



EXCELSIOR SPRINGS
SCHOOL DISTRICT
— Together, Achieving Excellence —

Tiger's Den
Pre-K Program Handbook
Missouri Preschool Program
2016-2017



Contact Information

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Director's Message



Welcome to the Excelsior Springs School District's Prekindergarten Program! We are happy to have your family as a part of our program. We hope that each of you enjoyed your summer, and that your children are eager and excited to start school.

In an effort to better inform our students and parents about the policies and procedures of the Tiger's Den Prekindergarten Program, a handbook has been written which compiles important information that affects our students.

Please take some time to review this document. This handbook provides information regarding policies, procedures and opportunities at Lewis and Westview Elementary buildings. While it does not contain all details for every situation it should serve as a general guideline.

We look forward to a wonderful, fun filled, exploratory year of learning. We are happy to have your family as a part of our program.

Welcome!

Angela Bright
Lewis Assistant Principal
MPP Early Childhood Director

Early Childhood Staff



Program Director: Angela Bright

Building Principal(s):

Lewis Elementary-Christi Rice
Westview Elementary- Rita Linhart

Certified Classroom Teacher(s):

Elizabeth Mercer , Lewis Elementary
Megan Gelband, Westview Elementary

Paraprofessional(s):

Jennifer Scoma, Lewis Elementary
Shelby Rains, Westview Elementary

Nurse:

Michelle Krier, Lewis Elementary
Jody Nordgulen, Westview Elementary

Secretary(s):

Lewis Elementary-Brooke Smith, Misty Jones
Westview Elementary- Kathy Ivey, Shari Galey



Pre-K Program Calendar

2016-2017

August 15th.....Open House (3:00-5:00pm)
August 18th.....First Day of School
September 5th.....No school/Labor Day
October 14th.....Homecoming
October 28th.....Fall Party
November 3rd..... Half-Day/Parent-Teacher Conferences (1:00-8:00 p.m.)
November 4th.....No School/Parent-Teacher Conferences (8:00 a.m.-2:00 p.m.)
November 23rd-25th.....No School/Thanksgiving
December 21st Winter Party
December 22ndHalf-Day (10:53 release)
December 23st–January 6th.....Winter Break
January 4th-6thNo School/In-service
January 16th.....No School-Martin Luther King
February 14thSpring Party
February 16th.....Half-Day/Parent Teacher Conferences (10:53 release)
February 17th.....No School
February 20th.....No School- Presidents' Day
March 20th–March 24thNo School/Spring Break
April 14th.....No School/Good Friday
May 16th.....Preschool Graduation
May 23rdPlanned Last Day (half day- 10:53 release)



District Mission

The Excelsior Springs School District, in partnership with parents and community, will educate all students to their maximum potential in a safe orderly environment and inspire them to be lifelong learners who can master and appreciate the challenges of a changing world.

Program Mission

To challenge each child at his/her own level while helping children to develop a love for learning that will last a lifetime. We strive to enhance the self-esteem of children through positive reinforcement and affirmation.

Philosophy

We believe that the parents, along with the school, are partners in educating their child. We believe learning is best achieved in a positive, supportive, loving, nurturing, and safe environment.

We believe that children develop at different levels and should be challenged according to their ability.

We believe that children need to be guided towards a positive self-image.

We believe that a Pre-K's learning environment should be based on exploration and play.

We believe that attendance at school is essential for academic success.

Curriculum Overview

The Early Childhood curriculum is based on the model developed through the State Department known as Project Construct. This is a process-oriented curriculum designed for children between the ages of 3-7. It is based on the constructivist theory, which states that children construct their knowledge through interactions with physical and social world. Goals include encouraging each child to develop his/her ability through making choices, developing self-discipline and applying reasoning skills to a wide range of situations.

Professional Qualifications

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and qualifications of paraprofessionals who are employed by a school receiving Title 1 funds and who provide instruction to their child at school.

Program Goals for Students

*as taken from Project Construct



Sociomoral Domain

Social Relationships

- Build relationships of mutual trust and respect with adults.
- Build relationships with peers.
- Consider the perspectives of others.
- Negotiate and apply rules.

Dispositions

- Be curious and confident.
- Take initiative.
- Be creative.



Cognitive Domain:

Logical-Mathematical Knowledge

- Construct classificatory relationships.
- Construct numerical relationships.
- Construct spatial and temporal relationships.

Physical Knowledge

- Act on objects to observe reactions.
- Act on objects to produce desired effects.

Conventional Knowledge

- Know personal information
- Know about the community
- Know conventional notations, manners, and customs.



Representational Domain:

Symbolic Development

- Represent ideas and feelings through pretend play.
- Represent ideas and feelings through movement.
- Represent ideas and feelings through music.
- Represent ideas and feelings through art and construction.

Language Development

- Use language for a variety of functions.
- Expand and refine the form and organization of language.
- Construct meaning from language.
- Represent ideas and feelings through language.



Physical Development Domain:

Motor Skills

- Develop motor skills for personally meaningful purposes

Health and Safety

- Develop healthy living practice.



Tiger's Den Daily Schedule

This is an example of a typical daily schedule for the Prekindergarten classroom.

8:35-9:00- Arrival /Morning Work (Collect @ Office Doors) + return to Classroom for fine motor skills work

9:00-9:25 Breakfast

9:30-9:50 Circle Time (Calendar Math Skills/Phonemic Awareness/Music +Gross Motor Movement)

9:50-10:00 Bathroom Break (Toileting and Hand Washing Time)

10:00-10:30 Outdoor/Indoor Play (weather permitting)

10:30-11:00 Story Time (Reading Workshop/book skills)/
Arts + Crafts (Self-Expression/Fine motor/Creativity Time/Literature Linked)

11:00-11:40 Learning Centers (Socialization/Interpersonal Skills)

11:40-11:50 Bathroom Break (Toileting and Hand Washing Time)

11:55-12:25 Lunch Time

12:25-12:40 Social Sciences Time (Personal Information/PBS Lesson/Character Traits Science Concepts)

12:40-1:10 Rest/Relaxation Time (low level lights, books, classical music, and drawing journals)

1:10-1:20 Bathroom Break (Toileting and Hand Washing Time)

1:20-1:45 Math Workshops (Small group time)

1:45-2:00 Snack Time

2:00-2:30 Outdoor/Indoor Play (weather permitting)

2:30-2:42 Clean-up for dismissal

Required Registration Information

*All items needed to be on file for student enrollment:

- Student Information/Enrollment Form
- Updated Immunization Record
- Copy of Birth Certificate
- Copy of Social Security Card (if applicable)
- Parent contract
- Background check for Volunteering
- Photo Release Form
- Parent Handbook Agreement

Enrollment

The students in the Westview and Lewis attendance areas will have first priority in the preschool program. The program will accept only students who are in the Lewis and Westview attendance area through April 30. We will then open enrollment up to students in the Elkhorn attendance area starting May 1. Starting May 15 we will open enrollment up for all students in surrounding areas. All applications will be placed in the program by administration based on open positions.

Arrival/Dismissal Procedure

Arrival- 8:35 a.m.

Dismissal- 2:42 p.m.

Wednesday – Weekly Dismissal 1:42 p.m.

½ Day Dismissal-10:53 a.m.

*It is important that your child not arrive **BEFORE** 8:30 a.m. The students will need to be dropped off at the classroom door. If children arrive before 8:30 parents will have to stay with them until appropriate staff is available to supervise them.

Transportation: Our district does not provide transportation for this program.

Constantly Late Arrivals: Please arrive on time for class. Not only are consistently late arrivals a disruption to the class but your child is missing important learning time.

Pick-Up-We ask that you wait outside the building, until the teacher opens the door for dismissal. Parents will individually approach the door and their child will be released to them. Please notify your child's teacher when dropping your child off that day of any change in the pick-up routine. Children will only be released to parents/guardians or those listed on the emergency sheet, and a picture ID will also be mandatory.

Be on time to pick your child up. If you have an unusual circumstance occur and are going to be late, please call the school, so we can minimize the possibility of your child being upset when you aren't there.



Attendance Policy

Regular attendance is a priority in order for your prekindergarten child to have the most successful school year possible. Daily attendance is monitored. Children who are enrolled in the Prekindergarten Program are not required to attend school by law. However, since we have limited space in the program and children are on the waiting list, it is necessary that children are here daily unless it is due to an excused absence. Excused absences must be documented by either a doctor's note, or a note or phone call from a parent/guardian indicating one of the following examples of excused absences.

1. Death in the family
2. Personal illness
3. Medical or dental appointment that cannot be scheduled outside of school time.

***If your child is ill or will be missing school for any reason you will need to call and notify the office.**

Reporting Child Abuse/Neglect

The 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 acting in his or her official capacity 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 that would reasonably result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

The school principal or designee may notify law enforcement or the juvenile office when appropriate. If an employee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may

also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the CD.

The reporting requirements in this section are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

Fees

Fees will be based on the parent's annual salaries and the income eligibility guidelines set by our district. The monthly fees will be due by the 1st of the month. We accept checks, money orders, and cash. Please give checks (made payable to Excelsior Springs School District), cash, and money orders to the secretary at the front desk. Checks returned to our office due to insufficient funds and/or closed accounts will result in a \$30.00 returned check charge. All returned check charges must be paid with cash or money order. If 2 checks are returned for insufficient funds, personal checks will no longer be accepted.

Tuition Prices

Full..... \$250.00 a month

Reduced..... \$56.00 a month

Free..... \$.00 a month

Tuition will be prorated based on the number of days school is in session during the months of August, December, and March.

Meal Information



Objectives of our Classroom are met during mealtime discussions and explorations; therefore all students participate in our school provided meals. We will have OPAA provided healthy breakfast, lunch, and a snack later in the afternoon. OPAA incorporates locally grown farm-fresh fruits and vegetables, from scratch cooking, which includes oven-fresh rolls with lots of tender loving care baked right in. This food program will provide your child with a wide variety of fresh, safe, and nutritious choices to support a healthy learning environment. In order for food service to honor special dietary request a doctor's notification must be on file with the office.

School Cancellations/Closings

Generally there are two types of emergencies that could necessitate the closing of school. They are snowstorms and tornadoes or severe weather activity. The directive to close school comes from the office of the superintendent. Excelsior Springs School District cancellations are made by 6 a.m. and all area media are notified by 6:15 a.m. Notice of closure will be broadcasted over Kansas City's radio and television stations, school notification system, and at 630-ESMO. Changing weather conditions may result in an early dismissal, so please be sure to check any of these resources if we are expected to receive inclement weather conditions.



Change of Address/Telephone Number

In order to contact parents in an emergency, it is important that telephone numbers and addresses be kept current. Please notify the school when change of telephone number or address occurs, this includes cell phones and work number.

Parent Access to Student's Education Records

Review of Education Records by Parents or Eligible Students

1. Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.
2. The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three business days. However, the period for document production may exceed three (3) days for reasonable cause. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students.
3. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in this procedure.

Parent Access to Licensing Inspections and Reports

Parents are able to receive information regarding State Licensing compliance, inspection reports and the licensing regulation handbook. If you are interested in receiving these documents please put the request in writing to the Classroom teacher. The teacher will provide you with the appropriate information within 48 hours of your request.

Identifying and Addressing Children suspected of having developmental delays

1. The child will participate in the DIAL 4 Screening.
2. We will look at DRDP (Desired Results Developmental Profile) for further information on the child.
3. If the teacher has further concerns about the child, he or she will refer the child to the Early Childhood Process Coordinator/IEP Team.

Appropriate Dress

At this age it is also important to think about how to dress your child for school. Please dress your child in clothing that is easily washed so that he/she can enjoy the activities provided. Many activities include paint, sand, water, clay, etc. Try to provide clothes that are not difficult to get in and out of and encourage independence. Soft-soled shoes (ex. Tennis shoes) are best for an active day and provide the best protection for your child.

In addition, it is very important that your child be dressed appropriately according to the weather. We do play outside each day (unless extreme weather conditions) and want your child to be comfortable.

Bathroom: Children are required to be potty-trained and able to *independently* use the restroom when needed. Parents must provide a complete change of clothing (appropriate to the season) in their child's backpack in case a soiling/spinning incident occurs. Teachers are sensitive to these accidents and will handle them discreetly and quickly. Please place an extra change of clothes in a zip lock bag labeled with your child's name in case such an incident occurs with your child.

Backpacks: All children need a simple, **FULL SIZE** backpack. No wheels, buckles and other complicated closing devices. Children are encouraged to help pack up their backpacks and often times become very frustrated if they aren't big enough or too complicated for them to close. **Please label the outside** of your child's backpack with his/her name as many of the backpacks look alike.



Blanket and Pillow: We are required by the State of Missouri to provide a 30 minute rest period for children in a full day Prekindergarten program. Most of the children are exhausted from our many activities and fall asleep. We will provide each child with a clean cot sheet and blanket on Monday of each week. Please do not send any items from home.

Toys/Items from Home

We ask that you leave your child's toys at home unless it's for show-n-tell. If an item is brought to school, we cannot be held responsible for it.

- guns or war toys are prohibited in school
- no gum or candy (unless donated for special events or agreed upon by the teacher)
- lunch boxes need to be marked with your child's name



Field Trips

We will be participating in a field trip during the school year. Parents are responsible for providing their child's transportation to and from the activity. Parent participation in field trips is required for safety. If you would like to attend any field trips or volunteer in our building you will need to fill out a background check sheet. Regular class will not be held during field trip activities.

Educational Team

As parents, you play a vital role in your child's education. In order for your child to benefit to his/her full potential, it will take a team effort. It is your responsibility to make sure that your child brings his/her folder to class each day, and that you check each night for homework or notes sent home. Our program's foundation is based around the simple idea that "The parents, along, with the school, are partners in educating their child. You get what you put into it! Repetition and consistency ensures success! The homework could be as simple as reading a book with your child.

Please feel free to inquire about your child's progress. The teacher will attempt to keep you informed but do not hesitate to ask questions. Remember you are a vital member of your child's educational team.



Birthdays

Parents are welcome to bring in birthday treats in honor of their child's special day. Please check the monthly snack calendar for the date we will be celebrating his/her special day at school.

Private party invitations may not be distributed within the classroom unless every child in the class is invited to the party. This is to avoid hurt feelings.

Orientating to the Program

Once the teacher makes contact with the parent about the child being accepting to the program, the following will take place depending on when the child is accepted to the program. All enrollment paperwork will need to be completed upon acceptance to the program.

Beginning of the School Year-

The child/family will be invited to attend Open House before school starts. They will be given a handbook, have an opportunity to tour the room, ask questions, and meet peers and teachers/teacher assistant.

Middle of the School Year-

The child/family will be invited to set up an appointment with the teacher to receive a handbook, tour the room, ask question, and meet the teachers/teacher assistant.

Parent-Teacher Conferences and Family Meetings

Coupled with progress reports are parent-teacher conferences. These conferences are held at the end of the 1st and 3rd quarters. The purpose of the conference is to provide an opportunity for the parent(s) and teacher to communicate and is critical to the success of your child.

Parent/Teacher Organization (PALS/PAWS)

The parent organization helps to develop mutual understanding and cooperation between parents and teachers. This provides a firm foundation upon which an outstanding educational program can be built. The committee will plan and conduct the parent organization sponsored activities within each building. Please watch for reminder notes in your child's backpack. Thanks for supporting your student and your school.

Photographs

Photographs are taken on a regular basis for scrapbooks, graduation DVD, newsletters, etc. You will need to check and sign the photo release section of the parent contract.

Discipline/Classroom Management

Our classroom management system is based on the principles of PBIS (Positive Behavior Interventions & Supports). It is a system used by school to help prevent problem behaviors by teaching students specific expectations for all settings within the school. PBIS provides a common language that can be used by all staff members and students. Clear classroom expectations and supports are put into place to help all students be successful with both their learning and their behavior.

The program is very structured and the students know the expectations for all settings. If these expectations are not being followed the preceding steps will be implemented with the student if the behavior continues.

*The teachers will smile and talk one on one with students in Calm, Caring manner. They will be listening and trying to get beneath the hurt to the heart of each student.

They will...

- Safe seat –It is a desk that is located in the classroom for the students to think about what the child did, and to process what they will do next time.
- Call home- The parent will be called regarding the behavior, so that we can work together and come up with a plan to help the student solve the problem.

Nurse's Office

Our program follows district regulations for student illnesses. Children are required to stay home if they have any of the following afflictions: diarrhea, pink eye, vomiting, colds, flu, fever (100` F or higher) and any other contagious sickness. They must remain home for a **full 24 hours AFTER returning to normal health**. If any of these conditions occur during school hours, children are isolated while parents are contacted by the nurse to pick up their child.

Head lice: We will not perform school wide head lice screenings. If a student is found to have live head lice the parent will be noticed to pick up the treat. Others residing with them will also be checked. When the student returns to school they must be cleared thru the health room before returning to the Classroom.

Medications: When necessary, the school nurse will dispense only doctor prescribed medication from its original container with the prescription label attached.

Injuries:

Major- Child will be seen/treated by the nurse while parents and/or emergency care are contacted immediately.

Minor-Child will be seen/treated by the teacher and parents will be notified at the end of the school day.

Immunizations

In accordance with state law, a parent or guardian may request notification from the district if there is a child currently enrolled in or attending the facility at which the district's preschool/nursery school/daycare is located who has received an exemption from immunization. Please make your request to the Director of Student Services.



Tiger's Den Pre-K Program

Parent Contract

School Year: 2016-2017

Child's Name: _____

I _____, have read the Tiger's Den Prekindergarten handbook and agree to the following conditions and regulations.

(*Please check each statement upon agreement!)

_____ I am aware that tuition fees are due by the 1st of the month or I will be charged a \$25.00 late payment fee. I will plan ahead for vacations, due dates occurring on the weekend and sick children.

_____ I give permission for my child to have their picture taken and/or video recordings. These will be used only for educational and media purposes to document the learning in the program.

_____ I give permission for my child to attend any field trips (walking or driven) taken throughout the school year.

_____ I will have my child picked up at the scheduled dismissal times.

(*You must sign and return this sheet to the office before program start date.)

Parent's signature: _____ Date: _____