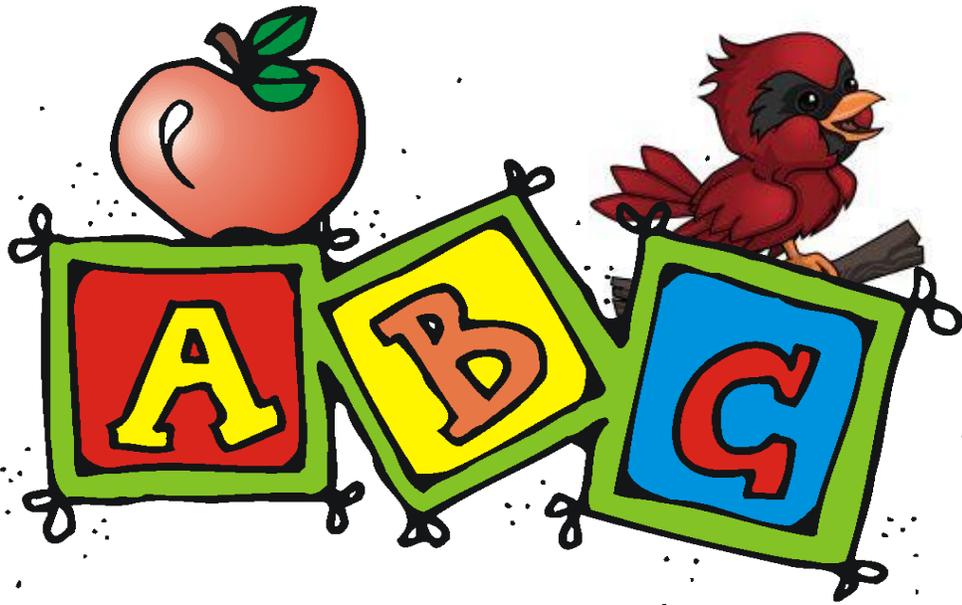


# Stewartsville C-2 Preschool Handbook



2019-2020

# **Preschool Philosophy**

The Stewartsville C-2 School District believes that preschool age children need to be exposed to sufficient amounts of time and opportunities within the school environment to explore. By utilizing time wisely to experiment, create, and imagine in our safe and caring environment, we are confident the young learners will meet the learning goals of the program.

Stewartsville C-2 believes it is crucial to provide quality educational opportunities for preschool age children in order to promote healthy physical, cognitive, social, and emotional development. We believe it is important to provide parents/families with meaningful choices as they choose a child care and education arrangements that are appropriate to fit their situation.

## **Preschool Goals:**

- Stewartsville C-2 Preschool Program will provide quality preschool for 3 and 4-year-olds designed to assist children with development of critical language and pre-literacy skills, social, emotional skills, gross and motor skills, and cognitive (concepts) and intellectual skills.
- Stewartsville C-2 Preschool Program will implement a quality, research-based curriculum that provides opportunities for children to make choices, to problem solve, to collaborate, and to be responsible members of the classroom.
- Learning goals will be modeled from the Department of Education's early learning standards. These standards can be found by going to the following link:  
<https://dese.mo.gov/sites/default/files/eel-el-2013-MELGoals.pdf>

- Stewartsville C-2 Preschool Program will operate at full capacity (**20 children**) and maintain continuous parental and community involvement.

### **PRESCHOOL DAILY SCHEDULE**

7:45-8:15	Arrival (Restroom/Wash Hands/Table Activities)
8:15-8:20	Cleanup & Transition to Whole Group
8:20-8:45	Whole Group: <b>Story Time Carpet</b>
8:45-9:45	Center Time
	Monday- Language Skills
	Tuesday- Motor Skills: Play-Doh/Scissors/Writing
	Wednesday- Language Skills
	Thursday- Music/Art
	Friday- Room Library: Picture Walk/Partner Listening
9:45-10:00	Cleanup & Brain Break
9:50-10:20	Whole Group: English/Language Arts
10:20-10:35	Fine Motor- Play
10:35-10:45	Restroom Break/Wash Hands/Transition to Lunch
10:45-11:00	Lunch/Cleanup/Transition/Brain Break
11:00-11:25	Whole Group: Math
11:25-11:40	<b>RECESS</b>

11:45-12:00     Snack/Closing/Pack-Up/Dismissal

**Tuition Rates and Payment Information:**

- The daily rate is \$15
- There will be 168 days of school for 2019-2020. At \$15 per day, this will equate to a total of \$2,520. This amount will be divided evenly over 9 months with the first payment due on September 1st, 2019.
- Payments can be made monthly or twice per month.
  - Paid by the month = \$280 (due the 1st of each month starting Sept. 1st through May 1st).
  - Paid twice per month = \$140 (due the 1st and 15th each month starting Sept. 1st through May 1st/15th).
- Inclement Weather Days: when school is not in session due to weather, your final payment in May will be reduced by the amount of days missed due to weather at the \$15 per day rate.

**Attendance:** We encourage all students to attend daily, and to remain in school for the entire daily session from 8:00-12:00. Students benefit most when they are in class and can interact with their teacher as well as other students. **In the case of excessive absences (absences that equal or exceed 20% of attendance), the preschool staff may terminate your child's enrollment.** You will be notified if we have concerns about your child's attendance. In order to maintain your child's placement in preschool, tuition will be charged for all days that school is in session. **Please call the office (816)-669-3258 if your child will not be in school that day.** If no call has been received and your child is not at school, a follow-up call will be made to monitor attendance.

**Enrollment Qualifications:** Children must be three years old before August 1, 2019, to attend preschool during the 2019-2020 school year. The school must have on file the following documents for your child to attend preschool:

- enrollment form (including emergency contact names and numbers)
- immunization records
- birth certificate

Parents must notify the school immediately if any information changes on these documents. Termination of enrollment may take place if the child is not benefiting from the program or if tuition has not been paid.

The district can operate a classroom of 20 three and four-year-old students; after the 20 openings are filled, we are unable to accept more students. Selection of the students to attend will be based on a variety of factors, including but not limited to, age, development delays, special needs, etc. Priority will be given to district four-year-olds. Once the four-year-old positions are filled, priority will then be given to district three-year-olds. Should any remaining positions be available, we will consider out of district four-year-olds, then three-year-olds. The final decision regarding student enrollment will be at the discretion of the district teaching staff and administration.

**Out of District Enrollment:** Our goal is to provide quality education to as many three and four year old students as we can- first to our district students and then to our neighboring school districts.

**Toileting:** Children **MAY NOT** attend preschool until they are fully potty trained and can take care of their toileting needs independently. Our facility does not accommodate diapering. We ask parents to provide an extra set of clothes for accidents such as spills or wet pants; however, if a child has diarrhea or a bowel movement accident at school, the parents will be called to pick up your child and take them home to clean them up.

**Arrival/Departure:** Please be consistent and on time when bringing and picking up your child. Prompt arrival cultivates good attendance habits and gives the child a secure feeling of beginning and ending the day with the class. Always accompany your child into the building and make certain a teacher has noted their arrival before you leave. There will be a sign in/out sheet.

- Arrival: parents bring the child to the gym. The teacher will meet them there.
- Departure: pick up within the library where you will have a sign-out

**Snow/Severe Weather:** In the case of inclement weather, the program will follow the Stewartsville C-2 School Schedule. Communication will be provided using the district's alert system. Upon enrollment your primary phone contact number will be entered into the system to ensure you receive text and voice message alerts. We encourage you to also be a regular visitor to the district's Facebook page, which can be found by searching for Stewartsville C2 on the Facebook platform. The Facebook page includes announcements, alerts, and

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celebrates the amazing students and staff. If you are ever unable to pick up your child on early out days we ask you to please make prior arrangements, so that all children are picked up promptly when school dismisses.

**Releasing Children:** All parents must fill out a form listing all authorized adults to pick up your child. We will only release your child to a person listed on the form. If you need to add someone to your list, please let the school know by calling 816-669-3258.

**Illness, Injury, Accident Procedure:** Children should not attend school if they display any one of the following symptoms: fever, sore throat, skin rash, red or inflamed eyes, discharge from ears or eyes, vomiting, diarrhea, severe cough, or severe itching of the body or scalp. If your child should display any of these symptoms while at school, they will rest in the nurse's office. Please keep your child home for 24 hours following fever, vomiting or diarrhea. You must notify the school if your child is diagnosed with any communicable disease. If your child displays any of these symptoms or becomes injured at school, the school will contact the parent/guardian. The school staff will give immediate first aid or emergency treatment in case of sudden injury or illness to a student. Please make available to the office accurate, up-to-date information as to where you can be reached and the name and telephone number of the person to contact in case you are not available. This emergency person must have a working telephone and access to reliable transportation. You must notify the school immediately if the names and/or numbers of your emergency contact person change.

**Medication:** A medication authorization form must be filled out with the office or school nurse before any medication can be given. Medications taken at school are discouraged, unless absolutely necessary. Antibiotics should be given at home on an alternative schedule if possible. All prescription and nonprescription medication shall be in the original container and clearly labeled with the child's name, instructions for administration, including times and amounts of dosage, and the physician's name. The school nurse will administer any medication to students at the school.

**Disaster Drills:** Fire/Tornado/Intruder drills will be held and documented to assure that all children are very familiar with safety procedures in the case of a real disaster.

**Disaster Plan:** In the case of a fire or bomb threat the children will evacuate the building. They will be taken to a safe site following school procedures and

parents will be notified so that they can be picked up per parents' instructions. In the case of a tornado, all students and staff report to our safe area per district procedures. In the case of a lockdown, the preschoolers and teachers will remain in the classroom with the doors locked until an administrator unlocks them. Following safety procedures, parents will not be permitted to enter the building until the administration has unlocked all doors and there is no longer a threat.

**Reporting Abuse:** The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, or surgical or other care necessary for the child's well-being.

District employees who know or have reason to believe that another district employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately. If abuse or neglect is suspected, employees are to notify their supervisor immediately and call the abuse and neglect hotline.

**School Records:** All school forms, including enrollment forms, health reports, immunization records, and emergency care instructions must be kept on file at the school before any child may attend.

**Dress Code:** Children are encouraged to wear clothing that is comfortable to play in (indoors and outdoors). In the winter, children need to bring clothing to school that will allow them to play outdoors, such as a heavy winter coat, boots, mittens, and stocking hat etc. We play outside every day that the weather permits. Outdoor play will consist of organized group games as well as free play. If the weather does not allow us to go outside, we will offer gross motor activities inside.

**Food Program:** Stewartsville C-2 uses the food service of OPAA! An account for the child will be set up and money can be deposited to receive a balance.

- Breakfast:

- \$1.50
- \$.30 (**reduced**)
- Lunch:
  - \$2.50
  - \$.40 (**reduced**)

An afternoon snack will be provided with parents volunteering to supply. We will get lunch from the cafeteria and bring it back to the classroom to eat lunch family style. This will give them an opportunity to enjoy their lunch in the classroom with minimal distractions, close supervision, and an opportunity to establish good eating habits, manners, and responsibility. Please fill out the paperwork for free/reduced priced lunches to see if you qualify. These forms are available from the office and will be provided at back to school night.

\*Rates are set by Board of Education and are subject to change.

**Sack Lunch Agreement:** If you choose for your child to eat a sack lunch from home, Stewartsville C-2 is not responsible for the nutritional value of the meal and the parent assumes the responsibility for meeting his/her child's daily food needs for the lunchtime meal. We encourage children to eat a healthy balanced diet of protein, fruit, vegetable, bread, and milk. We appreciate lunches that follow these guidelines. In addition, we ask that pop not be sent in school lunches. Parents cannot provide food to be shared with other children at lunch. In the event that your child brings a sack lunch, Stewartsville C-2 will provide milk for lunch for \$.45. A handout addressing nutritious food choices and portion guidelines are included in Back-to-School packets. **Your signature on the review of handbook policies indicates your acknowledgment and compliance with the Sack Lunch Agreement.**

**Discipline:**

1. Positive methods of discipline will be used in preschool. These methods will encourage self-control, self-direction, self-esteem, conflict resolution, cooperation, and responsibility.
2. The children (with guidance from teachers) will make the classroom rules. The rules will be clear, concise, and appropriate, and the children will be expected to follow them.
3. Verbal reminders and redirection will be made when necessary to help children see the need for the rules. Within the class, there will be a "Clip Chart," for both positive and negative behaviors.

4. If negative behavior persists, the child will be redirected and then told to clip down. If a child continues to engage in behaviors that are not safe, respectful, and responsible, he/she will continue to clip down. Once a child clips to the bottom a visit with the principal and a phone call will be made to the parents/guardian.
5. In case of severe negative behavior in which a child could potentially harm him/herself or someone else, they will go to the principal's office until self-control is regained and the parents/guardian will be contacted.
6. After attempts have been made to meet a child's individual needs, any child who demonstrates an inability to benefit from the care offered by the preschool program or whose presence is detrimental to other children may be discharged from the facility.

**Parent/Teacher Communication:** A preschool newsletter will go home weekly. The newsletter will cover the skills and learning goals we are working on. In addition, please send me notes any time you feel there is something that I need to know about your child in order to make the day more pleasant and comfortable for him/her.

**Conferences:** Parent/teacher conferences will be available two times a year (October and March). The conferences will be held at school; however, you may request a conference at any time throughout the year to review your child's progress and/or discuss any other issues that arise. In addition, I encourage you to call any time we need to discuss something about your child. Good communication between teachers and parents/guardian is so important for a child's success at school!

**Family Participation:** Stewartsville C-2 encourages family involvement in order to make your child's transition into the school environment successful. The preschoolers may bring home activities that you may complete together as a family. The children are always extremely proud to share these family projects with their friends. We thank you in advance for completing these and having a positive influence on your child's first school experience. We ask that you make your good-byes loving and brief. Generally, children will become involved and content once the good-byes are over and we'll be happy to give you a phone call or text to let you know how your child is doing.

**Preschool Orientation:** Preschool screenings will serve as the first meeting for the teacher and child to get familiar with one another and assess basic skills and knowledge. Back to School Night will serve as a time to come in and check out the room and get settled into a new environment for the child and families.

**Educational Field Trips:** Educational trips that relate to themes taught in the classroom AND require bus transportation will be available. Also, parents will need to provide transportation for 3-year-olds to all field trips. Parents will be notified ahead of time as to the purpose and location of the trip. Parents will need to sign a release form for these trips.

**TOYS:** WE DO ASK THAT CHILDREN NOT BRING ANY TOYS FROM HOME!

**Birthdays:** Birthdays are important milestones in children's lives. We welcome birthday refreshments in preschool. Please arrange the day/time in advance.

**Parties:** Preschool will have parties at Halloween, Christmas, and Valentine's Day. Please feel free to sign up as a room parent for your favorite party at the beginning of the year. Also, if anyone is interested in helping to coordinate all parties and contact other room parents please let the teacher know.

**Photo & Name Release:** Students will be photographed throughout the school year in order to document school history, events, projects, and trips experienced by the classes. The photographs taken by the school may be used for media purpose (Website pages, monthly newsletters, Facebook celebrations, or news articles for local news media). If students' pictures are used, their names will be given. Parent permission is assumed regarding this action unless notification is given to the school district in writing. There will be a form at Back-to-School Night.

**Materials Needed:** Each child needs to bring the following items:

- A change of clothes including underwear and socks to keep in cubby (please place in a bag with your child's name clearly labeled)
  - Paint shirt
- Backpack (clearly labeled with child's name)
- Wet wipes
- Clorox wipes
- Box of Kleenex
- Germ-X
- 2 Two pocket folders (plastic folders are more durable and hold up through the year)
- Crayons
- Markers
- Glue (stick and bottle)
- Scissors
- Pencils

- Supply Box

## **PARENT ACKNOWLEDGEMENT FORM**

I have read the Preschool Handbook for the 2019-2020 School Year and know the following things:

- If I have questions or need additional explanation, I can contact either Mr. Boyer or the office.

- I acknowledge and understand the **Sack Lunch Agreement**.
- I acknowledge and understand the **Discipline** guidelines of Stewartsville C-2 Preschool Program.
- I acknowledge and understand the **Preschool Attendance Policy** and **Tuition Payment Plan**.

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\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date