

2019-2020

Whitten Preschool Program
Handbook



Lee County School District No. 1

161 Walnut Street

Marianna, Arkansas 72360

(870) 295-7178

PreSchool Administration Staff

- Dr. Kista Harrell—Program Coordinator
- Mrs. Shirley Eggerson-- Secretary
- Dr. Zrano Bowles Jr. – Superintendent

District Priorities



Grade Level Work



Strong Instruction



Deep Engagement



High Expectations

Ten Commitments For Parents

1. I will always love and respect my scholar for who they are and not who I want them to be.
2. I will give my scholar space - to grow, to dream, to succeed and even sometimes to fail.
3. I will create a loving home environment and show my scholar that they are loved, whenever and however I can.
4. I will, when discipline is necessary, let my scholar know that I disapprove of what they did, not who they are.
5. I will set limits for my scholar and help them find security in the knowledge of what is expected of them.
6. I will make time for my scholar and cherish our moments together, realizing how important - and fleeting - they are.
7. I will not burden my scholar with emotions and problems they are not equipped to deal with, remembering that I am the parent and they are the scholar.
8. I will encourage my scholar to experience the world and all its possibilities, guiding them in ways and taking pains to leave them careful but not fearful.
9. I will take care of myself physically and emotionally, so that I can be there for my scholar when they need me.
10. I will try to be the kind of person I want my scholar to grow up to be: loving, fair-minded, moral, giving and hopeful.



Whitten Preschool Philosophy

Our Philosophy

Whitten Elementary Preschool believes that a scholar's early years of development are important. Scholars develop and learn through play in a safe, secure, and nurturing environment. We know that each scholar has an individual style of learning and we will foster their individuality by building their knowledge of learning through implementing age appropriate activities that are fun and educational.

Self-esteem and self-reliance skills are important aspects in early childhood and is emphasized throughout our program. Since scholars learn through play and discovery, Whitten Preschool will provide materials that will promote creativity and stimulate the scholar's imagination and learning. We know that language development is also an important aspect for the growth and development of early learners.

At Whitten Preschool we will implement age appropriate concepts, activities and skills that will foster scholars' cognitive development and independence in the following areas:

- Language and Literacy
- Social Relations
- Initiative
- Music and movement
- Mathematics
- Science
- Social Studies
- Creativity

MISSION STATEMENT

The Mission of the Lee County School District is to authentically **empower** students, teachers, and families in creating paths that honor the aspirations, talents, and needs of each student.

PRESCHOOL POLICIES

1. Arrival/Dismissal

Parents may begin to sign their scholar's in at 7:30am. All scholars must be picked up by 2:30 pm.

2. Attendance

Consistent and daily scholar attendance is the expectation of the district. Attendance records will be kept daily. Parents must call or contact their scholar's teacher with an explanation of scholar absence.

**In the event that a scholar is absent for three (3) consecutive days and the parent/guardian has not notified the preschool center, the scholar is eligible to be immediately dropped from the program.

**If a scholar is absent for ten (10) consecutive days without contact with the center, he/she will be automatically dropped on the 11th day.

3. Observing School Days

Preschool scholars will attend classes on days the local school district is in session. When the center is closed for special circumstances, such as staff training, parents will be notified in advance. The Preschool Center observes the same holidays and bad weather days as the local school district.. During inclement weather, parents should listen to their local radio or television stations to determine if public schools will be open on that day.

4. Breakfast and Lunch Programs

Breakfast and lunch are provided on a daily basis, free of charge.

5. Snacks

A snack is provided each day after nap time. If parents/guardians wish to send extra food for snack time, please consult with the scholar's teacher to ensure extra food will not impede any allergy needs of scholars within the classroom. State regulations require that food be individually packaged by the manufacturer; no homemade snacks and sugary foods will be permitted. If parents desire to provide special treats for the class on holidays or your scholar's birthday, please speak with the teacher in advance before purchasing and sending extra food.

6. Extra Clothing

An extra set of clothing is required in case your scholar has an accident. In the event that your scholar has an accident or mishap and their extra clothing has to be used, please send another set of extra clothing the following school day. A set of clothing should include top, bottom, underclothes, and socks. Please consider the season when sending clothing. Clothing should be labeled with your scholar's name.

** If parents need assistance in providing additional clothing for scholars, please see Ms. Eggerson.

7. Rest Time

All scholars attending the center are required to have a cot and two (2) large towels for rest time.

These items will be provided by the center. Scholars will be required to rest or lay quietly, and scholars wanting to sleep may do so. If you choose to bring personal towels, please make sure all items are labeled with your scholar's name.

8. Medication

Should the need arise for the school nurse to administer medication to scholars, parents will be required to sign a "Permission for Medication Form". This form is available in the nurses' office.

All medication(s) must be prescribed by a physician and appropriately labeled with the scholar's name, physician's name, dosage, and date. Prescription labels with name of drug

must be undamaged and easily readable. Personnel cannot administer medication without

parental consent. Medication can not be sent in a scholars backpack. Parent/guardian must give

the school nurse, the scholars medication in person. Medication brought to school will be kept in

locked storage in a secure designated area at the center.

9. Care of Sick scholars

Scholars who are sick need to remain at home until the illness subsides. A scholar with a fever or known illness will not be admitted to the center. You are requested to keep your scholar home

if he or she is sick with a fever or diarrhea the night before, so that infection will not spread.

Scholars with communicable diseases such as head lice, scabies, chicken pox, impetigo, ringworm, or pink eye will not be admitted to the center until treatment has been completed,

condition has cleared, or a written statement from their doctor has been provided. If your

scholar is at home due to an illness, you should call the center and state the nature of the illness.

This will enable the staff to inform other parents, should the illness be contagious. A scholar who

becomes ill at the center will be removed from group activities and seen by the nurse. Parents will

be notified immediately to pick up sick scholar. A telephone number and current address where you

can be reached at any and all times while your scholar is at the center is required.

10.Visitors

All visitors to Whitten Elementary Preschool Center must check in at the office. To ensure maximization of instructional time, parents/guardians, please review your scholars daily schedule, to determine an appropriate time to schedule a meeting with your scholars teacher. If a meeting is needed, please make an appointment with Ms. Eggerson. Ms. Eggerson will schedule a meeting with your scholars teacher and notify you via phone, letter, or email.

11.Withdrawal of Students

If you are moving or withdrawing your scholar from services, please notify the front office staff at least 3 days prior to the withdrawal date, to submit any necessary paperwork. Your cooperation in this matter is greatly appreciated.

12.Telephone/Address Change

Please notify the school if you change your address or telephone number during the school year. It is very important that our records are kept up to date so we can reach you by phone or mail at all times. Also, notify us if there are changes in your emergency phone number or work number.

Documents Required for Initial Preschool Enrollment

Copies of the following must be on record in our office:

- Birth Certificate (original with seal – not a hospital certificate of birth)
- Shot record (must be up to date)
- Social Security Card
- Medicaid card, AR Kids, or Private Insurance
- Proof of Family Income
- Proof of Physical Address (example: Utility Bill, cable bill, etc.) NO P.O. Box
- Health Screening (Physical – must be recent)

Documents Required Annually

- Permission to Video
- Permission to Transport
- Discipline Policy
- scholar's Personal Data Sheet
- Physician's Form (if needed)
- Orientation Form
- ABC Application Form
- Contract to attend Parenting Meetings
- Daily Schedule
- School Calendar

Copies of these forms are in this handbook for your convenience.

13. Emergency Exit Procedures

FIRE:

All scholars and adults will exit from the main north door, and move to a predetermined area at least 50 feet from the building. In the event that the main north door is not available, scholars will exit from the closest and safest exit point.

TORNADO:

Students in rooms 1, 2, 3, 4, and 5 will exit the rooms into the hall and assume a safe position on their knees with hands over their heads.

14. Early Dismissal Policy

Parents are encouraged to leave scholars at the center all day unless an emergency arises. Only the scholar's parents/guardian or their designee will be permitted to pick up the scholar. Parents are asked to call the center when they are not able to pick up their scholar and inform designated personnel that someone else (another person on the permission slip) will be picking up their scholar. At no time will anyone be allowed to pick up a scholar unless the parent/guardian has listed that person on the permission slip.

15. Reporting Alleged Neglect and/or Abuse

All district personnel are required by law to report any suspected neglect or abuse in the home or the center. Anything suspicious may be reported to the center supervisor before or after the proper authorities are contacted.

16. Volunteers

Those persons who want to volunteer regularly will be required to have the following on file in the office:

- Scholar Maltreatment Registry Check
- FBI Criminal Background Check

An exception is noted for parents who volunteer to assist on field trips.

Volunteers are not considered personnel and will not be given disciplinary control over scholars. A background check of volunteers may be deemed necessary by the Lee County School District.

17. Separation of Church and State

Any religious topics should be discussed only in the context of the approved Curriculum. No student shall be forced to participate in any activity that contradicts religious beliefs. 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.

18. Kindergarten Transition

Scholars who are eligible for Kindergarten during the next school year will begin the following transition activities after Spring Break:

- Nap/quiet time will be reduced to no more than one hour, per regulations.
- During the month of May, 4 year old teacher(s) will coordinate with the Coordinator/Lead Teacher in creating a schedule in which 4 year old scholars will have an opportunity to go to Anna Strong Learning Academy to visit kindergarten classrooms,

tour the building, etc. Parent/guardian will be notified in advance when transition activity will occur.

MINIMUM LICENSING REQUIREMENTS FOR CHILD CARE CENTERS

CODES

(304 DHS scholar Care Manual p. 26)

VOLUNTEERS

1. Volunteers are those individuals who have routine contact with scholars and assist staff in the facility. If they are left alone with scholars, considered in the staff/scholar ratios or given supervisory/disciplinary control over scholars, they shall be considered staff and must meet the requirements for personnel (Section 300) and staff requirements (Section 303).
2. All volunteers in a child care center shall be 18 years of age or older unless the volunteer is under the direct supervision of the director or assistant director/site supervisor and has been approved on an individual basis by the Child Care Licensing Unit.
3. Volunteers, who have routine contact with scholars, shall have on file a child maltreatment Central Registry check. An exception shall be given to parents who volunteer on field trips, but are not left alone with scholars. Child Maltreatment Central Registry checks for volunteers under 18 years of age must include a parent's signature.
4. Individuals who provide health services or program enrichment activities on a limited basis are not considered volunteers. The facility shall retain a register of such persons listing name, organization, address, telephone number, date and time in the center. (Note: This section does not apply to therapists or others who have routine contact with scholars. Therapists who are not left alone with scholars are required to have child maltreatment background checks.

Therapists who are left alone with scholars at any time are subject to all background check required for personnel. The therapist is entitled to a copy of the initial background/maltreatment check results, and may share a copy with other facilities the therapist may be working in.)

400 – PROGRAM

There shall be a written daily routine listing developmentally appropriate activities for scholars. The program shall offer alternating periods of active play and quiet times throughout the day.

Facility staff shall avoid activities or experiences which may be damaging to scholars self esteem and positive self-image.

There shall be an opportunity for a supervised rest period of at least one hour but not more than two hours.

Parents shall not be denied access to their scholar at any time during hours of operation. There shall be a total of at least one hour of outdoor play per day in suitable weather.

604 – Child RECORDS – DHS Child Care Manual, p. 35

1. The scholar care facility shall maintain a record for each scholar in care which shall contain the following information:
 - a. Application form which includes scholar's name, date of birth and address, name of parent or guardian, telephone numbers (home or business), work hours of parents or guardians, and date of enrollment in facility.
 - b. The name, address and telephone number (home and business) of a responsible person to contact in an emergency if the parent or guardian cannot be located promptly.
 - c. Name, address and telephone number of scholar's physician or emergency care facility.
 - d. Written permission of parent or guardian authorizing emergency medical care and transportation of scholar for emergency treatment (This authorization shall accompany scholars anytime they are transported).
 - e. Name(s) of persons authorized to pick up scholar.
 - f. Permission slips signed by parent or guardian authorizing the scholar to be taken on specific field trips.

- g. Pertinent medical history on the scholar.
 - h. An authorized record of up-to-date immunizations or documentation of a religious or medical exemption from the Arkansas Department of Health (Updated immunization schedules will be provided as changes are received from the Arkansas Department of Health).
 - i. A record of all accidents or injuries indicating the location, time of day, area or piece of equipment where the incident occurred.
 2. The child care facility shall maintain the following records on all scholars in care:
 - a. Attendance records on all scholars.
 - b. Roster(s) of scholars names of those going on a field trip shall be checked upon boarding for departure, upon boarding for the return trip and upon arriving back at the facility.
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1100 - HEALTH

1101 General Health Requirements

1. No scholar or staff shall be admitted who has a contagious or infectious disease.
2. The parent or legal guardian shall be notified as soon as possible when a scholar has any symptom that requires exclusion from the facility. The scholar shall be separated from other scholars and closely monitored until the parent arrives to pick the scholar up.
3. The caregiver shall determine if the illness prevents the scholar from participating comfortably in activities, results in a greater need for care than the scholar care staff can provide without compromising the health and safety of the other scholars, or poses a risk of spread of harmful diseases to others. The caregiver shall temporarily exclude the scholar from scholar care if the scholar has:
 - a. Sudden change in behavior, such as:
 - lethargy or lack of responsiveness
 - unexplained irritability or persistent crying
 - difficult breathing
 - a quickly-spreading rash
 - b. Fever over 101 degrees/oral, 100/axillary (or equivalent method) in a scholar who also has pain, behavior changes, or other symptoms of illness.
 - An infant younger than 2 months with any increased temperature shall get urgent medical attention, within an hour.

- An infant younger than 6 months with any increased temperature shall be medically evaluated.
- c. Diarrhea, defined as watery/runny stools, if frequency exceeds 2 or more stools above normal for scholar, and is not related to a change in diet or medication.
- Exclusion from scholar care is required if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing in toilet-trained scholars.
- d. Blood or mucus in stools (unless caused by hard stools)
- e. Vomiting illness (2 or more episodes of vomiting in the previous 24 hours)
- f. Abdominal pain which lasts more than 2 hours
- g. Mouth sores with drooling.
- h. Rash with fever or behavior change
- i. Conjunctivitis or “pink eye” – with white, yellow, or green eye discharge and red (“bloodshot”) eyes, exclude only if scholar has:
- fever;
 - eye pain;
 - redness and/or swelling of the skin around the eyes, or 48;
 - if more than one scholar in the program has symptoms
- j. Pediculosis (head lice), until after the first treatment;
- k. Active tuberculosis, until a health care provider or health official states that the scholar is on appropriate therapy and can attend scholar care;
- l. Impetigo, until treatment has been started;
- m. Strep throat, until 24 hours after antibiotic treatment has been started;
- n. Chicken pox, until all lesions have crusted (usually 6 days after the rash appears)
- o. Rubella, until 6 days after onset of rash;
- p. Pertussis (whooping cough); until 5 days of antibiotic treatment;
- q. Mumps, until 5 days after onset of gland swelling;

r. Measles, until 4 days after onset of rash;

s. Hepatitis A, until 1 week after onset of illness or as directed by the health department;

4. Any scholar who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one business day.

5. Parents or guardians of all scholars shall be notified of contagious illness as soon as possible.

6. Medication shall be given to scholars only with signed parental permission which includes date, type, drug name, time and dosage, length of time to give medication, and what the medication is being given for. It shall be in the original container with a scholar resistant cap, undamaged expiration date and labeled with the scholar's name. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted. These medications shall be in the original container.) Staff shall not dispense medications in dosages that exceed the recommendations stated on the medication bottle.

7. Scholars with special health care needs (ex. asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly.

NOTIFICATION

Parents of scholars who attend the Whitten Preschool Center are duly notified that there is a possibility that your scholar may be interviewed by law enforcement officials, department of human services caseworkers, or other legal state agency representatives if there is reasonable or noted circumstances to cause concern to those agency officials.

Whitten Preschool Center

Progressive Discipline

1. Staff within the classroom will de-escalate the scholar and/or situation. De-escalation techniques include:
 - close proximity to the scholar;
 - talking to scholar in a quiet, non-threatening tone of voice.
 - Redirecting the scholars attention to
2. Keep a daily log of behaviors for future planning/teaching/intervention.
3. Other staff members will be notified, if needed. Staff available to help are:
 - a. Ms. April Bogan, Lead Teacher
 - b. Mrs. Alice Jones, Teacher
 - c. Mrs. Shirley Eggerson, ABC Secretary
 - d. Other designated personnel.
4. In the event, that a scholar becomes a harm to themselves or others, the scholar will be moved to a safe zone. Safe zones include, the main office and/or a specified location within the center designated by the coordinator and/or lead teacher.
5. Parent notification.

GUN-FREE SCHOOL ACT OF 1994

COMPLIANCE FORM

1988

Lee County School District No. "1" is in compliance with state and federal law which requires us to state in our student handbook that scholars are not permitted to bring weapons to school. It also "requires expulsion for students for a period of not less than one year for possession of any firearm or other weapon prohibited on school campus by law. However, the superintendent shall have discretion to modify such expulsion requirement for a student on a case-by-case basis."

SMOKING

Smoking or use of tobacco products containing tobacco in any form in or on any property owned or leased by the Lee County School District, including school buses, is prohibited.

INCLEMENT WEATHER

Procedure to be used to inform the staff, students, and public when school is to be closed because of inclement weather:

- Announcements will be made on
- KXJK-AM 950 and KBFC-FM 93.5, Forrest City/Marianna;
- KCLT-Delta Force 105.3 in Helena.
- In addition to the radio stations mentioned, the following television stations in Memphis and Little Rock will be asked to make announcements:
- WREG-TV, Channel 3, Memphis;
- WMC-TV, Channel 5, Memphis;
- KTHV-TV, Channel 7, Little Rock.
- Scholars and their parents should tune to the stations indicated when the weather appears to become inclement and listen for announcements

**Lee County School District has implemented a program by which automated telephone notifications are made whenever school is closed because of inclement weather. Staff, parents, and other patrons of the school district are notified by the phone number on record.

I-CARE RULES

For Little Kids!

1. We listen to each other.
 2. Hands are for helping, not hurting.
 3. We use I-Care language.
 4. We care about each other's feelings.
 5. We are responsible for what we say and do.
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PLAYGROUND BEHAVIOR

1. We run when we are outside on the playground, but we watch out for others.
2. We go up the slide on the steps only, one scholar at a time, one step at a time.
3. We must stay on the school campus at all times during school hours.
4. We do not throw things – except balls and other toys that are meant to be thrown when playing games.
5. We stay away from all fences and gates.
6. We are careful to avoid running into others when we are riding tricycles, wagons, and other “vehicles” on the playground.
7. We talk to the teacher if we need to go inside for a drink or to use the bathroom – WE NEVER GO INDOORS WITHOUT A TEACHER.

Whitten Preschool Daily Schedule

Time	Activity
7:30 – 7:55	Center Time
7:50 - 8:00	Clean-up (Bathroom)
8:00 – 8:30	Breakfast
8:30 – 9:55	Center Time
9:55 – 10:30	Outdoor Learning
10:30 – 10:45	Bathroom/Travel
10:45 – 11:25	Lunch/Travel
11:25 – 12:00	Outdoor Learning / Travel
12:00 – 12:10	Story (Bathroom)
12:10 – 1:30	Rest Time
1:30 – 2:40	Snack / Center Time
2:40 – 3:00	Small groups/ Prepare for home
2:30	Dismissal

2019-2020 Lee County School District No. 1 School Calendar

Lee County School District

2019-2020

Academic Year Calendar



July 19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

August 19						
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September 19						
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October 19						
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November 19						
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December 19						
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January 20						
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February 20						
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March 20						
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April 20						
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May 20						
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31						

June 20						
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July 20						
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August 20						
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Events

Students Teacher

Aug 12-16	Staff Development	Out	In
Aug 19	First Day of Classes	In	In
Sep 2	Labor Day	Out	Out
Sep 19	Progress Reporting #1	In	In
Oct 1	Civics Exam Seniors	In	In
Oct 15	End of 1st Quarter	In	In
Oct 24	Parent/Teacher Conferences #1	In	In
Oct 24	Report Cards #1 Issued	In	In
Oct 25	Staff Development	Out	In
Oct 31	AEA Staff Development	Out	In
Nov 1	AEA Staff Development	Out	In
Nov 19	Make-up Civic Exam Seniors	In	In
Nov 21	Progress Reporting #2	In	In
Nov 25-29	Thanksgiving Break	Out	Out
Dec 20	End of 2nd Quarter	In	In
Dec 23 - Jan 3	Winter Break	Out	Out
Jan 6	First Day of Spring Classes	In	In
Jan 16	Report Cards #2 Issued	In	In
Jan 20	Martin Luther King, Jr. Day	Out	Out
Feb 13	Progress Reporting #3	In	In
Feb 17	President's Day	Out	Out
Mar 13	End of 3rd Quarter	In	In
Mar 19	Parent/Teacher Conferences #2	In	In
Mar 20	Staff Development	Out	In
Mar 23-27	Spring Break	Out	Out
Apr 10-13	Good Friday/Easter Holiday	Out	Out
Apr 21	Civics Exam Juniors	In	In
Apr 30	Progress Reporting #4	In	In
May 5	Civics Make-up Juniors	In	In
May 25	Memorial Day	Out	Out
Jun 3	End of 4th Quarter/Semester 2	In	In
Jun 3	Last Day of School for Students	In	In
Jun 4	Staff Development	Out	In