

La Plata R-II Preschool Parent Handbook



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Philosophy

The philosophy of the La Plata R-II Preschool Program is to develop each child's potential by teaching the child to interact with the world in a positive way. We believe children should be given developmentally appropriate activities/material and opportunities to observe, to explore, to experiment, to make choices, to pursue interest, and to solve problems that arise in the process. In our program, each student's unique style of learning is acknowledged and valued. The program provides opportunities to develop social competency through the effective instruction of appropriate conflict resolution strategies. It promotes the development of acceptance and respect for individual differences. It provides each child with love, attention, and a safe environment which to learn and grow.

Goals

The goals of the La Plata Preschool Program are as follows:

1. To establish a licensed and accredited, high quality early childhood education program for children ages 3 to 5yrs old within the La Plata R-II School District.
2. To provide all preschool children, including those with special needs, with motivation, developmentally appropriate educational experience and meeting the socio-economical, cognitive, and physical domains.
3. To provide families with the La Plata R-II School District a safe, affordable preschool program with qualified and experienced educators who promote open communication between parents and staff, and where parental concerns and needs are respected.

Objectives

The objectives of the La Plata Preschool are as follows:

1. Maintain licensure.
2. Maintain accreditation.
3. The teacher/director and teacher assistant will have received training in Project Construct Curriculum and follow up trainings.
4. Continue to implement, evaluate, and refine the Project Construct Curriculum.
5. A protected, healthy space (indoors and outdoors) with safe, adequate equipment and materials to develop motor skills will be provided.
6. The director (and staff) will meet the minimum qualifications as described by the Missouri Preschool Program.
7. Communications between parents and staff will be encouraged via daily contact, newsletters, and parent conferences when needed.

General Preschool Information

The school is open to all children with the La Plata R-II School District, regardless of race, nationality, or creed, who may benefit from our program. The students will only be grouped according to age for a portion of the day. This will allow more pre-kindergarten activities for those who will be entering kindergarten the following year. Students will intermingle freely throughout the school day according to individual interest, needs, differences, and capabilities.

All children will be required to go outdoors, weather permitting, and parents are expected to dress their children accordingly. Although care is taken, clothing does sometimes become soiled in outdoor play, painting, etc.

All students must be toilet trained before enrolling in preschool. (See bathroom skills for further details)

Daily Operation

The La Plata Preschool will offer services Monday through Friday 7:30am-3:00pm. **(No child may enter before 7:30am)** The La Plata Preschool will follow the La Plata R-II School District Calendar. We will not be in session if the Elementary/High School is not in session; this includes teacher in-services, early outs, and inclement weather.

Enrollment

The program is available to 3-5yr old children based off the waiting list. Children must be 3yrs old before July 31st of the school year entering and potty trained. An enrollment application along with \$35 deposit is due before the enrolling school year. All forms must be completed with current immunizations before child may attend school. If scheduling allows, the program will offer a "Welcome to Preschool" evening in May. Open House will be held in August prior to school starting for families to bring items for the school year and finalize any paperwork.

Financial Arrangements

The La Plata R-II Preschool will charge a \$35 enrollment fee, payable upon enrollment of the child. (Non-refundable deposit) Student's spots are not guaranteed until enrollment fee is received by the school. August tuition can be paid at the same time, or closer to school. Either is fine.

Please pay each month's tuition on the last day of the previous month. If tuition is not received before the 7th of the month your child may not return to school until all is paid in full. If occurs more than twice during the school year, the Superintendent will be contacted and child may lose their position.

	August Enrollment	September Enrollment	October Enrollment	November Enrollment	December Enrollment	January Enrollment	February Enrollment	March Enrollment	April Enrollment	May Enrollment
August/ May Due 7/31	\$35 Enrollment \$250 Tuition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
September Due 8/31	\$250	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
October Due 9/30	\$250	\$267	\$305	\$0	\$0	\$0	\$0	\$0	\$0	\$0
November Due 10/31	\$250	\$267	\$270	\$308	\$0	\$0	\$0	\$0	\$0	\$0
December Due 11/30	\$250	\$267	\$270	\$273	\$312	\$0	\$0	\$0	\$0	\$0
January Due 12/31	\$250	\$267	\$270	\$273	\$277	\$319	\$0	\$0	\$0	\$0
February Due 1/31	\$250	\$267	\$270	\$273	\$277	\$284	\$330	\$0	\$0	\$0
March Due 2/28	\$250	\$267	\$270	\$273	\$277	\$284	\$295	\$353	\$0	\$0
April Due 3/30	\$250	\$267	\$270	\$273	\$277	\$284	\$295	\$318	\$420	\$0
May Due 4/30	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$170

Any student who drops or has excessive absences from the preschool during the school year will not get a tuition refund for previous payments.

The Preschool program revenue is based partially on each month's tuition to pay current expenses; we rely on prompt payment in order to operate the program. Please make checks payable to: **La Plata R-II School**.

Nutrition

Breakfast will be available for \$_____ per day (subject to change)

School lunch will be available for \$_____ per day (subject to change)

Reduced and free lunch prices are available once an application has been filed with the school. A light morning snack will be provided and afternoon snack will be provided daily.

Bathroom Skills

All students must be potty trained before enrolling in preschool. Diapers and pull ups are not allowed in the preschool program. The program expects the child to be able to go to the bathroom with little assistance. We understand that accidents occur and teaching staff will notify parents if accidents happen more frequently, at which time Director will make a plan of action for the child, as each situation will be dealt with differently. If an accident occurs while your child is at school, he/she will be cleaned up promptly. All children should have a change of clothes (labeled with your child's name) to be left at the preschool in case of an accident. In the instance that your child has to wear clothing provided by the preschool please be sure to launder and return as soon as possible.

Illness or Medical Emergency

In case of a medical emergency or accident, the child will be taken immediately to the school nurse. Nurse will determine the action to be taken. The parent/guardian will be contacted and arrangements will be made. If the parent/guardian cannot be contacted, the director and the nurse will seek medical care with the physician/hospital of the parent/guardian choice noted at the time of enrollment. The nurse also has each child's emergency medical paperwork and allergy paperwork. Any minor injuries, the child will be taken to the school nurse if the director feels it's necessary. The nurse will attend to the child and return him/her to the Preschool. An accident report will be filled out and signed by parent/guardian on all accidents. A signed copy will be given to the parent/guardian and a copy filed in the child's file at preschool. The nurse also fills out a report and files it at the school. If the child is sick, the nurse will decide if the child needs to go home. The child will remain with the nurse until the parent/guardian picks up the child and signs them out of the preschool. The Health Care CSR 30-62.192 provided by the Health Department is used to determine if the child remains in the program or goes home because of illness.

If a child exhibits any of the following symptoms, they must be sent home and not return for 24 hours. Please have a doctor's note provided when child returns, so that we know they are not contagious.

1. Diarrhea—more than one abnormally loose stool. If the child has one loose stool, he/she shall be observed for additional loose stools or the other symptoms.
2. Severe coughing if the child gets red or blue in the face or makes high pitched croupy or whooping sounds after coughing.
3. Difficult or rapid breathing especially important in infants under six months.
4. Yellowish skin or eyes.
5. Pinkeye-tears, redness of eyelids lining, irritation, followed by swelling or discharge of pus.

6. Unusual spots or rashes.
7. Sore throat or trouble breathing.
8. An infected skin patch (es)-crusty, bright, yellow, dry or gummy areas of the skin.
9. Unusually dark or tea colored urine
10. Grey or white stools
11. Fever over one hundred degrees Fahrenheit by mouth or ninety-nine degrees under the arm.
12. Headache and stiff neck
13. Vomiting more than once
14. Severe itching of the body and scalp, or scratching of the scalp. These maybe symptoms of lice or scabies.

The parent/guardian must provide a report at the time of enrollment indicating any current health problems or allergies and any restriction necessary of the child's care.

Prescriptions medicine shall be given to a child only with dated, written permission of the child's parent/guardian. All prescription medicine must be in the original container and labeled with the child's name, instructions, and physician's name. A form for dispensing medicine must be filled out by the parent/guardian. The medicine will be given to the school nurse to be dispensed.

Arrival/Departure

For your child's safety, we require that parents or an authorized adult to bring your child into the Preschool each morning and sign child in. Be sure that the teacher is aware of your child's arrival before you leave. An authorized adult must be 18yrs old that is dropping off or picking up your child.

Children that turn 5 years old during the school year may ride the bus **home only** if there is already a bus stop near.

If your child plans to eat school breakfast they need to be signed into the preschool by 7:35 am.

Please call the Preschool by 8:30am if your child will not be attending school that day.

Discipline

Our Classroom Rules:

- A. Looking eyes
- B. Helping Hands

- C. Listening Ears
- D. Quiet Mouths
- E. Walking Feet

Vital to an organized, functioning classroom is establishing a mood of autonomy, responsibility, sharing and respect for self and others. Discipline at the La Plata R-II Preschool is based on these positive qualities as well as safety. Misbehavior is most often an indicator that needs are not being met. Like adults, children, have common psychological needs including; the need to have their personal identity recognized, the need to have security in the situational environment, the need to receive abdicate stimulation, and the need to have power within the classroom environment. These things make the student feel like he/she belongs in the class and encourages participation without fear of embarrassment of belittling. Misbehavior can be minimized with proactive management. In essence, proactive management means that the teacher anticipates the needs of the class members and plans ahead of time to include activities of instructional techniques which offer the least opportunity of excuse to misbehave. Classroom management systems should not be demeaning to a child in any way. They should serve as a check supporting and encouraging appropriate behavior. Classroom rules should serve as a check supporting and encouraging appropriate behavior.

Techniques for handling children's behavior:

- A. A positive approach works best with young children. Tell the children what to do rather than what not to do.
- B. Corporal punishment or threatening will not be used as punishment by the Preschool staff.
- C. Food/snacks will not be withheld or portions changed as punishment
- D. Warn ahead of time before changing an activity. For example, "In 5 minuets, it will be clean-up time."
- E. Maintain eye contact with a child when talking with him/her.
- F. Use a quite voice and get down to the child's level as much as possible
- G. Explain the rules in a cheerful manner to make them understandable and consistent.
- H. Enforce the rules in a positive and impersonal way. Be fair, firm, and consistent.
- I. Allow children to make choices. For example, "John is playing with the computer right now. Would you like to play with a puzzle or some blocks?"
- J. Redirect an uncooperative child to another activity. Redirect the entire activity into more wholesome direction.
- K. Allow children of comparable size and maturity to work out their own solutions.
- L. When repeated interventions do not help, redirect an uncooperative child to a new activity or room, or close the area.
- M. If a problem is repeated several times in one day, the Director will notify the parents/guardians through written message or telephone call.
- N. Parents/guardians may also request to have a conference with the Director.
- O. It the conflict still exists, parents/guardians will be asked to make other arrangements for preschool services for their child.

- P. Things may happen at home that effect your child's behavior. Please feel free to discuss these matters with the staff, if you think we might be able to help.
- Q. In order for us to instill self-discipline, we need the cooperation and support from all parents.

Consequences:

- A. Child may need to sit down for a short period of time to rethink their options
- B. Childs may need to be asked to leave an area or groups.

Curriculum

The curriculum for the program is a Missouri Based Curriculum called Project Construct. This curriculum is from constructivism-the theoretical view that learners construct knowledge through interaction with the physical and social environments. Through "Hands-on, Mind-on" experiences, students in Project Construct classrooms attain deep understandings in the core content areas, while they also learn to work collaboratively with adults and peers and to be life-long problem solvers. The Project Construct Curriculum will be used and integrated in with thematic instruction. It provides a framework for teachers to use in making appropriate classroom decisions and focuses on learning through play with age appropriate group activities and learning centers designed to stimulate language development, build self-esteem and allow for individual differences.

Nap Time

The children will nap for a minimum of 45 to 60 minutes a day. Parents are to provide pillow, pillow case and blanket. The children will rest on cots provided by the preschool with a sheet cover. All items are disinfected and laundered weekly.

Parent Advisory Committee

The role of the Parent Advisory Committee is to be actively involved and provide input pertaining to the preschool program. All parents are invited to participate. Meetings will be held at least two times a school year.

Feedback/Suggestions/Grievances

The staff welcomes comments and suggestions to improve the quality of the program. When areas of concern arise, the problem should be brought to the attention of the Director who will hear your suggestions and/or grievance and attempt to work through the problem. If a solution cannot be found, the family and Director may confer with the guidance counselor, elementary principal or superintendent if needed.

Data Privacy

The only persons permitted to see your child's file would be: parent or legal guardian, the Director, Teacher/Teacher assistant, Elementary Principal, Elementary Secretary, Officials of State Licensing and Department of Elementary and Secondary Education. It is our policy not to disclose the names of children who may have caused injuries to other children while at the program. This is a safeguard for each family's data privacy. Upon written request parents may have access to Child Abuse/Neglect forms, State licensing regulations and compliance/inspections of the facility, Accreditation materials, Child's Developmental Records from the Director.

Child Abuse/Neglect

The State of Missouri Department of Health requires that all members of childcare institutions be on the lookout for and report to the State, any and all cases of abuse to a child. The preschool program is therefore obligated to report to the State any suspected cases of child abuse or neglect.

Classroom Parties

Parents will be responsible for providing supplies for classroom parties. Sign up sheets will be available at the Open House. Parties will be planned for Halloween, Christmas, Valentine's Day and Easter. There may be other thematic events that require parent help. We ask that each parent help in some way with one of the celebrations.

Toys

The preschool classroom is adequately equipped with toys, games and materials of special interest to young children. We ask that personal toys be left at home. It is difficult to be responsible for personal play items as they can be easily damaged, misplaced or lost at school. If a child brings a special sleep toy for naptime, we ask that it stays at the preschool so that it will be laundered weekly.

Preschool to Kindergarten Transition Procedure

1. Parents or guardians are informed of the kindergarten enrollment dates and times for their respective school district. A list of what parents or guardians need to bring to the enrollment is sent home with the preschoolers.
2. Pre-Kindergarten Assessment information is given to the parent or guardian.
3. Individual parent-teacher conferences are discussed with the kindergarten teacher after screenings have been done.
4. A field trip to the elementary school includes a tour of the kindergarten classroom, eating in the cafeteria and health screenings by the nurse.

Teachers Qualifications

Lead Teacher and Assistant Teacher

The department of Elementary and Secondary Education requires the preschool program utilize teachers that have the following minimum qualifications:

Lead Teacher

Early Childhood Teachers Certification
Early Childhood Special Education Teacher Certificate
4 year college degree in Child Development

Assistant Teacher

High school Vocational Certificate in Early Childhood Care and Education and High School Diploma
Child Development Associate (CDA)
Two-year Associate Degree in Child Care/ Education
Sixty College hours and Experience working in a program with young children and their families

Both staff members are active in our state and local professional early childhood associations. Both staff members participate in a continuous program of in service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

Preschool Supply List



- 1-3 boxes of Kleenex
- 2 packages of face/hand wipes
- 2 pocket folder
- Extra set of clothes for possible accidents (pants, shirt, underwear and socks)
- 1 pillow with pillow case and blanket
- Extra pair of tennis shoes for PE (leave at school)
- Back Pack (large enough for many things)
- 1 package of wooden pencils
- 1 Composition Notebook
- 10 Glue Sticks
- 1 bottle white glue
- 1 box of 24 crayons
- 1 package of markers

1 pkg of 4 dry erase markers
Old long sleeve shirt for painting

Daily Schedule:

7:30-8:45 Arrival Activities/Centers
7:45-8:10 Breakfast Available
8:45-9:00 Clean Up
9:00-9:15 Morning Meeting (calendar, job chart, weather report, and etc.)
9:15-9:45 Outside Time (weather permitting)
9:45-10:15 Specials
10:15-10:50 Circle time/Group time
10:50-11:15 Lunch time
11:15-12:30 Centers
12:30 - 12:45 clean up
12:45-1:00 Story time
1:00-2:00 Rest time (quiet activities)
2:00-2:15 Snack time
2:15-3:00 Gross Motor
3:00-Parent Pick up

****Tentative Schedule-it is subject to change each year depending on our specials time****