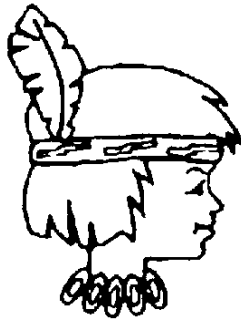


Strafford R-VI School District



Early Childhood Title 1 Preschool Handbook

2010-2011

(Please sign and Return This Form to Your Child's Teacher)

This handbook is a very important document for all pre-K students in Strafford Public Schools and their parents. It contains valuable information that they will need to know during the school year. Even more importantly, it contains some of the rules and regulations, policies, and laws under which students must abide during their time in school. We ask that you review the Early Childhood Handbook with your child at the beginning of the school year and refer to it throughout the year as needed to help answer questions and guide decisions.

Please sign this form and have your child return it to his/her teacher during their first week of school.

My child, _____, and I have reviewed and understand the importance of the information provided in the Early Childhood Handbook.

Parent/Guardian Signature

Date

Strafford R-VI School District
Lucille Cogdill Early Childhood Center
www.straffordschools.net

2010-2011

**Title 1 Preschool
Handbook**

Early Childhood Center Office
736-7000 Extension 1100

The Early Childhood Center is located across the street from the elementary school. The Early Childhood Center serves Daycare through Kindergarten students.

Program:

The Strafford R-VI Early Childhood Center provides quality and developmentally appropriate preschool education for children ages four and five. Each day's session will include: teacher and self directed activities. Developmentally appropriate activities will be used to ensure an appropriate readiness program to enhance educational success.

Philosophy/Goals/Curricular Objectives:

We believe the foundation for learning includes the total development of the child. Our goal is to provide developmentally appropriate activities, which meet the social, emotional, physical and intellectual needs of the individual child. Believing that children learn through play, we plan our curriculum within a caring and creative environment. The curriculum is designed to enlarge the child's repertoire of knowledge and skill, to increase self-confidence and to promote social skills. Weekly objectives cover the following areas: social and emotional development, self-help skills, fine and gross motor skills, language development pre-reading and pre-math skills, as well as other kindergarten readiness objectives. Children are encouraged to express themselves through creative art, dramatic play, storytelling, singing, and other hands-on activities.

Enrollment:

Enrollment is open to children who will be age four and five. Eligibility may be determined through the screening process. If classes are full, students may be placed on a waiting list.

STAFF

Michelle Gardner
EC Director/Elem. Assistant Principal
michelleg@straffordschools.net
736-7000 x1102

Drew Reid
PK Teacher
drewr@straffordschools.net
736-7000 x 1108

Jo Snider
EC Secretary
jos@straffordschools.net
736-7000 x 1100

Christy Willis
PK Teacher
christyw@straffordschools.net
736-7000 x 1107

Donna Redfearn
School Counselor
donnar@straffordschools.net
736-7000 x 1237

Mallory Ford
Daycare Director & PowWow Director (after school childcare)
malloryf@straffordschools.net
736-7000 x 1106

Transportation:

Parents will be responsible for providing transportation to and from the school. School bus services are not available for preschool students. Parents should use the front entrance of the Early Childhood Center when transporting students. All other doors are locked throughout the day. Teachers will be available at curbside to receive students from 7:45-8:10 AM, and will load students into cars at curbside from 2:45-3:00 PM.

NOTE: For the first two days of school, parents should park cars and bring students to the classroom to ensure familiarity with the teacher and classroom. Curbside drop off and pick up will start the first full week of school.

Daily Sign-in:

Parents are asked to bring their child to the PK classroom if supervised drop off personnel are not outside AND you arrive after 8 AM. If arriving between 7:45 and 8:00 AM, students should report to the EC multipurpose room. **NOTE: Students are not allowed to be dropped off prior to 7:45 AM.**

When visiting or picking up your child early, families must sign in, present a photo ID, and receive a visitor's sticker from the office before going to the classroom.

Attendance:

Regular attendance benefits both the children and our program. Parents are asked to call the Early Childhood Office (736-7000 x 1102) if their child will be absent by 9:00 AM for the morning session and by 12:30 PM for the afternoon session. As a safety measure, if we do not receive a call, the office will call home to verify the absence.

NOTE: Due to others, which may be on a waiting list to enroll in the program, students that have repeated unexcused absent, will be dropped.

Hours:

The Strafford R-VI Preschool Program is a five-day a week program. There are two sessions daily; the first session will be from 8:00 AM to 10:45 AM. The second session will be from 12:00 PM to 2:45 PM. All children must be picked up promptly.

The Strafford Early Childhood Center follows the same calendar as the district, including inclement weather policies. A school calendar is attached.

Orientation:

Making a smooth transition into the preschool program is an important task for the preschool student and his/her family. Prior to the school year beginning, parents/guardians are invited to see the classroom and to discuss the schedule, curriculum and procedures. The students are invited to come to meet the teacher with their parents prior to the first day of school. The students are given an opportunity to become familiar with the surroundings and to place his/her supplies in their personal spaces, etc. During the first week of school, parents are asked to bring their student into the building until they are acclimated to the routine, then car drop-off will be started.

Supplies:

There is a \$10 supply fee for all preschool students. This fee covers your child's school supplies for the year. The supply fee should be paid the night of Open House (cash or checks will be accepted; checks should be made payable to: Strafford Schools).

Also, all preschool children should have **one full size backpack (with name)** for transporting teacher/parent communication and student work to and from school. Please remember to check your child's backpack for messages and artwork each day.

Donation items that are always welcome are: Clorox wipes, Baby wipes, boxes of tissues, small plates, plastic forks, plastic spoons, small cups, glue sticks, Crayola broad tip markers, crayons, etc.

Student Security:

If someone other than a custodial parent is picking up a preschool child, parents must inform the teacher beforehand. Any person other than the parents picking up a preschool child should be reminded that the teacher or office personnel will ask for identification to insure the child's safety. If there are any restrictions on the rights of a child's non-custodial parent which pertain to his/her normal parent activities in the school, we must have court ordered documentation on file.

Parent-Teacher Conference:

The administration and faculty are available to meet with parents for a conference whenever the parent or school staff member feels it would be beneficial. Preschool teachers will schedule conferences twice during the calendar year (October & April) and additionally on an as needed basis.

Special Class:

Each day, Monday-Thursday, students will have a 30 minute special class time. During this time, students will participate in the following activities: computers, library, art, music and physical movement. On library day students will check out a library book to be taken home. Each week the library book needs to be returned before another book can be checked out.

NOTE: Lost books will need to be paid for OR be replaced with an equivalent value of book.

Discipline:

When children are engaged in developmentally appropriate activities few discipline problems occur. However, when children do behave inappropriately the staff will intervene with constructive solutions. Primary methods of discipline are intervention and redirection. Praise and positive reinforcement of good behavior are consistently used with all children as methods to build the child's self-esteem and encourage self-control. Conflict resolution will be used with all of the children when necessary. Parents will be notified on a regular basis concerning their child's behavior and social development.

Please note:

Licensing rules of the state of Missouri state "Children shall not be permitted to intimidate or harm others, harm themselves or destroy property". This is ground for dismissal from the program.

The Early Childhood Director/teacher and, or the school has the right to remove any child for repeated behavior problems.

Health and Emergencies:

A copy of the child's immunization record must be on file by the beginning of the first day of arrival for the preschool program.

A nurse will be available to assist with your child's health needs. If a child becomes ill or injured after arriving at the preschool, the parent will be notified. If a child needs immediate medical attention, the parent and the child's physician will be called. The teacher will notify the parents of all known minor injuries or possible symptoms of illness.

Children will be observed for signs of contagious disease or illness, not only upon arrival, but all throughout each session. Children who are suspected of being ill will not be accepted for preschool that day.

1. If children exhibit any of the following symptoms, they must be sent home:
 - Diarrhea-more than one abnormally loose stool.
 - Severe coughing- if child gets red or blue in the face or makes high-pitched croup or whopping sounds after coughing.
 - Headache and stiff neck.
 - Difficulty breathing or rapid breathing.
 - Yellow skin or eyes.
 - Pinkeye- tears, redness of eyelid lining, irritation followed by swelling or discharge of pus.
 - Unusual spots or rashes.
 - Sore throat or difficulty swallowing.
 - An infected skin patch- crusty, bright yellow, dry, or gummy areas of the skin.
 - Fever over ninety-nine degrees Fahrenheit (taken in ear). Fever reducing medications will not be administered so a child can remain at the center while ill.
 - Vomiting
 - Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of head lice or scabies. If a child is sent home due to the presence of head lice, the child must be nit free to be readmitted.
 - See Student Handbook for additional information about school policies regarding health and illnesses.
2. In order to return to the preschool program after illness, a **child must be symptom free for 24 hours without the aid of Tylenol or Ibuprofen**. If questionable symptoms are present, a note must be obtained from a licensed physician stating that the child is free for contagion and able to participate in center activities.
3. Any medication to be given should be given to the Early Childhood office in the original container. A medication form must be completed by the parent and given to the office or school nurse.
4. Parents must notify the center if their child has any allergies, especially food allergies.
5. If the child is well enough to come to preschool, we will assume that the child is well enough to participate in all regular activities, both inside and outside.
6. Parents must notify the center when their child has been exposed to any communicable disease so that other parents may be informed to observe their child for symptoms.

Safety:

Periodic drills are conducted at school to teach children what to do in the event of a fire, tornado, or crisis situation. Teachers and students practice proper procedures regularly to ensure preparation in the case of an emergency.

School Closing:

In case of inclement weather or other school emergency situations, announcement of school closing will be made on local media stations.

Grievance Procedures:

School Board Policy JFH states: Alleged acts of unfairness or decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances.

- The principals shall schedule a conference with a student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless, required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Adopted: March 18, 1999

Food:

Parent participation will be requested in bringing snacks on a rotation basis. The teacher will provide a monthly snack calendar that will be placed in the student's communication folder. On your child's snack day, you will need to provide enough snacks and drinks for all children in your child's class for that day. The school encourages healthy snacks and drinks should be 100% real juice or milk. All snacks must be store bought and in the original packaging.

Clothing:

On the first day of attendance, parents should bring a complete change of clothing (including socks) in a Ziploc bag to be kept at the preschool. Spills and accidents do happen and a change of clothes can come in handy. Dirty clothes will be sent home in a plastic bag to be washed with a new set of clothes to be sent back the following day.

Children should be dressed in play clothes. They will be playing and working on the floor, outside, and with some art materials that might stain. Children will be much more comfortable in clothing that allows freedom of movement and that they do not have to worry about getting dirty. Children should be dressed for the weather, as there will be outdoor play when ever possible. Children should also have shoes that they can run, climb, and play in without worrying about slipping and falling.

Parent Involvement:

Our primary goal is to provide your child with the best available preschool experience. In order to achieve that goal, your involvement as a parent will be actively encouraged. We recognize and appreciate the trust and confidence you have placed in us and offer you the opportunity to share in the joys of learning to play and work in the school setting. Laughter, hugs, sharing, and discovery are what "being a child" is all about. Your participation as a partner in your child's learning will be a positive experience for us all. A strong partnership between the Strafford Early Childhood Center and parents is of primary importance to the healthy development of the children. A key factor in this partnership is communication. Teachers will provide communication to parents through notes, newsletters, phone calls, and parent/teacher conferences. We encourage parents to allow time to visit with teachers on a regular basis. Parent involvement will serve to strengthen our program. We invite every parent to find meaningful opportunities to participate. If parents have a question or concern about their child or the program, we encourage them to go to the teacher/principal to express their concerns so they can be addressed.

PUBLIC LAW 107-110 PARENT LETTER

August 2010

Dear Parent/Guardian,

The Strafford Public Schools are required by the No Child Left Behind Act of 2001 (Public Law 107-110), to inform parents of the status of our highly qualified teachers.

Upon your request, our District is required to provide to you in a timely manner, the following information:

- Whether the teacher has met State qualification and licensing criteria for the grade level and subject area in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessional and, if so their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the Strafford Public Schools must provide to each individual parent:

- Information on the achievement level of your child in each of the State academic assessments as required.
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

NOTE: If your child participated in the spring state required academic assessment, results are provided to you each fall as soon as they are returned to the district.

Sincerely,

Strafford Public Schools

**Strafford R-VI School District
Title I Preschool
Parent/School Compact**

Through a strong cooperative effort, between school and parents, children can succeed. The purpose of this compact is to develop a partnership between parent, student, and school which will help the student achieve the high standards and high expectations of the Strafford School District.

Parent/Caring Adult:

I want my child to have the best education possible, and I realize that strong, effective school systems are essential. I will make an effort to try to:

1. Provide a home environment and space that will support and inspire my child to learn.
2. Provide my child the opportunities to get adequate sleep and a healthy diet.
3. Make an effort that my child is at school on time and attends regularly.
4. Spend at least 15 minutes each day reading or working with my child.
5. Discuss and watch my child's independent activities such as TV and video games.
6. Stay in touch with teachers and school staff to support and challenge my child academically and socially to be the best he/she can be.

.....
Student:

I understand preschool is important to me and it will help me become a better person. I will do my best to:

1. Be at school unless I am sick or out of town.
2. Treat others fair and nice.
3. Help keep my school safe and clean.
4. Listen and work with other students and adults.
5. Spend time each day looking at books at home and sharing about activities at school.

.....
Teacher:

I understand the importance of a positive school experience for every student and my role as a teacher. I will make a sincere effort to:

1. Teach skills in areas of social, cognitive, and physical development appropriate for prekindergarten.
2. Be aware of the educational/individual needs of your child.
3. Regularly communicate with you about your child's performance and progress.
4. Provide a safe, positive and healthy learning environment for your child.
5. Respect the differences of all children and their families.
6. Conduct regular scheduled parent meetings.

Parent: _____ **Child:** _____

Teacher: _____ **Date:** _____

<<<<<Attach School Calendar here>>>