending half days or partial days may also be arranged with parental and teacher consent. If this does not solve the issue and there are repeated occurrences the state ABC office at DCCECE in Little Rock will be notified of the problem and the child could possibly be dismissed or expelled from the program for behavior with approval.

Behavior Process

1. Teacher will start a Behavior Tracking Log to observe and document challenging behavior.
2. Meeting will be held with parents, teacher, and Director to discuss appropriate intervention.
3. Behavior referral will be made.
4. Behavior Inventory Tool will be submitted to the state ABC office in Little Rock.
5. Meeting will be held with parents, teacher, Director, and Specialists involved.

BITING POLICY

Accident reports are filled out on all bites that leave a mark. If the bite should break the skin, the parents of the biter and the child bitten will be notified. Some doctors prescribe a small dosage of an oral antibiotic if the bite breaks the skin and is located on the hand, foot, or head. (Very few bites break the skin.) After a child has bitten 3 times in a day, the parents of the biter are called and asked to participate in a conference.

COMMUNICATION BETWEEN PARENTS AND THE CENTER

Communication between parents and the center is carried out in a several ways. Please check the bulletin boards and signs near the entrance doors for general information, which might be posted. At least one parent is expected to attend each parent meeting if at all possible. Feel free to let the Director know if you are dissatisfied with any aspect of your relationship with B.O.P., or if you have suggestions for improvement. Parent/Teacher conferences will be held two times a year according to the Paris School District schedule.

Parent Committee

Parents may sign up for Parent Committee duties at the beginning of the year. Notes will be sent home for dates of our meetings that will be held each semester. Parent Committee members will discuss events, handbook changes, and possible new program ideas. Any changes in the handbook will be approved by the committee members and sent home to each parent.

Media Release

At the time of enrollment, the parent is asked to sign a media release form. This will allow the teachers and/or director to photograph, video-tape, or audio-tape children who attend. This will also permit community newspaper/newsletter releases to be submitted for publication. Social media sites; such as the PSD Facebook page and the Paris School District website, may also be included.

VOLUNTEERS

Volunteers are welcome to work with teachers at B.O.P. Anyone wishing to do so should contact the Director. All volunteers must meet licensing requirements.

PARENTAL VISITATION DURING SCHOOL HOURS

The Bright Opportunities Program has an open door policy meaning that any parent can drop by during our daily hours for a visit whenever they want or feel the need to do so. We welcome you to come spend time with your child always. The Pre-K doors are locked every morning when we leave for breakfast, so if you arrive between the hours of 8:15 a.m. – 3:00 p.m. you will need to use the front doors of the building and check in through the front office as a visitor before entering the school.

When taking photos of your child at school, always be considerate of others who may also be in your photo. Not all parents want their child's picture posted on social media sites. If you take photos while at school, please only take photos of your own child.

No cell phones or cameras will be allowed in the cafeteria while eating with children.

ABC RULES ON RELIGION IN THE CLASSROOM

All ABC instruction and instruction materials must be secular and neutral with respect to religion. No religious activity may occur during any ABC day and no ABC funds may be used to support religious services, instruction or programming at any time. Each ABC provider must maintain documentation that it has provided parents and guardians with the following written notice:

“To assure that no religious activity is paid or subsidized by public funds or occurs in any manner 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.”

FACILITY RECORDS

Licensing compliance forms (DCC-521) are available for parental review upon request.

The Log of Product Recall & Safety Notices from CPSC or the Attorney General’s Office is kept in each classroom and is available for parental review at any time. You can also go to www.cpsc.gov to join their Safety Subscription List to receive the recall notices via e-mail.

PARIS ELEMENTARY SCHOOL STUDENT HANDBOOK

All parents of Paris Elementary School will receive a Student Handbook. There are some sections that will not apply to Pre-K children. The following sections have been covered in the Pre-K Handbook and; therefore, will not apply to Pre-K children: Daily Schedule, Absences, Arrival at School, Checking Out to Leave Campus, Departing School, & Cafeteria. Parents can access the PES Handbook online at parisschools.org website or app, or by asking for a hardcopy in the Paris Elementary office.