

Appleton City R-II Preschool

Parent Handbook

408 E 4th Street

Appleton City, MO 64724

660-476-2108



Superintendent: Mr. Joe Dunlap

Preschool Administrator: Mr. Lyle Barber

Preschool Director/Teacher: Ms. Taylor Townsend

Assistant Teacher: Ms. Cassidy Cooper

Para Educator: Mrs. Sarah Bourland

Purposes

The Appleton City R-II Preschool opened August 2016 to meet the needs of families in the community. Appleton City has received partial funding through grants with the Department of Elementary and Secondary Education (DESE). The preschool will provide high quality early education for students who are 3 years and 4 years of age on August 1, 2016. We provide a licensed facility with DESE certified teachers. Students will have opportunities to learn and play in a safe, educational environment.

Philosophy

Appleton City R-II District believes the foundation for learning includes the total child development. We seek to provide developmentally appropriate activities which meet the social, emotional, physical and intellectual needs of the individual child. We believe that children construct understanding through interacting with their environment. This greatly expands a child's repertoire of knowledge, skills and self-confidence. Appleton City Preschool teachers are certified in Project Construct Curriculum. Project Construct is a DESE supported curriculum model that promotes curiosity and initiative through self-directed play.

Curriculum

The preschool curriculum represents a shared set of expectations for preschool children, expectations developed by drawing upon current research about how young children learn. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the State Early Learning Standards into the state-approved Project Construct curriculum frameworks.

In addition, district kindergarten readiness is also important to us and used to guide instruction.

The State Early Learning Goals address: Math, Science, Literacy, Social/Emotional, and Physical Development, Health & Safety.

Project Construct is a process-oriented curriculum and assessment framework for children ages 3-7. Project Construct is based on constructivist theory, which means children construct their knowledge and values by interacting with their environment. Through this active learning process, children will construct their own knowledge; learn how to make decisions and plans; seek and organize information.

There are four Guiding Principles:

1. Children have an intrinsic desire to learn.
2. Children learn by doing.
3. Mistakes are O.K.
4. The domains (social/moral, cognitive, representational and physical development) are interactive and interrelated.

Project Construct emphasizes learning the process as more important than the product. This allows children to develop thinking and problem solving skills that can be used throughout their lives.

Orientation

Meet-the-Teacher Night will be held in mid-August. This is a great time to ask questions and become familiar with the teachers. Parents will receive additional information and fill out all necessary paperwork so the preschool can best serve your student. Parents will have the opportunity to meet teachers and staff members then tour of the preschool and playground. This is also a good time to bring supplies and extra clothing for child.

Enrollment Requirements: In order for your child to attend Appleton Preschool, we must have the following documents.

- Copy of Birth Certificate
- Copy of Social Security
- A complete and accurate enrollment form
- A completed Medical Examination form
- Copy of up-to-date immunization record
- Custody Agreement: If you are a single parent with physical custody of your child, know that we have to release the child to his/her other parent unless we have a court order to the contrary.

Please be sure that all of the above information is 100% accurate and notify us immediately of any changes.

Children living in the Appleton City R-II District, who have been identified with a DESE recognized disability will be given first available enrollment slots.

Children living in the Appleton City R-II school district will be enrolled in available slots. Out of district children will be enrolled to fill any other available enrollment slots.

In the event of all criteria being equal, enrollment will be considered on a first come, first serve basis.

Once a child has been enrolled in the program they will remain enrolled for the following school year.

Children are required to be either three or four years of age on August 1 to be enrolled in the preschool.

The center reserves the right to refuse any child/children services.

All children will be enrolled full day and for full school term.

When the preschool reaches capacity, children will be placed on a waiting list. If openings become available student on the waiting list will have priority.

If a child is absent for more than five days without prior arrangement or a doctor's note the preschool reserves the right to fill that child's slot with a child on the waiting list.

Parent or emergency contact must be reachable at all times that a child is in care. Failure to respond to contact attempts will result in dismissal from preschool.

Arrival and Departure

Appleton City Preschool start time is 8:00 am and end time is 3:00 pm. Drop off time in the morning no earlier than 7:45.

Daily Sign In/Out of children

Your child must be signed in and out each day by an adult of at least 18 years of age. These records are kept for our teacher-student ratio and are mandatory for licensing. Once your child is signed in each day, the parent/guardian must leave the facilities.

Please help us protect instructional time by bringing and picking up your child on time every day. Instructional time should not be interrupted unless prior arrangements have been made with the teacher. For safety reasons, we ask that you always accompany your child to the building and make sure you have initialed the Sign-in Form. PLEASE do not bring your child to school more than 7:45. Teachers are not available to supervise your child before school. Likewise, please be prompt in picking up your child. If you are going to be late, please call. A child left waiting may feel insecure and worry. Late fee of \$5.00 per fifteen minutes will be charged to all students who depart late. The late fee must be paid before the child can return to school. Preschool has extended care if family is unable to pick up at 3:00.

Transportation

Your child's teacher will use your emergency contacts listed in the enrollment form indicating who has permission to transport your child; including who has primary responsibility for transportation. Changes in this routine will not be allowed, and your child will not be released to any other individual unless we have prior notification from you. Appleton City Preschool does not provide transportation.

Parent Participation

Appleton City R-II has the goal of providing the best available early education for children and parent participation is very important to us. We recognize and appreciate the trust and confidence you have placed in us. We invite parents to participate in the education process with the preschool. Please schedule time with Preschool Director at least one day notice in advance. Volunteers must meet briefly with director to discuss confidentiality and guidelines before working in the classroom for the first time.

Severe Weather Closing

Appleton City Preschool will remain open except under severe weather conditions. Official announcement will be broadcast on local radio stations and school reach text message. If the Appleton City School is closed due to inclement weather, the center will also be closed. If the school lets out early due to weather the preschool will also close. All families will be contacted by school reach if the preschool closes early. You or your emergency contact must be reachable at all times.

Calendar/ Hours of Operation

Appleton City Preschool will follow the Appleton City School District calendar. Preschool will operate the same days and times as the Appleton City School District. With the exception of extended care.

Extended Care

Appleton City Preschool ends at 3:00pm however, childcare is additionally available. The purpose of childcare to increase the availability of preschool. This allows students of families that are unable to pick up at 3:00pm to pick up their child as late as 5:45pm. The cost for extended care is \$20.00 per week.

Attendance Policy

Children are expected to attend school each day in order to meet the requirements of our grants and help ensure students are ready for kindergarten.

1. If a student is absent, the parent or guardian must call the classroom teacher within 24 hours of the absence.
2. Absences will be excused in the following instances:
 - a) the student is ill (must be verified by a doctor's note, or parent/guardian phone call on the day of the absence); b) the student becomes ill at school and is sent home by a staff member; c) doctor's appointment. Failure to verify the absence within 24 hours will equal an unexcused absence.
3. A child who misses 5 consecutive sessions without notifying the teacher reserves the right to fill that child's slot with a child on the waiting list.

Supplies

- Backpack/school bag- large enough to accommodate full size papers
- Folder
- Extra set of clothes (socks, underwear, pants, shirt) clearly marked with student's name in ziplock bag
- 3 paper towels
- 3 klenex boxes

Girls

- Quart size ziplock
- Paper plates

Boys

- Gallon size ziplock
- Paper bowls

Goals and Objectives

Strengthen home-school relationships

- Encourage creativity and self-expression
- Foster a positive attitude towards self and diversity
- Promote language skills and communication abilities
- Stimulate interest in language, mathematics, science and the arts
- Promote health, physical growth, and motor development
- Encourage self-discipline and acceptance of reasonable limits
- Develop skills and knowledge necessary to be successful in kindergarten

Concerns/Suggestions

It is very important to Appleton City Preschool to maintain the commitment of quality care for our children and families. Please communicate with us when you are particularly pleased with the care your child is receiving as well as when you are displeased. Please respectfully address any concerns with us immediately so solutions may occur in a timely manner. The respectful protocol is to first discuss any concern with your child's teacher, then you may address it the program director if necessary. If you are unsatisfied with the results, the next step is to address the superintendent. If these measures are still unsatisfactory, you may request to be put on the school board agenda. We understand that issues do arise occasionally and want the resolution to be timely and effective. We believe following this protocol is the most efficient manner to resolve issues.

Tuition

We accept Department of Family Services (DFS) childcare assistance through the St. Clair County Division of Family Services, (855)-373-4636. It is the parents' responsibility to apply for this assistance.

Children will *not* be accepted for care until payment is made or DFS authorization has been received.

Payments should be placed in envelopes provided by preschool front door. Be sure your child's name, the amount enclosed and time period the payment covers, is written on the envelope in order to ensure proper credit is given to your account. Payments then should be placed in dropbox. Payments must be made by check or money order. Cash will not be accepted.

Fees are determined by sliding scale. Full fee is \$70.00 per week.

No reduction in fees for partial weeks due to vacations, illness, preschool suspensions or if the center is closed due to holidays and school closings.

Payments are made in advance and are non-refundable.

Children who live in Appleton City R-II school district who have been identified as disabled according to DESE or how have been identified as at risk by Appleton City Preschool administrator will be enrolled at no cost to parents.

Appleton City Preschool Tuition Sliding Scale

Tuition is \$70.00 per week, when income exceeds the state free or reduced rate.

Tuition is \$70.00 per week for first child and \$50.00 for subsequent children.

Tuition is \$15.00 per week for students qualifying for reduced cost meals.

Tuition is \$10.00 per week for students qualifying for free school meals.

(Free/reduced meal applications are available at central office)

Medical Information

Illness:

In order to protect the health of all children at the Appleton City Preschool, children may not attend who are showing significant and persistent signs of any of the following symptoms:

- Fever in excess of 99.9 degrees during the past 24 hours
- Skin rash or skin disorders
- Persistent cough
- Diarrhea within the past 24 hours
- Vomiting within the past 24 hours
- Yellow or greenish mucus running from the nose
- Weeping or pinkish eyes (excluding allergies)
- Discharging ear or earache
- Sore throat or trouble swallowing

The preschool director has the right to make decisions regarding student's attendance when there are health concerns. If symptoms develop while the child is at Appleton City Preschool, parents will be contacted and asked to come for their child within the hour. This is for the health and safety of all children and the staff.

Students must be fever free, vomit free, diarrhea free, *without medication*, for 24 hours prior to the return to preschool.

Guidelines for illness and health follow the Department of Health and Senior Services.

Immunizations:

Number of Doses	Immunizations Required
4	DTP, Diphtheria, tetanus, pertussis
3	OPV, Polio
1	MMR, Measles, mumps, rubella
1	HIB, Haemophilus influenzae b
3	HB Hepatitis B
1	Varicella (chickenpox)

According to Senate Bill 341 you may request information regarding students that are immunization exempt.

Medications:

No medication will be dispensed at preschool.

Accidents:

Your child's physical safety is a primary concern at all times. Even with the best precautions in place, accidents do happen. If your child is hurt while at school, staff will:

- Attend to the needs of your child by applying first aid and/or contacting the school nurse and/or 911 if needed.
- Contact the parent/guardian.
- An accident report form will be completed by the staff. The form will describe the incident, the actions taken, concerns discussed with parents and signed by staff and parents.

All staff is certified in First Aid and CPR.

Safety

The children will participate in fire, tornado, earthquake and intruder drills.

Students will be supervised at all times with child/staff ratio of 1:10. Our facility and playground area have met state licensing and health requirements. All staff and regular volunteers must pass a criminal background screening.

All staff members are mandated child abuse/neglect reporters. It is our mandate to report any suspicious marks or concerns about a child to the state hotline number. We only report the concerns, we are not investigators nor do we make determinations regarding abuse or neglect.

Discipline

In the strictest sense, discipline means “to teach.” We see conflict as a learning opportunity instead of a disruption. Our goal is to encourage children to become self-disciplined, independent, responsible, and socially mature human beings. This involves learning to make responsible choices as well as accepting the consequences of such choices. We will teach, model and implement the **7 Basic Skills of Conscious Discipline:**

1. **Composure**-Children will learn strategies for maintaining and regaining their composure through Active Calming techniques. (STAR, Drain, Balloon, Pretzel, etc.)
2. **Assertiveness**- Children will learn how to tell others how to treat them.
3. **Consequences** - Children will learn to think about consequences before taking action, learn to be responsible for their choices, and learn to reflect on the result of their choices and how it makes them feel.
4. **Encouragement** – We will build a school family in which all members are deemed important. We will acknowledge each child’s unique contributions through descriptive appreciation instead of generalized praise.
5. **Empathy** - Children will learn to consider other viewpoints and feelings.
6. **Positive Intent** - We tell the child what we want him to do rather than using "no" or “don't”. Children will learn conflict resolution strategies.

7. **Choices** -We always remind children that they have choices and natural or logical consequences resulting from each choice. We encourage children to actively make their own choices then allow them to experience the positive and negative consequences that may result from the choice.

Student behavior that poses a threat to others will follow a three step referral process

1. Student will have a conference with lead teacher to discuss behavior
2. Student will have a conference with parents and teacher, to discuss behavior
3. Student will have a conference with director and parents. Discipline will be handled on an individual basis.

The preschool may terminate a child from care at any time if necessary to protect the safety of children, staff or property.

Discharge/ Termination

Termination of enrollment may take place if:

- The child does not attend class for 5 consecutive days or is absent for more than 5 days per semester.
- Discipline issues cannot be resolved.
- Tuition or other fees are not paid.
- The child is not toilet trained.
- Parents do not adhere to program guidelines.

Potty Training Policy

Appleton City Preschool is licensed by the State of Missouri to serve children from the ages of 3 to 6 years. It's important for parents to understand the need for all children to be potty trained: *excluding children who need diapers or pull-ups due to conditions, such as, physical or psychological disorders that hinder their toilet training abilities.* Your adherence to this policy helps ensure a positive first school experience for your child and the other children in their class. You must agree to the following for your child to be accepted at Appleton City Preschool.

Your potty trained child...

- Will tell the teacher he/she needs to go the bathroom.
- Is able to go to the bathroom (either urinating or a bowel movement) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, and before going out to the playground, etc.).
- Will not be in diapers or pull-ups at all. He/she must be in regular underwear.

Our school does not have the staffing to potty train our students. If a teacher is spending their time with potty training, then they are not able to work with your child and the other children in our routine daily activities. This is neither fair to your child or to the other children. Our staff is aware that accidents happen. That is why we ask you to keep a change of clothing at school. However, if your child has accidents every day they are in school, we do not consider your child to be potty trained.

If your child is ill and has diarrhea, they should be kept home until they have been episode-free for 24 hours (see Parent Handbook under Medical Information - "Illnesses").

I (we) have read and understand the policy of Appleton City Preschool on potty training and will comply with those requirements.

Signature(s) _____

Date _____

Printed

Name(s) _____