

# Princeton R-V School District Early Childhood Program Handbook 2021-2022



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# Princeton R-V Early Childhood Resources

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The Princeton R-V Early Childhood Team wishes to welcome you and your child to preschool! This handbook will provide you with information to ensure your child's needs are met and that your questions are answered. Should you ever have a question or need information that is not addressed in the handbook, please contact us at your convenience. Remember that we are here to provide your child with a quality education and that you are always a welcome presence. We look forward to a great year and encourage your involvement.

# PARENTS AS TEACHERS

## PAT VISION

All children will learn, grow and develop to realize their full potential.

## PAT MISSION

To provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life.

## PAT VALUES

The early years of a child's life are critical for optimal development and provide the foundation for success in school and in life. Parents are their children's first and most influential teachers. Established and emerging research should be the foundation of parent education and family support curricula, training, materials and services. All young children and their families deserve the same opportunities to succeed, regardless of any demographic, geographic or economic considerations. An understanding and appreciation of the history and traditions of diverse cultures is essential in serving families.

## PAT HISTORY

In 1981, Missouri pioneered the concept of helping parents embrace their important role as their child's first and best teacher. Today, Parents as Teachers continue to equip early childhood organizations and professionals with information and tools that are relevant—and widely applicable—to today's parents, families and children.

The Parents as Teachers leadership team and Board of Directors is engaged in a three-year **strategic plan**, which positions the organization as a **valued partner to support the organizations and professionals who serve families and children, especially those most vulnerable.**

The concept for Parents as Teachers was developed in the 1970s when Missouri educators noted that children were beginning kindergarten with varying levels of school readiness. Research showed that greater parent involvement is a critical link in the child's development of learning skills, including reading and writing.

Early childhood professionals suggested that a program to provide early detection of developmental delays and health issues, and parent education to help parents understand their role in encouraging their child's development from the beginning could help improve school readiness and parent involvement.

With funding from the Missouri Department of Elementary and Secondary Education and The Danforth Foundation, Parents as Teachers began in 1981 in Missouri as a pilot project

for first-time parents of newborns. Recognizing the program's benefits and cost effectiveness, the Missouri legislature provided state funding in 1985 to implement Parents as Teachers programs in all Missouri school districts. Since 1985, Parents as Teachers has expanded to all 50 states and seven other countries.

### **PAT APPOINTMENTS AND ACTIVITIES**

The PAT Coordinator will contact parents of children ages birth through age 3 who reside within the school district to schedule an appointment to visit with the family. Visits focus on child development, activities that stimulate growth and development, and available resources for families in need. Group meetings are also held throughout the year for children ages Birth through age 4.

## **PRESCHOOL**

### **PRINCETON R-V PRESCHOOL MISSION**

Princeton R-V Preschool's mission is to meet the individual needs of students by engaging them at their developmental level and expanding their foundational skills through curriculum to prepare for a successful educational journey.

We are committed to encouraging our students to possess the following to develop a foundation of readiness for future educational success:

- Independence
- Responsibility
- Self-Regulation
- Social Interaction Skills
- Confidence/ Determination
- Problem Solving Skills

We strive to serve all students by working to expand programming to meet the needs of our community.

### **ARRIVAL & DISMISSAL POLICY**

Children participating in preschool attend classes Monday through Friday. Class begins at 8 am. and ends at 3 p.m. with a drop-off time of no earlier than 7:50 a.m.

**Parents will be called if the teacher has not been contacted regarding a child's absence from preschool.**

Only persons listed on the emergency information form will be allowed to pick up your child. If someone other than the persons on the "authorized pick-up list" is to pick up your child, a written, signed note should be given to the teacher upon the child's arrival. Parents

should make the staff aware that the child is leaving and sign out when picking up the child.

### **CANCELLATION OF CLASSES**

When it is necessary to dismiss school because of weather or other reasons, the announcement will be made on the following radio stations: KTTN and KAAN. Parents should develop early dismissal plans with their child and notify the school. Preschool will be in session on late start and early dismissal days with the same schedule as K-12.

### **BIRTHDAYS**

All birthdays will be celebrated in the classroom. Summer birthdays will be celebrated in May. If you wish to bring treats for the children, let us know in advance so we can plan our snacks accordingly. Only store bought prepared treats are allowed.

### **CLOTHING**

Please dress children in comfortable play clothes, as we will be actively exploring both our indoor and outdoor environments. All outerwear- coats, jackets, sweaters, should have your child's name printed on the labels.

### **POTTY/TOILET TRAINING POLICY**

When a child begins enrollment, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from teachers or teacher assistants. Assistance with hand washing reminders and clothing fasteners will be given if necessary.

In the event the child is found not to be fully potty trained as indicated by three "accidents" (inability to reach the toilet on time, wetting or soiling undergarments), at the discretion of the teacher, the child will be asked to take a 2-week leave from preschool to work towards readiness. If upon returning the child is still not trained as indicated by one or more accident(s) the child will be asked to take a month long leave. The month-long leave will be repeated until the child returns fully potty trained.

Soiled garments will be placed directly in a bag with a not attached, to be sent home.

Princeton R-V is not equipped or staffed to meet Missouri licensing standards and health requirements to diaper or assist in the toilet training process.

### **CHILD ENROLLMENT POLICY**

Princeton R-V will hold preschool screenings each fall during school hours.

Appropriate placement will be determined after a full screening is completed and will be based on screening outcomes. The screening will include:

- \*assessment of speech
- \*screening assessment for motor, concept, and language skills
- \*behavior observation documentation
- \*previous PAT assessments

All families need to bring a copy of the child's birth certificate, the child's social security card, the child's up-to-date immunization record and proof of residency to Open House. All efforts will be made to place all interested students, but the school district reserves the right to determine appropriate placement and also to refuse services if it is determined that the child is not ready for the structured preschool environment.

Enrollment will be taken in the following order:

1. In-district 3 and 4 year old children with an IEP (Individualized Education Plan)
2. 4 year-old children of Princeton R-V (full-time) employees
3. In-district 4 year olds
4. In-district 3 year olds who are the age of 3 by January 1st, 2022

### **DISCHARGE POLICY**

The Princeton R-V Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- \*excessive absences
- \*not observing the rules as outlined in parent handbook
- \*child has special needs that we cannot adequately meet with our current staffing
- \*physical and/or verbal abuse of staff or children by parent or child.

### **DISCIPLINE POLICY**

The preschool classroom teachers will work hard to ensure that students are in a safe learning environment at all times. Rules will be reviewed regularly with the students. If a student is struggling to follow the rules, the teacher will redirect the student to end the inappropriate behavior. Redirection may include the following: introducing a new activity, distracting the student with conversation, giving a hand signal (finger to the lips), or finding an alternative place to sit (return to sit at a chair at the table) until the correct behavior is exhibited.

Students who pose a physical threat to themselves or others will be immediately separated from the other students until he or she calms down and is able to act appropriately. All behavior incidents will be documented by the classroom teacher. Incident reports will be provided to parents if there is an incident that results in injury. All incident reports will be maintained in the child's record. If a student continuously exhibits inappropriate behavior that is harmful to others and that impedes the learning process, parents will be

contacted for a parent-teacher conference and the student will be considered for dismissal if a resolution is not found within a reasonable time frame.

### **FEES AND PAYMENTS**

Princeton R-V Preschool provides a tuition free program for students in the Princeton R-V school district. The comprehensive preschool program includes a 5-day per week preschool program. Families in the preschool are responsible for snack and milk fees.

Preschool students will need to pay \$60 for the snack fee and \$10 for the milk fee. This is a one-time fee to cover the cost of snacks for the entire year and is not refundable. Snack fees are due the first week of school. Payment plans are available upon request.

### **CHILD ABUSE AND NEGLECT**

In the event that the school district believes a child is a victim of abuse or neglect, the teacher and/or the school is required by Missouri law to report these suspicions. The school will use the following as a guide:

The teacher will document in writing the reason for the concern.

The teacher will make the elementary principal aware of the situation.

If necessary, a picture will be taken of any unusual bruises, cuts, etc.

The district will also contact the Missouri Division of Family Services. 800-392-3738

### **NURSE & MEDICATION**

Princeton R-V has a full time registered nurse in the elementary building. If there are questions regarding your child's health, you may reach her at 748-3335. It is advisable that you talk with her about special needs your child may have.

Medication will be given by or under the direct supervision of the school nurse. In the absence of the school nurse, trained school personnel will be responsible for giving medication. All medications will be kept in the nurse's office in the elementary building.

All medications, whether prescription or nonprescription, must be accompanied by a written doctor's order and a parent request form. All medications, whether prescription or nonprescription, must come to school in its original container. Changes in any medications that occur throughout the year must be accompanied with a doctor's request and parent permission.

### **HEALTH CARE POLICY**

Princeton R-V Preschool will follow Health Care Policies according to licensing rules for Child Care Centers from the Bureau of Child Care Safety and Licensure.

If children exhibit any of the following symptoms, they must be sent home:

1. Diarrhea- more than (1) abnormally loose stool. If a child has one (1) loose stool, he/she shall be observed for additional loose stools or other symptoms.
2. Severe coughing- if the child gets red or blue in the face or makes high-pitched croupy cough.
3. Difficult or rapid breathing
4. Yellowish skin or rashes
5. Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
6. Unusual spots or rashes
7. Sore throat or trouble swallowing
8. An infected skin patch (ex) -crusty, bright yellow, dry or gummy areas of the skin.
9. Unusually dark, tea colored urine.
10. Grey or white stool
11. Fever over one hundred degrees Fahrenheit (100F) by mouth or ninety-nine degrees Fahrenheit (99F) under the arm.
12. Headache and stiff neck
13. Vomiting more than once.
14. Severe itching of the body or scalp or scratching the scalp. These may be symptoms of lice or scabies.

This means that children running a fever of 100 degrees and up MAY NOT be admitted to preschool. This is for the protection of your child, as well as other children in preschool. Children MUST BE FEVER AND TYLENOL FREE for 24 hours before being r the program.

Children should not be brought to the preschool if you know that he/she is not feeling well enough to participate in regular daily activities. For example: children with earaches may not be contagious; however, they may not be comfortable and capable of being with other children.

### **INJURY AND ACCIDENT POLICY**

If your child becomes ill or is injured the following procedures will be taken:

- Trained staff will evaluate the situation
- After evaluation is complete, parents will be notified
- If we are unable to reach the parent, your first emergency contact will be notified, if the same happens, we will contact your second emergency contact.
- If no one can be reached, we will then decide if the medical treatment is necessary and if so, we will use your "emergency care authorization" on the back of your child's enrollment to seek medical care.



- If we seek medical care, staff will try to keep contacting you until you are reached, your emergency contacts are reached, or you come to pick up your child.

### **EMERGENCY PROCEDURES**

- Emergency phone numbers are clearly posted by all phones.
- The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/ guardian cannot be reached.
- Teachers report in writing any injuries that may occur.
- Teachers notify the parent/ guardian of any injury requiring first aid treatment.
- Emergency drills are practiced
- Emergency evacuation plans are posted in each room.

### **GENERAL SAFETY PRACTICES**

- Authorized pick-up information is on file and in the emergency directory.
- Each room is equipped with a first aid kit.
- Teachers take roll and monitor the number of children in their care.
- Teachers move throughout the play yard to ensure adequate and appropriate supervision.
- The play yard is monitored closely for safety and improvements.
- Staff are trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- Individuals who serve food wear gloves when handling ready-to-eat foods.
- Cleaning supplies are stored out of children's reach.
- Teachers fill out documentation for accidents, incidents, and health-related situations. Parents receive copies of accident/incident forms.
- Teachers follow universal precautions for blood-related accidents and incidents.
- Toys are check frequently and broken toys are discarded

### **PRESCHOOL OPEN HOUSE**

Realizing that everyone wants their child to get off to a great start, we set aside an evening for an open house in order for children and parents to visit the classroom and find out how the preschool operates.

### **NEGOTIATING DIFFERENCES**

The Board of Education recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those concerns—copies of which are available at each building. The chain of command for negotiating differences is as follows:

Complaints should be addressed at the level where the concern originated.  
Unsettled matters from above are referred to the principal.

Unsettled matters from above are referred to the superintendent.

If the superintendent cannot settle the matter, it is referred to the Board of Education. The decision of the Board of Education shall be final except in cases of complaints that concern federal programs. In that case, complaints may go to the appropriate section of the Department of Elementary and Secondary Education and from there to the United States Secretary of Education.

### **CONFERENCES**

There will be one Parent-Teacher conference held during the school year. You are also welcome to call or email with any questions or concerns you may have throughout the year.



### Changes made:

- Page 4 under Arrival and Dismissal Policy- Eliminated the following- "Morning sessions run from 8-11 a.m. with a drop-off time of no earlier than 7:50 a.m. Afternoon sessions run from 12-3 p.m. with a drop-off time of no earlier than 12:00 p.m. in order to provide teachers with a lunch break and preparation period."
- Page 5 under Cancellation of classes- Eliminated the following- "In the event of a late start, there will be no morning preschool. In the event of an early dismissal, there will be no afternoon preschool."
- Page 6 under Child Enrollment Policy- Eliminated the following- "Princeton R-V will schedule appointments for preschool screenings each spring for new students enrolling in the preschool program." "Children must be age 3 by August 1st to qualify for placement in the program." Changed- "Screenings for current students will be scheduled in the fall" to "Princeton R-V will hold preschool screenings each fall during school hours." Added to second paragraph bullet points- "behavior observation documentation and previous PAT assessments" Added to third paragraph, first sentence- "proof of residency to Open House"
- Page 6 under Enrollment will be taken in the following order- Eliminated "3 and" for number two. Changed number four from "in-district 3 year olds" to "In-district 3 year olds who are the age of 3 by January 1st, 2022"
- Page 7 under Fees and Payments- changed snack fee to \$60 and eliminated half day information.
- Page 7 under Nurse and Medication- added the following: "All medications, whether prescription or nonprescription, must be accompanied by a written doctor's order and a parent request form. All medications, whether prescription or nonprescription, must come to school in its original container. Changes in any medications that occur throughout the year must be accompanied with a doctor's request and parent permission."
- Page 10- eliminated the "Separation" section.