

**T**iger

Preschool



Handbook

**C**ubs!

I would like to take this opportunity to welcome you and your child to the Keytesville R-III Tiger Cubs Preschool Program. We provide for the total development of the preschool age child. All the areas of development are addressed during the school day. The program is not only age appropriate, but individually appropriate. It is designed to give attention to the needs and differences of the children enrolled. We are funded and serve children through Title 1, minimal fees and the Keytesville R-III School District.

Philosophy/Goals/Objectives:

The staff at the Keytesville Tiger Cubs Preschool believes that early childhood education should help equip children with the tools and skills necessary for them to meet the challenges of a complex world. The program is based on the ideas that we create and maintain a safe and healthy setting that fosters children's social, emotional, intellectual, and physical development. Our program is designed to meet each child's needs at his/her stage of development by providing developmentally appropriate practices and materials. We recognize and maintain the delicate balance between the fact that children construct their own knowledge through learning and exploring on their own as well as through repeated experiences involving assistance of others and educational materials. The teachers' role is to assist in and provide experiences that fit the child's level of potential development.

The educational experiences are adapted to the needs of each child in order to make learning meaningful and relevant to them. Educational experiences are presented to children keeping in mind that they learn best through play activities that challenge their abilities and motivate them to strive towards new ones. Children need to practice their developing skills in a variety of ways and settings, so that they eventually will be able to use these skills independently. Our program encourages development of the following abilities: making choices, language and mathematical comprehension, independent as well as collaborative work, creative expression, appreciation of diversity, development of large and small motor skills, and learning by doing.

Our program views the parents as partners in the educational process. Parents are encouraged to visit and participate in school activities. The staff works closely with families by sharing ideas and experiences of the child's progress throughout the year.

### Curriculum

The Project Construct curriculum provided by the Missouri Department of Education will be used as a guide. Project Construct is a process-oriented curriculum and assessment framework for children ages three through seven. Project Construct is based on the constructivist theory, which states that children construct their own knowledge and values as a result of interactions with the physical and social work. The curriculum is organized into four interrelated domains: socio-moral, cognitive, representational, and physical development. The foundations for academic learning are embedded in the social and physical environment and integrated into contexts that are meaningful to young children and appropriate to their stages of development.

### Staff Qualifications

**Lead Teacher Qualifications:** Early Childhood Teacher Certification, Early Childhood Special Education Teacher Certification, Provisional Teacher Certificate associated with either of the above mentioned, 4-year college degree in Child Development

**Teacher Assistant/Paraprofessional:** Child Development Associate (CDA), Two-Year Associate Degree in Child Care/Education, or 60 college hours and experience working in a program with young children and their families

\*Parents may request information regarding the professional qualifications of their child's classroom teachers.

### Enrollment/Orientation Procedures

Children ages 3, 4, and 5 are allowed to attend Tiger Cubs Preschool. Students living in the Keytesville school district are given first priority. At least one parent and the child will meet with preschool staff prior to enrolling. The child will complete a screening process to determine eligibility. The parents will be required to complete necessary paperwork for the preschool as well as central school office before the child is eligible

to attend preschool. A copy of the child's immunization record, social security card, and birth certificate is required.. Any child who does not have all of the required paperwork completed by the first day of school will be unable to begin until all the paperwork is completed. If your child shows a slight delay in one or more of the major developmental areas, he or she will be eligible for Title 1 services. If your child exhibits a significant delay, he or she may be eligible for early childhood special education services. The lead teacher will make a personal contact with each new student prior to the first day of school. An Open House is offered prior to the opening of school. The students, parents and siblings are invited to come to visit the preschool. The children and family will have the opportunity to explore their new environment and meet their new teachers and classmates.

Children who are three years old by August 1 may complete the required screening and paperwork, but will be admitted only if children who are 4 or 5 years old do not fill the enrollment. Selection of three year olds will be determined based on needs identified in the results of the Brigance assessment.

#### Dates/Times/Transportation

The first day of school will be when the school district begins. The day begins at 8:00 a.m. and ends at 3:08 p.m. **The children should arrive between 7:45-7:55 am.** The children may ride the bus to and from school if they are at least 4 years old. Three year olds are not allowed to ride the bus. You or a person with your written permission may bring and pick up your child as well. If your child is to be picked up by someone other than yourself, or if he or she is to go somewhere other than where he or she ordinarily goes after school, please send a note stating the correct information.

#### Fees/Contracts

**Preschool fees are \$14 a day.** You will be charged for all the days your child is signed up for whether they are here or not. **Payment will be expected on a weekly basis and are due each Monday morning for the coming week.**

You will receive two late payment notices from preschool staff, and one from the central office. Once you have received a letter from the office you will have 10 days to pay in full (including payment for those 10 days as well). If

you have not paid in full by the 10<sup>th</sup> day your child will be withdrawn from preschool and a child on our waiting list will fill your child's spot.

There is a one-time activity fee of \$25 per child due by October 1. This money will be used to help pay for family nights and graduation.

The Tiger Cub Preschool will be open Monday thru Friday during the regular school year. We do follow the school calendar. It is our recommendation that all 4 and 5 year old children enrolled come for the five days. Your child may attend however many days you desire. Remember that we will take full time students over part time students. We do require a signed contract stating what days your child will be attending so we can plan accordingly.

Enrollment is limited to fifteen students. Priority for the preschool slots goes to Keytesville residents, children with special needs, Title 1, full time, and prior year students. If Keytesville residents do not fill all the slots, children from other communities may enroll to fill the remaining openings.

#### Attendance Policy

Students are expected to be at school on their contracted days. Any student who misses more than 16 days per semester will be dropped from the program.

#### Daily Routine

The children will have an opportunity to select his or her own activities in which to participate during Learning Center Time. There are several learning centers available from which the child can select. Centers include: reading center with books and tapes, the creation station, blocks and building toys area, housekeeping and dress up center, writing center, math center, ABC center, manipulatives, and science center.

Daily the children will be assigned a job to do. These jobs include door person, serving snacks, line leader, light person, passing out papers, calendar helper, paper person, and pledge leader. They really enjoy these "grown up" jobs and look forward to getting a new job.

Circle time is a favorite time of preschool. We share ideas, sing songs, do finger plays, dance, and discuss the theme for the day.

All children will be given outdoor play time (weather permitting) and should dress accordingly. Parents must send a written note if their child shouldn't go outdoors due to illness. The children may play freely or join a group or planned game. Staff will supervise the children closely at all times.

A period of learning basic skills is provided. The topics will range from colors, shapes, letters, numbers, opposites, cutting skills, etc.

There will be an opportunity for art projects. The process of making the project is stressed, not necessarily the end product. These are done large and small group as well as individually.

Children are read to daily in large and small groups as well as individual and one-on-one with staff members. Flannel boards, puppets, books on tape and CD, and role-playing are used to stimulate interest in reading.

A period of rest is required daily. A CD or cassette tape is listened to at this time. Child size cots are provided, and a small pillow and a blanket are provided.

The children will be able to participate in art, library, physical education, and music with the elementary staff.

### Meals/Milk/Snacks

Breakfast and lunch are provided daily. The prices will be posted prior to the first day of school. When sending money to school, please write your child's name on the outside of the envelope as well as how much is enclosed and what it is intended for. Lunch can be brought from home as long as the meal meets nutritional guidelines (available upon request). You may purchase a milk ticket for your child to have milk with their lunch they bring from home, or if they just want milk without breakfast in the morning. A milk ticket contains five milks and costs \$1.75. Parents may bring a birthday treat on their child's birthday if they wish. All snacks this year will be provided by the children enrolled, and a rotation calendar will be given the first week of school. Each child will be asked to provide a snack for 15 students at least once a month.

### Discipline:

Our ultimate goal is to provide a safe, healthy, nurturing, and responsible environment for young children. It is of utmost importance that children learn to live and work cooperatively, as well as maintain a positive self-esteem. In order to accomplish this, the children may need guidance from unacceptable toward acceptable behavior. This begins with non-threatening teaching techniques, modeling appropriate behavior, as well as problem solving. Using patience, understanding, and giving recognition to proper behavior is necessary. A relevant, active curriculum and smooth transitions greatly decrease disciplinary dilemmas. Rules need to be made fair, clear, concise, and consistent.

Children are comforted when they know what to expect and what is expected of them. We do not participate in practices that are disrespectful, degrading, harmful, intimidating, psychologically or physically damaging to a child. Corporal punishment is not used, nor are food, nap or bathroom privileges removed. Under no circumstances are children allowed to discipline another child. In all cases, the child's developmental abilities and characteristics are considered. The staff is in agreement regarding supervision, training, and discipline of children.

When the behavior is severe enough, or the child does not respond to instructions given, a warning is necessary with the consequences clearly stated. If the behavior persists, the adult will remove the child from the situation to a chair called the "Thinking Chair" time will remain under three to five minutes depending on the child's age. When sufficient time has been spent sitting, observing, and thinking, the adult then returns to discuss with the child what happened and brainstorm ideas that would keep the behavior from recurring. If the behavior does recur, the parents will be informed in writing from the school.

Safety is our number one priority. If your child should intentionally hit, bite, choke, scratch, pinch, spit on, etc. another student the discipline will be as follows:

1<sup>st</sup> offense - Thinking Chair and note home to parents

2<sup>nd</sup> offense - Office and phone call to parents from an administrator

3<sup>rd</sup> offense - 1 day at home (If your child gets suspended you will not be charged for those days).

4<sup>th</sup> offense - 2 days at home 5<sup>th</sup> offense - Student will be dismissed from preschool

If your child is suspended from preschool 1-14 days prior to a field trip, your child will not be able to attend the field trip.

It is at the discrepancy of the administration to determine the severity of the offense.

### Illness and Accidents

Any child showing signs of illness shall be made comfortable until the arrival of parents or guardian. A staff member shall be available to observe the child. This typically is the school nurse. Parents will be notified and expected to pick up the child immediately after contact. **If your child is sick they must be temperature free for 24 hours without the use of fever reducing medications before returning to school.**

The following items are justified reasons for the preschool child to remain at home.

A. Children will be excluded from care if these symptoms are present:

1. temperature above 99.6
2. unidentified rash or skin eruption
3. red, inflamed eyes with thick mucous discharge
4. excessive sore throat
5. excessive stuffy or running nose, sneezing, tearing
6. persistent cough
7. unrelieved cough
8. nausea, vomiting
9. diarrhea, complaints of abdominal pain
10. unusual behavior, sleepiness, irritability, listlessness

B. Children will also be excluded from care if they are afflicted with any contagious or infectious condition or disease, as in:

1. measles
2. rubella
3. mumps
4. hepatitis
5. chicken pox
6. lice
7. scabies
8. impetigo
9. conjunctivitis
10. ringworm
11. other reportable diseases

Immediate treatment shall be obtained for a child who sustains a minor injury. A staff member will contact the parents either in person, by phone, or in writing using an Injury Report form. The report needs to be returned with the parents' signature to ensure a parent received and read the report. If a major injury occurs, the staff will immediately call for professional help. Parents, designated emergency contact, or the child's doctor will be notified immediately. If the emergency is such that immediate attention is necessary, the staff has permission to take the child to the hospital. Parents are required to sign a Medical Emergency Form prior to the start of school. All preschool staff members are CPR and First Aid certified.

#### Medication Administration

Before any medications can be administered at school, the parent needs to fill out a Medication Authorization form. This form needs to be completed and sent to school with the medication in its original container. Prescription medication needs to be labeled with the child's name, instructions for administration, and the physician's name. We will keep documentation of the Record of Administration section. If you need additional forms, contact the preschool staff.

#### Volunteers and Parent Involvement Opportunities

Tiger Cubs Preschool offers parents and families a wide variety of opportunities to volunteer in our program. Parents, grandparents, guardians,

and extended adult relatives may attend field trips, read books to the children, play games with the children, assist with various activities in the classroom, or assist with holiday parties. All families are encouraged to volunteer in some way throughout the year.

Parent involvement is an important factor in student success. Therefore, the preschool staff will host special events throughout the school year for you and your child to attend. Some examples are "Fall Into Learning Night" and "Mad Scientist Night". We will periodically send home packets or homework pages for you to complete with your child over the weekends.

### Clothing

Please send an extra set of clothing with your child to school in case of an accident. Also, please try to send your child to school with clothes and shoes that are easily taken off and on to promote self help skills. Preschool activities often involve getting messy. Please send your child to school in clothing that can be easily laundered.

### Field Trip Procedures

Children who are three years old will not be eligible to ride the bus on any field trips taken during the course of the school year. It is the parent's responsibility to arrange transportation for their child when we do go on field trips. Permission must be obtained from parents before students can go on a field trip. Initial permission will be given on the enrollment forms. The parent's signature will give the preschool staff authorization to take their child on a field trip in or around the Keytesville area. If the preschool plans to take a trip outside of the community, an additional consent form will need to be signed so the parent is informed of the destination and time frame.

A list of those students allowed to go on the trip will be taken on the trip as well as a list of all those attending. Students will be checked off before leaving and upon returning from the trip as well as each time they enter the bus. A student will be assigned to remain with an adult volunteer or staff person throughout the outing.

Students who receive black bears and are suspended 1-14 days prior to a field trip will not be allowed to attend the field trip. Field trips are taken in the fall, at Christmas, and in the spring.

### Prepare Your Child for Preschool

In order to help make their preschool experience more positive children should be able to do the following things. This list was derived from a variety of sources that chart typical development of children ages three through five.

1. sit still and listen to a story being read
2. put on coat and shoes, but not necessarily fasten
3. brush teeth with little assistance
4. blow nose when reminded
5. wash hands unassisted
6. Children must be potty trained before attending Preschool

Attending preschool for the first time can be exciting, yet stressful for all involved. Through years of experience, we have learned some techniques that may be helpful in making the transition easier for you, your child, and the preschool staff.

A quick good-bye is very beneficial. The longer the separation takes, the more distressed the child becomes. When the child becomes upset, the parent becomes upset. This is confusing for the child and gives the impression there must be something to fear. An upset child in turn upsets other children that are trying hard to keep their emotions under control.

Riding the bus, dropping the child off at the door, or having someone the child has little difficulty separating from is great strategies to try. Keep in mind each child is different and their way of handling change varies greatly. What works for one may not work for another. You know your child better than anyone else. We will not judge you if you choose to handle the transition to preschool differently. These suggestions come out of things we have seen work in the past. We want to help make your child's transitions as smooth as possible~ for all of us!

### Supply List

Backpack (big enough for a folder to fit inside)

2 boxes of Kleenex

4 pocket folders

1 plastic supply box

4 large glue sticks

2 boxes of 24 crayons

2 boxes of 8 crayons

package of pencils

2 boxes of wide markers

1 box of thin markers

1 box of colored pencils

a 3 ring 1" binder

1 box of watercolor paints

1 package of fine tip dry erase markers

Extra set of clothing (Please be sure that clothing is weather appropriate.)

A Kindermat for quiet time

PLEASE BE SURE TO PUT YOUR CHILD'S NAME ON EVERY ITEM WITH PERMANENT INK. SOME ITEMS MAY NEED TO BE REPLACED OR REPLENISHED DURING THE SCHOOL YEAR.

### Negotiating Complaints/Grievances

In the event that a parent or guardian has a complaint or grievance, please follow the procedures listed below.

1. Discuss grievance with the preschool teacher/director.
2. If it is not satisfactorily resolved, discuss with the principal.
3. If it is not satisfactorily resolved, discuss with the superintendent.
4. If it is not satisfactorily resolved, discuss with the district school board.

### Statements

The Keytesville R-III Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will be then become responsible for making a report via the Child Abuse Hotline to the Missouri Division of Family Services (DFS) as required by law.

### Closing

I want to take this opportunity to let you, the parents, know that we, the staff at Keytesville R-III Schools, realize the preciousness you have entrusted in our care. We will strive to treat them as such. Please feel free to contact me anytime if you have any questions or concerns. Thank you and we look forward to a wonderful year!

Miss Cindy Cloyd