

Drexel R-IV Preschool

Parent Handbook

2020-2021



207 South Fourth Street
Drexel, MO 64742
School Phone Line:
(816) 652-0401 or (816) 652-0402

Dear Families,

I would like to welcome all of you and your children to the Drexel R-IV Preschool. I am looking forward to an exciting school year with plenty of learning in store for all of us. Your commitment to your child's educational success, which is one of the most important steps in your child's education, is evident through the enrollment in Drexel R-IV Preschool.

I believe all children can learn and be successful within their own capabilities. One of the main focuses of the preschool program is to provide children with a positive and successful first experience at school. Learning to work and play together are important aspects of social interaction in preschool. The children are encouraged to think independently and creatively while building a higher self-esteem through the participation of our daily activities.

As your child's learning progresses, please remember that children vary in their rate of development. All preschoolers are not going to be working at the same rate. It is my responsibility as your child's teacher to identify you child's areas of strength and continue to build on his/her independence. You can help as a parent by supporting your child's growth, encouraging him/her at home, and resisting comparing your child with others.

Please feel free to contact me if you have a questions, concerns, or for friendly conversation. Your child is my most important concern and I thank you for allowing me the opportunity to be a part of his/her first school experience. I look forward to getting to know all of the children while having a terrific school year. Please know that my intent will always be what is in the best interest of each child.

Sincerely,

Mrs. Tiffany Richmond
Preschool Teacher

Mission Statement

The Mission of the Drexel R-IV Public School District, in partnership with the entire Drexel community is to empower all students to achieve their potential for academic excellence, leadership development, personal growth, and career success.

Philosophy

The program's goals are designed to meet each child's individual needs, and promote continuous growth in social, emotional, intellectual, physical, verbal and creative areas of development. We recognize that young children learn best through play when they feel secure and supported, and are actively and directly involved in experiences that are meaningful to them. This program will provide a secure environment that encourages growth and development, and will allow each child to express their natural curiosity. We are committed to cooperation with each child as well as their family in guiding the growth of each child.

Goals and Objectives

Children will be given the opportunity to:

- ◆ *Learn to solve problems and form concepts*
- ◆ *Develop language and communication skills*
- ◆ *Develop beginning reading and writing skills*
- ◆ *Develop number recognition and concepts*
- ◆ *Increase verbal communication skills*
- ◆ *Stimulate and enhance memory skills*
- ◆ *Develop a healthy self-esteem*
- ◆ *Demonstrate appropriate social behavior*
- ◆ *Achieve self-confidence*
- ◆ *Develop a sense of responsibility and persistence in completing tasks*
- ◆ *Enhance fine and gross motor skills*
- ◆ *Practice good health habits*
- ◆ *Assume responsibility for one's own actions and decisions*
- ◆ *Learn through various learning activities that integrate multiple intelligences and learning styles*
- ◆ *Build intrinsic motivational learning that promotes healthy life-long learning*
- ◆ *Promote community growth and educational readiness*
- ◆ *Offer children ages three to five developmentally appropriate preschool opportunities*

Our program is based on the understanding that children **will** learn while engaged in constructive and creative activities, as well as interactions with peers, teachers, and materials within a classroom. We also believe that structure and order give children a sense of security, as well as a healthy view of reality. Our desire is to be a facilitator, helping children prepare for lifelong learning.

Class Times

Parents may choose between morning or afternoon sessions if openings are available.

- *Morning* 7:45 AM to 11:00 AM daily ➤ *Afternoon:* 12:15 to 3:35 PM daily

The Drexel R-IV Preschool will follow the Drexel R-IV School District calendar including all vacations, etc. The preschool will observe snow days that are determined by the school district.

Class Schedule

Schedule is subject to change

Morning Class Schedule (7:45-11:00)

7:45-8:00 Opening
8:00-9:10 Centers
9:10-9:30 Large Group
9:30-10:00 Recess
10:00-10:20 Snack
10:20-10:30 Individual Reading / Puzzles
10:30-10:50 Circle Time
10:50-11:00 Prepare for dismissal
11:00 Dismissal

Afternoon Class Schedule (12:15-3:35)

12:15-12:30 Opening
12:30-1:25 Centers
1:25-1:45 Large Group
1:45-2:05 Snack
2:05-2:15 Individual Reading / Puzzles
2:15-2:35 Circle Time
2:35-3:05 Recess
3:05-3:15 Prepare for dismissal
3:35 Dismissal

Curriculum

The preschool program utilizes Project Construct Curriculum. Project Construct is based on a constructivist philosophy, which believes that children construct their own knowledge and values as a result of interactions with the physical and social world. "Hands on, Minds on" learning experiences are provided for the children throughout their day. Through these experiences, the children learn to work cooperatively with others and work on their problem solving skills. The learning environment is arranged into learning centers that provide opportunities for the children to make choices on their own, problem solve, and work together. It is our belief that children need extended periods of time and free choice so they are able to create, experiment and engage in play. It is also our belief that the use of worksheets and ditto sheets do not provide opportunities for the children to construct their own knowledge, nor do they allow for individual creativity. Therefore they are rarely used. Children are encouraged to be actively involved both individually and in a group situation. A variety of materials are available to the children for use all throughout the day that foster the development in the framework of the curriculum.

Enrollment

To be considered for enrollment in the Drexel R-IV Preschool program, the following documents must be completed and on file:

- ✓ *Child enrollment form (both sides)*
- ✓ *Medical Examination Report (with immunization records)*
- ✓ *Copy of certified birth certificate to show child is 3 years of age by August 1st*
- ✓ *Medication Consent form*
- ✓ *Picture authorization*
- ✓ *Proof of residency (personal property tax receipt, utility bill, etc.)*

In addition to having all enrollment paperwork completed, the following enrollment criteria will be used to determine enrollment eligibility:

- ✓ *Children must be toilet trained*
- ✓ *Students currently enrolled in preschool will receive enrollment priority*
- ✓ *Drexel R-IV residents have precedence over out-of-district applicants*
- ✓ *Four year old children not currently enrolled will receive priority over three year old applicants not enrolled in the program*
- ✓ *Once you have been notified of placement a \$100 deposit will be required to hold place (\$100 will be applied on last month's payment)*

The Drexel R-IV Preschool has ten openings during the morning session from 7:45-11:00 and ten openings during the afternoon session from 12:15-3:35.

If all documentation is complete and submitted within the appropriate time frame, the above criteria will be used to determine student eligibility. If there are more eligible students than number of preschool positions available the youngest students will be placed on the waiting list. Students on the wait list at the end of the school year will not automatically be enrolled in preschool the following school year and are required to reenroll during the next open enrollment period.

Orientation of Child/Family Program

Each spring during open enrollment informational preschool brochures and enrollment page are distributed to those families interested in enrolling their child in preschool. Once families are contacted and pay their deposit, the informational packets include the necessary documents that must be completed for each enrolled child (health forms, etc.) as well as the parent handbook. The school will provide an informational presentation during the back to school night to review preschool procedural information, expectations, curriculum, etc. (This information is open to the public and anyone possibly interested in enrolling their child in the preschool program.)

In order for parents and children enrolled in preschool to acquaint themselves with the facility, a back to school night is held. Students may tour the building, visit the classroom and meet their teacher. Parents may also visit the facility at other times throughout the school year. The preschool teacher works hard to make the transition into preschool as smooth as possible for all students.

Parent Responsibilities

- ❖ Children should be fully dressed and completely fed when arriving at school. We will use a variety of art materials on a daily basis such as paint, glue, markers, clay, etc. We will also play outdoors daily as weather permits. Therefore, it is recommend that children wear clothing that can be easily cleaned and weather appropriate. A complete change of clothing (*unforeseen mishaps*) should be brought and left at school. Everything brought to school should be clearly labeled with your child's name.
- ❖ Shirts with spaghetti straps or those that expose an inappropriate amount of skin may not be worn to school.
- ❖ Because preschool students are actively engaged in activities on a regular basis, students are strongly encouraged to wear shorts under skirts or dresses.
- ❖ All students must be **fully** toilet trained before entering the program.
- ❖ All children are expected to attend school everyday. If your child is absent on a consistent basis for an extended period of time, your child is at risk of dismissal from the program. In the event of an absence it is the parent's responsibility to notify the school as soon as possible. *There will be no reduction of fees due to absences.*
- ❖ A two week advance written notice to the principal is required if you will be exiting from the program. If you are unable to give two weeks written notice to the principal, you are responsible for paying two week's tuition.

Requesting Information

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Drexel R-IV Preschool may request notice of whether there are children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Darrah Munter, 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.

Arrival and Departure

It is important that your child arrives at school on time and be picked up from school on time. Three or more tardies in pick-up may result in dismissal from the program. ***Parents/guardians and children may not arrive earlier than their session begins (7:45 for morning session and 12:15 for afternoon session).*** Please be prompt when dropping off and picking up children. Preschool parents are required to use the main entrance when dropping off and picking up their children. Written notes or phone calls are requested for a change in the child's dismissal routine. Identification will be checked if someone other than the parent or guardian will be picking up the child. To protect the safety of all children, no child will be released to anyone who is not authorized by a parent or legal guardian.

Tuition and Deposit

Once you have been notified of placement into the Preschool Program a \$100 deposit is due by June 12 to the Central Office. This fee will guarantee the spot for your child. At the end of the year your deposit will be applied to your May payment. If you choose to drop out of the program you will lose your deposit. If you are removed from the program, the deposit will be applied to any back tuition that is due.

The fee for preschool has been set for monthly payment, which includes a snack. Payments are due to the teacher the first day of the month. You may pay in cash or by check made out to Drexel R-IV School. Please place your payment in a sealed envelope with your child's name and the date on the outside of envelope. Receipts will be issued upon receipt of payment. Reduced pricing is available for families who qualify. Please speak with the principal or secretary for further information regarding reduced pricing.

Payment Information:

<i>Level of Payment</i>	<i>Price per Month</i>
<i>Full Price</i>	<i>\$177.60 for 9 payments and one payment of \$77.60 in May</i>
<i>Tier 1</i>	<i>\$162.80 for 9 payments and one payment of \$62.80 in May</i>
<i>Tier 2</i>	<i>\$148.00 for 9 payments and one payment of \$48.00 in May</i>

Deposit dates: May 11-June 12

Payments are due the first school day of each month.

Any child whose parents have not paid or made arrangements to pay the preschool fees by the due date will be subject to dismissal from the preschool program. Failure to make payments on time may result in withdrawal from the program. If payments fall behind by two weeks, the child may not return to school until the balance is paid in full, and the child may be released from the program. Parents will receive notification of forced student dismissal, as a result of delinquent payments, in writing. Once the fees have been paid, the child may return to the center if his/her spot is still available. Fees will not be reduced in the event of absences or illnesses. If tuition is not fully paid from previous school year, reserved spot for the following year will not be saved.

Behavior/Dismissal Policy

Children will be encouraged to develop self-control, as well as self-respect, and respect for others and their property. The teacher will help children achieve their goals by teaching and modeling appropriate behavior. Since each child is unique, situations will be managed on an individual basis. When necessary, parents and teachers will discuss together alternative methods of behavior management and develop a plan for implementation.

Any child who poses a continuous threat to the safety of the other children and/or teaching staff can be dismissed without a waiting period or notice. Prior to a child being dismissed due to inappropriate behaviors, a meeting may be held with the preschool staff, the child's parents, and the principal to discuss all possible options/alternatives. Dismissal of a child will be used as a last resort when all other avenues have been exhausted.

We reserve the right to dismiss any child if, after entering, the child appears unable to participate in the program.

Complaint Resolution Procedures

A complaint is an allegation that a specific federal or state law or regulation, including child neglect or child abuse by a staff member, has been violated, misapplied, or misinterpreted by Drexel R-IV School District personnel or by Department personnel. A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted. Any parent or guardian, surrogate parent, teacher, administrator, Board of Education member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

Complaints against the Drexel R-IV School District or its employees should be filed in the Superintendent's office. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department of Elementary and Secondary Education. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level.

If formal charges are brought against a school district employee, the employee may be placed on paid leave until the dispute has been settled as determined by the Department.

Any formal complaint against the Department or an unresolved complaint against the Drexel R-IV School District is to be addressed to the Director of the Grants Management Section. Within 30 days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the 30-day limit if there is just cause.

If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and must state why the complainant disagrees with the decision. Within 30 days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.

If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.

Snacks

Nutritious snacks will be provided for the preschool students. If your child has any allergies, please remind the teachers as well as making a note on the student information sheet. Children will be encouraged to *taste* their snack before refusing it (unless an allergy exists). Alternative choices will not be given unless medically appropriate.

Safety

Identification will be checked if someone other than the parent or guardian will be picking up the child. To protect the safety of all children, no child will be released to anyone who is not authorized by a parent or legal guardian. Written notes or phone calls are requested for a change in the child's dismissal routine.

A completed and signed permission form is required of all students before participation in a field trip is permitted.

Illness Policy / Health

Each child must have a current physical exam signed by a physician on file within 30 days of the first day of preschool, as well as a current record of their immunizations.

Please do not bring your child to preschool if he/she is sick (fever over 100 degrees Fahrenheit, vomiting, diarrhea, unexplained rash, pink eye, croupy cough, etc). A child who is sick is not going to feel like being actively involved in their learning, will not enjoy being at school, and will also increase the risk of other children becoming ill. We ask that you call and let us know if your child will not be attending preschool any day due to illness.

Children with the following may not attend school:

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|------------------------------|----------------------------------|------------------------|
| • Chicken pox | • Rubella | • Diarrhea or vomiting |
| • Lice | • Whooping cough | • Rash |
| • Mumps | • Scabies | • Sore throat |
| • Pink eye or conjunctivitis | • Scarlet fever | |
| • Measles | • Fever greater than 100 degrees | |

Children will be observed for contagious diseases and other signs of illness throughout the day. For the health and safety of all the children and staff, the school reserves the right to make decisions regarding attendance when there are health concerns. If your child gets ill while at school, he/she will be isolated from the other children until he/she can be picked up. Please keep your emergency contact information up-to-date so the school will be able to reach you and you can give your child the care that he/she needs as quickly. We want your child to return to school as soon as possible; however, if a child has a fever, vomiting or diarrhea, he/she will need to be **free of those symptoms for 24 hours without fever reducing medication** before returning to school. If a child has a contagious illness (pink eye, strep throat, etc.) your child **must be on prescribed medication for 24 hours before returning to school**. A doctor's note will be needed for your child to return if he/she was sent home with a contagious illness.

As required by the Missouri Department of Health all medications prescribed to students must be in the original container and labeled with the child's name, instructions, dosages, and the physician's name. All medications must be delivered to the school nurse by a parent/guardian. A "Medication Consent" form must be signed by the parent/guardian so that the medication can be administered by the school nurse. In order for over-the-counter medications to be administered, parents/guardians must designate and sign the "Medication Consent" form prior to receiving medications.

Please inform the teacher of any known allergies the child might have. This is very important, as children will be offered a district provided snack daily. A signed medical statement from your physician may be requested outlining instructions for handling the allergy.

All children must be toilet trained at the time of enrollment. Accommodations will be made for those children with circumstantial medical and physical conditions that may affect toilet training, and will be dealt with on an individual basis. Documentation from a physician or therapist concerning toileting issues is required to be on file in the preschool classroom. For children with a medical condition that are not toilet trained, Pull-Ups and wipes will be provided by the parents.

Accidents

Safety is a priority of this program; however, accidents will happen as children play. In the event of a severe accident or an emergency, appropriate actions will be taken and appropriate authorities (school nurse, 911) will be contacted. All accidents and injuries will be reported to the parent/guardian immediately. Upon parent notification the parent will suggest action to be taken. Proper documentation will be filled out and sent home to the parent/guardian. *Parents are required to provide a local emergency contact in case the parent or guardian cannot be reached.*

Toys from Home

The preschool offers a variety of developmentally appropriate toys and equipment to aid children in their development. ***Toys may not be brought from home.***

Holidays and Birthdays

We have three parties each year; Christmas, Valentine's Day, and Easter. As always, all parents are encouraged to attend. Details will follow as the holiday draws closer. Birthday parties are not allowed. However, if you would like to send in birthday treats, we will serve them at snack time. All birthday treats must be pre-packaged and store bought. Birthday invitations are not to be passed out at school unless all children in the class are to receive one. To support special events within the classroom, please leave other siblings at home.

Field trips

An important part of Drexel Preschool's curriculum is exposing the children to a variety of experiences within the area. Field trips will be part of the curriculum. *Parents/guardians may volunteer to help on field trips.* Written consent shall be on file at the facility for field trips and transportation. The field trips will either be within walking distance or parent provided transportation.

Behavior Modifications/Discipline Techniques

The preschool staff works hard to promote independence in all areas of a child's life. The staff encourages students to work out their own problems/differences of opinions through a Conflict Resolution approach. Children are guided through the process of using their words and asking/telling others themselves rather than always having an adult "fix the problem." When children need assistance in making "good choices," the early childhood staff will do so in a respectful manner. Sometimes children make bad choices. Children may be asked to sit down and "think" about their choice and what "good choice" they need to make next time. Before a child is allowed to return to the activity, a teacher will visit with the child about his/her choices and how he/she is going to handle that situation in the future. Adult intervention should happen immediately when a child's safety is in jeopardy.

In the event that a child is separated from the group, a note will be sent home to the parents explaining the incident and the action taken. If a child receives 5 discipline notes, a parent/teacher conference may be requested.

Positive redirection will be given both verbally and nonverbally. Acceptable behavior is encouraged by giving positive verbal encouragement. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. We will strive to help children develop self-control, and a positive self-concept. Children will be encouraged to problem solve on their own. If appropriate, the teacher will help the child to carry out the problem solving.

Discipline guidelines are as follows:

- We shall establish and explain clear and simple rules for children's behavior.
- Expectations for a child's behavior shall be appropriate for the developmental level of the child.

- Only constructive, age-appropriate methods of discipline shall be used to help children develop self-control and assume responsibility for their own actions.
- Brief, supervised separation from the group may be used based on a guideline of one minute of separation for each year of the child's age.
- Firm, positive statements or redirection of behavior shall be used.
- No form of physical punishment including, but not limited to, spanking, slapping, shaking, biting, or pulling hair shall be used.
- No discipline technique that is humiliating, threatening or frightening to children shall be used.
- Punishment or threat of punishment shall not be associated with food, rest or toileting.
- Children shall not be permitted to intimidate or harm others, harm themselves or destroy property.

As behavioral issues arise, each situation will be handled on an individual basis, and will require cooperation from both the teacher and parent. Parents and teachers will work together to devise a behavior management plan for the child. If behavioral issues cannot be resolved, or put other children in danger, the child may be at risk for dismissal. Threatening behavior by a parent or guardian may also result in dismissal of the child.

Staff/Family Conflicts

Any differences or difficulties encountered between staff and/or families need to be resolved in a timely and respectful manner. A meeting or phone call will be arranged by the teacher or at the parent/guardian's request in an effort to discuss and resolve the issue. If an agreement was unable to be reached then the matter is brought to the principal's attention. The principal will do his/her part to best mediate and resolve the situation. Anything that is unable to be resolved, to where both parties feel they have been accommodated, will be taken to the Drexel R-IV Superintendent and then the Board of Education who stands in advisory over the Early Childhood Center. Their resolution will be final.

Parent/Teacher Conferences and Communication

Parent/Teacher conferences are held once each year. The teacher will provide a sign-up sheet for parents to schedule their conference. Additional conferences may be requested by the parents or by the teachers on an as needed basis. Parent/Teacher communication is vital to the success of each child's education. A weekly newsletter will be sent home. Additional reminders are sent home throughout the week as needed along with a student daily sheet. Parents are encouraged to check their child's school folder daily. Parental contact may be made to the preschool teacher by phone at (816) 652-0402.

Materials Available to Families

The Drexel R-IV Preschool is a state licensed childcare facility. Parents have access to the Missouri Department of Health Childcare Licensure Guidelines and Regulations and State Licensing inspections, current child abuse and neglect background-screening forms for staff members and their own child's developmental records. These forms are available upon request to the classroom teacher or building administrator. Phone numbers and contact information for the Department of Health are posted in the facility.

A file of enrollment information, health information, and other pertinent information are kept for each child in the classroom. Parents are welcome to review that information at any time, with prior notice.

Access Student Personal Files

Parents/Legal guardians, with prior notice, have access to their child/ward's preschool file in the preschool classroom. Copies of information are available at parent's expense.

Parent Handbooks and Licensing Regulations

Parent handbooks and licensing regulations are kept in the classroom. Handbooks are provided for parents when their child is enrolled in the program.

Child Abuse-Reporting

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and 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 then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services, as required by law. The building principal will make the superintendent aware that a report has been made.

Parent Involvement and Volunteers

Parent involvement, cooperation and communication are vital to the success of this program, and to the development and success of your child. Drexel Preschool maintains an open door policy and welcomes parents and families into the learning environment. *All parents and visitors must check in with the office prior to entering the preschool.* We do ask that while visiting, you respect your child's learning environment. When siblings are visiting they are expected to abide by the preschool's classroom rules and playground rules. If you are interested in volunteering please let us know in advance so we can plan accordingly. If unannounced classroom visits become disruptive to your child, the class as a whole, or to the daily routines, you will be asked to schedule your classroom visits with the teacher. We strive to develop a positive and open relationship with each of you as we share in this exciting time in your child's life. We welcome your ideas, comments, suggestions, concerns, and special talents. Please do not hesitate to ask a question, sign up to volunteer or share your special talent with our program. We look forward to working with your child and your family. Your involvement is directly related to the success of your child.

Preschool Parent Handbook Acknowledgement

It is the goal of the Drexel R-IV Preschool to provide a quality education for the students and it can only be accomplished with your cooperation. Parents/guardians are the very heart of any educational system and it is very important that everyone reads and understands the Preschool Parent Handbook.

After reading this handbook, please sign the form below and return it to the classroom teacher. Your signature is acknowledges that you understand and will abide by the rules/regulations as stated in this handbook. If you have any questions, please see the classroom teacher and/or principal.

Parent/guardian member printed name

Parent/guardian member signature

Date

Name of child enrolled in program