

Strafford R-VI School District



Early Childhood Title 1 Preschool Handbook

2018-2019

(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 they will need to know during the school year. Even more importantly, it contains some of the rules, 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

Please sign below if you do not have access to the handbook online. A hardcopy will be sent home with your student.

(Student Name)

(Grade Level/Teacher)

(Parent Signature)

(Date)

MEDIA WAIVER

If you **do not** wish to have your child included in media publications (which may include: district, building and classroom newsletters, district website, yearbook and other district means for promoting student achievement), please notify the office in writing.

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

2018-2019

**Title 1 Preschool
Handbook**

Early Childhood Center Office
736-7000 Extension 1100

The Early Childhood Center is located at 218 W. McCabe. Our center has the unique opportunity for children to begin in the Early Childhood Building as early as 6 weeks old and stay in the same facility until entering Kindergarten. This allows each child to build a strong educational foundation in familiar surroundings with familiar people. Our children build positive relationships with each other and the adults; this promotes a sense of well-being and belonging which in turn provides each student the positive and ongoing support that encourages his/her complete development.

NON-DISCRIMINATION PUBLIC NOTICE:

The Strafford R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Shane Pierce, Assistant Middle School Principal/Title IX Coordinator
213 W. McCabe Street
Strafford, MO 65757
(417) 736-7000 ext. 1302

Program:

The Strafford R-VI Early Childhood Center provides quality and developmentally appropriate preschool education for children who are four years old on or before July 31. Each day's session will include both 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.

Hours:

The Strafford R-VI Preschool Program is a five-day a week program. There are two sessions daily; the first session is from 8:00 a.m. to 11:00 a.m. The second session is from 11:45 a.m. to 2:45 p.m. All children must be picked up promptly.

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

Enrollment:

Enrollment is open to children who are four years old on or before July 31. Eligibility may be determined through the screening process. If classes are full, students will be placed on a waiting list.

Arrival and Dismissal:

School bus services are not available for preschool students, therefore parents will be responsible for providing transportation to and from school each day.

A.M. Preschool: We provide Drop & Roll every morning from 7:45 a.m. - 8:00 a.m. This is a service we are proud to provide our students. Teachers will be available at curbside to help students out of the vehicle and will ensure they get into the building safely. If arriving between 7:45 a.m. and 8:00 a.m., students should report to the EC multipurpose room. **If you arrive after 8:00 a.m. and supervised drop off personnel is not outside, please bring your child inside the ECC.** Parents will need to stop at the office and sign-in their child. The

child will receive a tardy pass which will allow them to go to class. Our PU & Go service will be provided from 10:50 a.m. – 11:00 a.m. for our morning preschool students. Families will be given a car tag at Orientation. This will need to be hung from your rear view mirror when entering the PU & Go car line. Teachers will load students into cars at curbside, while students are waiting safely inside the building. **NOTE: Students are not allowed to be dropped off prior to 7:45 a.m.**

P.M. Preschool: We provide Drop & Roll every afternoon from 11:35 a.m. - 11:45 a.m. This is a service we are proud to provide our students. Teachers will be available at curbside to help students out of the vehicle and will ensure they get into the building safely. If arriving between 11:35 a.m. and 11:45 a.m., students will be waiting with their class in the gym until a majority of them are here. **If you arrive after 11:45 a.m. and supervised drop off personnel are not outside, please bring your child inside the ECC.** In this case, parents will need to stop at the office and sign-in their child. The child will receive a tardy pass which will allow them to go to class. Our PU & Go service will be provided from 2:30 p.m. - 2:45 p.m. for our afternoon preschool students. Families will be given a car tag at Orientation. This will need to be hung from your rear view mirror when entering the PU & Go car line. Teachers will load students into cars at curbside, while students are waiting safely inside the building. **NOTE: Students are not allowed to be dropped off prior to 11:35 a.m.**

If a student's after school schedule should change, please notify the teacher by sending a note in the communication folder or calling the EC office. If the school does not receive a note or a call, we will follow the regular schedule.

NOTE: On the first few days of school, parents should park cars and escort students to their classrooms. This will bring students to the ensure familiarity with the teacher and building. Curbside drop off and pick up will start the second day of school.

Picking up early:

When picking up your child early, families must sign the student out in the office and the secretary will call for him/her to come to the office.

After School PowWow: Our mission is to provide students with a safe and nurturing environment. We will offer age appropriate tutoring, large motor activities, and recreational time. We will promote the importance of education and make it exciting for the children to expand their knowledge on many topics.

Our hours of operation will be Monday through Friday from 2:35-6:00 p.m. We will not be in session when the district is closed or on snow days. **If school is dismissed early due to inclement weather, we will close early also.** Failure to pick up your child by 6:00 p.m. will result in a late fee of \$1.00 per minute. If late pick up becomes repetitious, services may be discontinued. All late fees must be paid before the child can return.

Student Security:

If someone other than a custodial parent is picking up a preschool child, the teacher must be informed. Any person other than the parents picking up a preschool child should be reminded 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.

The Early Childhood building will be locked from 8:00 a.m. to 6:00 p.m. Entrance into the building during these times will require the use of our new intercom/camera and buzz-in system. The first set of doors to the early childhood will be open, however the second set of doors will remain locked. To be admitted into the building, please push the silver "doorbell" button located on the intercom unit and speak to the attendant. The intercom/camera unit is located in the corridor of the early childhood between the second set of double doors. Once the silver button has been pushed, we can hear you and see you. After announcing yourself, the attendant will release the door lock which will allow you to enter the building. Please stop by the office to check-in after being admitted into the building.

Visiting the School:

When visiting the ECC, families must sign in, present a photo ID, and receive a visitor badge from the office before going to the classroom. If you are not wearing a visitor badge, you will be stopped and asked to go back to the office.

Attendance:

Regular attendance benefits both the children and our program. Please call the Early Childhood Office (736-7000 x 1100) if your child will be absent by 8:30 am. for the morning session and by 12:15 p.m. for the afternoon session. For your child's safety, if we do not receive a call the office will call home to verify the absence.

NOTE: Due to our long waiting list to enroll in the Preschool program, students who have repeated unexcused absences will be dropped.

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 will be invited to attend an Orientation. This will allow the students and parents to meet the teacher, see the classroom and discuss the schedule, curriculum and procedures. It also gives the students an opportunity to become familiar with their new surroundings.

Supplies:

There is a \$30 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 Orientation (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 work each day.

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

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. 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 in the students' backpack throughout the year. 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. If your child has to change clothes for any reason during the day please be sure to send a new set of extra clothing to school the next day.

Children should be dressed in play clothes. They will be playing and working on the floor, outside, and with some art materials that may stain. Children will be much more comfortable in clothing that allows freedom of movement and something they do not have to worry about getting dirty. Children should be dressed for the weather, as there will be outdoor play when possible. Children should also have shoes 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, emails 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 and/or principal to express their concerns so they can be addressed.

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, 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 valued book.

Discipline:

When children are engaged in developmentally appropriate activities few discipline problems occur. However, if a child makes a bad choice or behaves inappropriately the staff will intervene with constructive solutions. Primary methods of discipline include intervention and redirection. Praise and positive reinforcement of good behavior is 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 Missouri state "Children shall not be permitted to intimidate or harm others, harm themselves or destroy property". This is grounds for dismissal from the program.

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

Health and Emergencies:

A copy of the child's immunization record must be on file before the first day of school or prior to beginning the program.

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending the Cogdill Early Childhood Center may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the school nurse and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

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 throughout the day. Children who are suspected of being ill will not be able to attend preschool that day and the parent/guardian will be called.

1. If children exhibit any of the following symptoms, they must be sent home:
 - Diarrhea - more than one abnormally loose stool. **(See #2)**
 - Severe coughing - if child gets red or blue in the face or makes high-pitched croup or whooping 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 or pus. **(See #2)**
 - Unusual spots or rashes.
 - Sore throat or difficulty swallowing.
 - An infected skin patch - crusty, bright yellow, dry, or gummy areas of the skin.
 - Fever of 100 degrees (taken orally) or above. Fever reducing medications will not be administered so a child can remain at school while ill.
 - Vomiting **(See #2)**
 - 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, and see the nurse, 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 an 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 school 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 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 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, school closing announcements will be made on local media stations. You will also receive a call/text via our school messenger system.

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

PUBLIC LAW 107-110 PARENT LETTER

August 2013

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, 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 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 to ensure 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.
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Student:

I understand school 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.
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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:** _____

Dear Parents:

Childhood obesity is increasing rapidly in the United States, affecting children of all races, ethnicities and income levels. Since 1980, the percentage of overweight children aged 6-11 has more than doubled and the percentage of overweight adolescents aged 12-19 has tripled. Reversing the obesity epidemic will require a long-term, well-coordinated approach to reach kids where they live, learn and play. At Strafford Elementary we would like to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We encourage parents and teachers to limit soda and candy to no more than 50% of the foods offered at special holiday parties and birthday recognitions. The remaining 50% of party food offered should meet at least two of the following recommended standards:

1. provide 3 grams or more fiber
2. provide 35% or less calories from fat or less than 10% calories from saturated fat
3. provide less than 16 grams sugar per serving
4. make a significant nutrition contribution as defined by: providing 20% daily value of one or more of calcium, vitamin A, vitamin C or iron OR 5 grams or more of protein

Ideas for Holiday Parties and Birthday Recognition

- | | | |
|---|--------------------------------------|----------------------------------|
| *Fresh Fruit | *Oreo 100 cal. Snack pk. | *LaChoy Fortune Cookies |
| *Fresh Vegetables-carrots, Celery, etc. | *Otis Spunkmeyer-Reduced Fat Cookies | *Kellogg Grahams-several flavors |
| *Raisins | *Trix Cereal Bar | *Dill Pickles |
| *Frozen Fruits | *Cheerios Cereal Bar | *Gatorade |
| *Granola | *Munchies Kid Mix | *Scooby Doo Bones Grahams |
| *Fruit Popsicles | *Chips Ahoy 100 cal. | *Austin Zoo Crackers |
| *Yogurt | *Granola Bars | *Nestea |
| *100% Fruit Juices | *Nutrigrain Yogurt Bars | *Powerade |
| *Shape-ups | *Cheese Nips 100 cal. | *Lipton Tea |
| *Beef Jerky | *Quaker Quakes | *Red Diamond with Splenda |
| *Doritos-Reduced Fat | *Snapple 100% juice drinks | *Sugar free Jello |
| *Lay's Baked Potato Chips | *Scooby Doo Snacks | *Keebler-Elf Grahams |
| *Sun chips | *Fruit Roll Up | *Crystal Light |
| *Pretzels | *JJ Pretzels with fillers | *Salsa Cup |
| *Bosco Mozz Stix | *Gogurt | *Otis Low Fat Muffins |
| *Kellogg Rice Krispie Treats | *Special K cereal bars | *Baked Cheez-its |

