

# Grandview Early Childhood Family Handbook

2023-2024



Grandview Early Childhood Program  
11470 Hwy C  
Hillsboro, Mo 63050  
Phone: (636) 944-3291

# Table of contents

Welcome Letter

Preschool Goals

Arrival and Dismissal Policies

Transportation Background Check

Meals

Tuition

Late Payment Policy

Attendance Policy

Health and Illness Policy

Restroom Expectations

Positive Behavior Support (PBS)

School Supplies

Holiday/ Birthday parties

Napping/Quiet Time

Dress Code

Newsletters

Inclement Weather Policies

Daily Folders

Dear Preschool Families,

We are excited to offer a preschool program at Grandview R-2 Elementary. We are looking forward to a wonderful and exciting year with your child! Please read through this handbook carefully, and keep it throughout the year for reference. The Grandview staff strives to support our students in reaching their highest developmental, social, and academic potential. We will be keeping in close contact with you all year long through weekly newsletters, Class Dojo, and Parent/Teacher Conferences. If at any time you have a question, please feel free to contact us and leave a message. We will return your call as soon as possible.

Thank you for your cooperation and support!

Early Childhood Teachers,

*Mrs. Stacey Block*  
*Mrs. Katelyn Bilin*

### **Preschool Goals**

1. To provide a high-quality early childhood educational experience for three and four-year-old children residing in the Grandview R-II School District.
2. Provide transportation for families who have the need.
3. Plan and implement a comprehensive transition plan for preschool students to ensure success upon entering kindergarten.
4. Assess and support the various health needs of children to promote wellness for overall success in school.
5. Ensure that the early educational staff is highly qualified and educated on the latest research based instructional strategies.

## **Arrival and Dismissal Policies**

- School is in session from 7:30 am - 3:00 pm
- Supervision of students is only available from 7:20 am to 3:15 pm
- For the safety of our students, the school doors will remain locked from the outside during our sessions.
- If you need to pick up your child early from school please enter through the main entrance and have the office contact the classroom.
- Bus transportation will be available for preschool students in the district. Transportation can be provided during the regular bus routes in the AM and PM. This service is provided without any extra cost.

District staff will help buckle and unbuckle your child into a 5-point safety harness on the school bus.

If you object to the staff buckling your child, the family will be responsible for transporting the student.

## **Transportation Background Check**

The district will pay for **ONE** person per family to have a background check for purposes of boarding the school bus in the morning/afternoon to buckle/unbuckle the student into their harness. If more than one person will be buckling/unbuckling the student, the family will be responsible for paying for the cost of additional background checks. Only those with approved background checks will be allowed to board the bus and buckle students. Please speak with Rebecca McAnally in the central office to schedule the background check at [mcanallyr@grandviewr2.org](mailto:mcanallyr@grandviewr2.org) or by phone at (636) 944-3291.

## **Meals**

Breakfast, lunch, and a snack will be provided to all preschool students at no additional cost. These meals are covered by the cost of tuition.

- Parents may send meals from home, if necessary.
- If your child has food allergies please let the teachers know. We will try to work with you to provide an alternate meal option.
- If a child does not wish to eat a snack because he/she is not hungry or does not like the snack, he/she will not be forced to eat.

## Tuition

The Little Eagles Preschool sliding scale tuition is based on family income. We encourage parents to fill out the “National School Lunch Programs/School Breakfast Program” form through the office. Preschool tuition is based on the information provided in this form.

The WEEKLY payment is broken up into 35 weeks:

### **\$80 per week for full tuition**

\$40 per week for reduced tuition dependent on income verification.

\$0 for free tuition, dependent on income verification.

\*Fees are set on your child’s allotted spot whether in attendance or not.

- Tuition can be paid weekly, or monthly through check/cash to the elementary office.
- Payment is due by the first Thursday of the month.
- Arrangements for a different schedule of tuition payment must be established with the elementary office.
- Tuition that is not paid in full by the first Thursday of the month will be charged a **\$5 late fee per week** until tuition is paid in full.
- Letters will be generated monthly to inform you of any unpaid balances and fees.
- Tuition payments can be sent to school with your child in their folder.
- Tuition more than 4 weeks past due could result in termination from the program.
- Please see the elementary principal with concerns about paying your child’s tuition on time.

## Attendance Policy

- Students are expected to attend the Preschool program on a full-time basis, with exceptions made for occasional appointments, illness, etc.
- Students with excessive absences will be referred to the student support team for consideration.
- The student support team reserves the right to remove students from the program and replace them with students from the waiting list for poor attendance.

## **Health and Illness Policy**

**Students will not be allowed to come to school if the following occurs;**

- Fever of 100 degrees Fahrenheit or more
- Excessive diarrhea
- Vomiting
- Conjunctivitis - "pink eye"
- Persistent complaints of ear or stomach pain
- Bleeding other than minor cuts and scrapes
- Excessive greenish nasal discharge, indicating possible infection
- Head lice

**Students must be symptom free without the aid of medication for 24 hours prior to returning to school.**

## **Restroom Expectations**

Students are required to be toilet trained and free of diapers or pull ups prior to starting school.

**A potty trained child is a child who can do the following:**

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the toilet by themselves.
- 5) Be able to wash and dry their hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside.

- We understand that, on occasion, a student may have a urinary or bowel accident at school.
- Bathroom accidents may require assistance with cleaning and changing. If so, our staff will assist the student. This may be teachers, school nurses, administration, or other staff.
- Two staff members will be present when changing a student's under garments for the safety of the student.

- We will contact parents/guardians each time the student has an accident and send a note home with the soiled clothing.
- In extreme situations such as diarrhea, multiple accidents in one day, or soiling of clothing (including socks and shoes), parents will be required to take the student home for bathing.
- If bathroom accidents continue on a regular basis (without medical reasons), families will be asked to correct the situation before the student may return to the program.

**\*FAILURE TO MEET THE ABOVE POTTY TRAINING REQUIREMENTS WILL RESULT IN DISMISSAL FROM THE PRESCHOOL PROGRAM.**

### Positive Behavior Support (PBS)

Grandview School District has adopted the Positive Behavioral Support system (PBS) for managing behavior. We have found that it works very well, even at the preschool level. One of the benefits of using PBS with our Early Childhood students is that they will be familiar with it when they go to kindergarten.

We have 3 expectations (rules) for everyone in our school:

**Be Safe**

**Be Respectful**

**Be Responsible**

- At the beginning of the school year, we spend quite a bit of time talking about what each of these words mean.
- During the school year as issues arise, we use puppets or role playing to remind students of the expectations.
- Children who are displaying the expectations receive “good behavior coins.”
- Once they earn good behavior coins, they will get to go shop at the Eagle store and spend their Eagle Bucks on a variety of items.
- Good behavior coins can be earned any time the teacher sees the child displaying one of the expectations.
- Classroom Eagles are earned for appropriate group behavior in the hallway, playground, gym, etc.
- Eagles are posted outside the classroom door. If the class earns 10 eagles they get to earn rewards such as pajama day, bring your favorite toy to school day, picnic outside, movie and popcorn, etc.

We would like parents to reinforce our PBS efforts as much as possible at home to provide consistency to our students. Please feel free to ask teachers questions regarding PBS as they arise.

- Students not adhering to school-wide expectations are subject to consequences as laid out in the Grandview R-II Student Handbook.
- Preschool students are subject to the same disciplinary consequences as K-12 students. (suspension, expulsion, detention, etc)

### **School Supplies**

Your child will only need;

- a backpack (big enough for a folder, papers, and art projects)
- a beach towel (to cover a cot)
- change of clothes (in the ziploc bag provided)

A letter explaining the change of clothes process and purpose is in your child's folder.

Please leave personal belongings such as toys at home unless requested for show and tell. We are not responsible for lost or stolen toys.

### **Activity Fee**

Students/Families will not need to purchase school supplies. School supplies will be provided by the program.

- There is an activity fee of \$100 per year or \$25 per quarter. This fee will cover everything the students will need for school activities.
- The activity fee will cover; special projects, field trips, party supplies, and a variety of cooking activities throughout the year.
- If the activity fee is paid in full by **October 1st**, a discount of \$10 will be applied and the activity fee would reduce to \$90 for the year.
- Teachers will send reminders when activity fees are due.



## Holiday/ Birthday parties

We have 3 holiday parties at school.

- The parties are Fall, Winter, and Valentine celebrations.
- Each class will need a room mother to prepare the crafts, games and food.
- The room parent will need to give the teacher a list of what is needed, so they can purchase the items for the party.
- Your child may celebrate their birthday at school. Parents are welcome to send in treats on their special day.

## Napping/Quiet Time

- Classes will have a daily time set aside for rest.
- Each child will need to bring their own blanket and small pillow.
- Please make sure these items will fit in the bottom cubby in the hallway cubby.
- The items you send in will be kept at school through the week and sent home every Friday for cleaning.

## Dress Code

- We teach the children creativity, problem solving, and pride in their skills. Sometimes (often) these values/lessons can get a little messy. Please dress your student accordingly.
- As the weather cools off, be sure your child brings some type of jacket or sweater to school each day.
- Make sure your child's name is on their sweaters, jackets etc.
- Please do not allow your child to wear flip flops to school.
- We go outside if it is 35 degrees or warmer.

## Newsletters

- Newsletters will go home weekly in your child's folder.
- Please read them over carefully.
- We try to provide you with information about what we are doing in class, and what events may be going on in school.
- Notes to parents could be included in the newsletter

## Incident Weather Policies

- We will follow the Grandview School District schedule for holiday or snow closings. The District provides an “all-call system” to keep families informed of closings, special events, etc.
- This system uses phone numbers that parents provide to notify families of any activities going on at school.
- Please be sure that the school office has current, correct numbers for this purpose.
- If your phone number changes, please let us know.

## Daily Folders

- The daily folders are used all year, and should be brought back to school every day.
- These folders are used as a communication tool between home and school.
- Parents are asked to send any notes/money to the teacher or the school in the folder.
- We will send any communication home in the folder.
- The child’s work is also sent home in the folder.

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I/We have read and understand the policies and procedures in the Grandview Early Childhood Family Handbook.

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Print Name

Sign Name

Date

# 2023-24 School Calendar

\*\*\*Please note,

Preschool students do not start school until **Thursday, August 24th.**  
This is 2 days later than all other district students.

<b>Grandview K-II Schools</b>									
<b>2023-2024 School Calendar 7:30am to 3:17pm--(Board Approved 3/16/23)</b>									
<b>August 2023</b>					<b>January 2024</b>				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
	X	X	X	X	H	X	X	X	X
NTT/*TWD	NTT/*TWD	*TWD	*TWD	*TWD	PD	9	10	11	12
TWD	TIS	TIS	TIS*	X	H	16	17	18	19
X	Open	23	24	25	X	23	24	25	26
X	29	30	31		X	30	31		
<b>September 2023</b>					<b>February 2024</b>				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
				1				1	2
H	5	6	7	8	X	6	7	8	9
PD	12	13	14	15	X	13	14	15	16
X	19	20	21	22	H	20	21	22	23
X	26	27	28	29	PD	27	28	29	
<b>October 2023</b>					<b>March 2024</b>				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
X	3	4	5	6					1
X	10	11	12	13	X	5	6	7	8
X	17	18	19	QRT	X	12	13	14	QRT
PTC	24	25	26	27	PTC	19	20	21	22
X	31				X	26	27	28	H
<b>November 2023</b>					<b>April 2024</b>				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3	H	2	3	4	5
PD	7	8	9	10	X	9	10	11	12
X	14	15	16	17	X	16	17	18	19
20	21	X	H	H	X	23	24	25	26
X	28	29	30		X	30			
<b>December 2023</b>					<b>May 2024</b>				
Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
				1			1	2	3
PD	5	6	7	8	6	7	8	9	**QRT
X	12	13	14	15	X	X	X	X	X
18	19	20	21	*QRT	X	X	X	X	X
H	X	X	X	X	H	X	X	X	X

**Legend**

- TIS= Teacher In-Service
- TIS\*=Teacher In Service/Open House
- QRT= End of Quarter for Students
- QRT\*= End of Quarter for Students/Noon Release
- QRT\*\*= End of Quarter for Students/ Noon Release/TWD till 7pm
- H= Legal Holiday
- PD= Professional Development- No School 8am-3pm
- X= School Not In Session
- PTC= Parent Teacher Conf. 12pm till 6pm
- NTT= New Teacher Training (Required for all Teachers new to the District)
- MS= Middle School HS= High School EL= Elementary School
- 1st Qtr. 36
- 2nd Qtr. 35
- 3rd Qtr. 40
- 4th Qtr. 32

\*TWD = Will count as 1 of the 2 summer work days  
36 hour or 5 AMI days will be used before traditional snow days

**Calendar Provides For**

- 143 Days of Student Attendance
- 10 Days of Legal Holidays
- 5 Days of Professional Development
- 2 Days of Parent Teacher Conferences
- 3 Days of Teacher In-Service
- 1 Teacher Work Days
- 2 Summer Workshop Days
- All snow days will be made up on Mondays
- 0 Weather Make-Up Hours Built-In
- 1048.19 Hours of Student Attendance
- 159 Total Teacher Days
- 7.33 hrs a day

All snow days will be made the second Monday proceeding the snow day