

Rivercrest Elementary School
Pre-K

2016-2017



Welcome To Pre-K!

**RIVERCREST ELEMENTARY PRE-K
PRE-K HANDBOOK**

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**Rivercrest Elementary Pre-K
Sally Bennett, SUPERINTENDENT
1704 W. State Hwy 14
Wilson, Arkansas 72395
(870) 655- 8621**

2017-2018

LETTER TO PARENTS

Dear Parents:

Please read the handbook stating purpose, policies and procedures of the Rivercrest School District Pre-Kindergarten program.

To indicate that you have read and understand the enclosed information, please **SIGN** the attached form and **RETURN** it to the teacher.

We look forward to serving you and your child during the school year.

Sincerely,

Sally Bennett
Superintendent

Rivercrest School District #57
1700 West State Highway 14
Wilson AR 72395
870-655-8633
2017-2018

www.rivercrestcolts.org

August 8-10	Professional Development (3 Days)
August 15	First Day of Classes
September 5	Labor Day Holiday (No Classes)
October 14	End 1st Quarter (44 Days)
October 17	Start of 2 nd Quarter
October 18	Parent Teacher Conferences 2:00-8:00
October 21	Professional Development (No Classes)
November 23-25	Thanksgiving Holiday
December 20	End 2nd Quarter (43 Days)
December 21-January2	Christmas Holiday
January 3*	Professional Development (No Classes)
January 4	Start of 2 nd Semester
January 16*	Martin Luther King Jr. Holiday
February 20*	Presidents Day Holiday
March 10	End 3rd Quarter (46 Days)
March 13	Start of 4 th Quarter
March 16	Parent Teacher Conference 2:00-8:00
March 17	Professional Development (No Classes)
March 20-24	Spring Break
April 14*	Good Friday
May 23	End of 4 th Quarter (45Days)
May 24*	Professional Development (No Classes)
STUDENTS 178 DAYS	TEACHERS 190 Days

Three days of P. D. on your own, Must be approved by principal & include 6 tech. hours and 2 hours of Arkansas History for those who provide instruction.

Make up days for inclement weather: Jan 3, Jan 16, Feb 20, April 14, & May 24

2 of the Professional Development Days will be made up during the school year with 2 hour after school sessions.

**Rivercrest Elementary Pre-K
1704 W. State Hwy 14
Wilson, AR 72395**

**PRE-KINDERGARTEN HANDBOOK
RETURN PAGE**

DETACH, SIGN AND RETURN TO THE TEACHER

I understand the Purpose, Policies, and Procedures of the Rivercrest School District Pre-Kindergarten Program.

I pledge my support and involvement for the enhancement of my child's development.

Parent's Signature

Child's Name

Date

MISSION STATEMENT

The mission of the Rivercrest School District Pre-K program is to provide developmentally appropriate education to pre-school, age 4 children.

In accordance of the goals with the Arkansas Division of Early Childhood and ABC for school success, the Rivercrest School District is committed to providing developmentally appropriate education to age 4 pre-school children.

A major step toward reaching these goals is to employ certified teachers with the knowledge, skills, and training necessary to address the social, emotional, and academic needs of 4-year-old children.

The commitment of the center is to provide an appropriate atmosphere where children of all races and creeds experience joy, love, kindness, peace, and a feeling of self-worth.

GOALS

The program will be comprehensive including learning experiences to:

1. Develop and enhance the child's self-esteem.
2. Encourage a spontaneity, curiosity, and self-discipline.
3. Establish a linkage between school and home through extensive parent involvement.
4. Provide a program rich in age appropriate literature to enhance language development.
5. Provide developmentally appropriate readiness activities in preparation of the child's successful entry to school.
6. Enhance social competence defined as the child's everyday effectiveness in dealing with both the present environment and later responsibilities in school and life.

PARENT RESPONSIBILITIES

1. Smoking is not permitted on school property.
2. Proper respect will be shown to school personnel and all children.
3. Profanity is not appropriate or acceptable on school campus.
4. Parents may call office during the day to leave messages for staff or students.
5. Check in at the office is required before entering classrooms during school hours.
6. Parents are asked to have children attend regularly.
7. Parents should provide children with necessary supplies.
8. Parents are responsible for having their child at school on time and for picking him/her up on time.
9. Check child's backpack daily for notes, discipline slips, child's work, etc.
10. Provide school with a working phone number at all times

ELIGIBILITY/ADMISSION

You can enroll in the Rivercrest School District 4 year old program at **NO** cost. Each Classroom can serve a maximum of 20 students. Enrollment will be on a first come, first serve basis. Classes will be during regular school hours adhering to the district school calendar.

The child must be 4 years old on or before Aug. 1st of the school year. Pre-registration will occur in the spring. Children residing in the Rivercrest School District will have first priority in enrollment.

ADMISSION POLICIES/PROCEDURES

The following must be available to the school before a child can be admitted to the program:

- School enrollment form
- Handbook Policy Approval Form
- Parent Signatures on appropriate forms
- Current Immunization Record
- Social Security Card
- Birth Certificate
- EPSDT Physical
- Verification of Income

Immunizations recommended by the local health authorities are required before enrollment may take place. For continuing enrollment, immunizations must be kept current.

Enrollment forms will be updated when needed to insure that all information is current. Any changes in address, telephone numbers, emergency information, or immunization should be reported to staff. This is the responsibility of the parents.

If the parents or guardians wish to enroll their child/children and an opening exists, arrangements are then made for the child/children to start. If no opening exists child/children will be placed on a waiting list if requested. Class enrollment is limited to 20 children.

When a child is brought to the school, the parent should park and walk the child into the school Parent Center, and present the child to a PreK staff member. **Children may not enter or exit the building without parental supervision.** Children are not allowed to leave on their own or with an unauthorized person. **All children MUST be signed in and out daily.**

The school must be informed of special problems or needs of a child including, but not limited to, allergies and sunburn sensitivities. The parents will be informed of any serious communicable diseases in the school.

Enrollment in the pre-school program is made without regard to race, sex, creed, religion, or national origin, and our program, facilities, services, and methods of communication are accessible to individuals with disabilities insofar as this can be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden.

ATTENDANCE/TARDY POLICY

Regular attendance is a vital part of the Pre-K program. Children should attend regularly. The acceptable excuses for not attending class are:

1. Illness of a parent or child. An excuse to return to school will be needed for the ill child when returning to class.
2. Death in family.

Contacting the staff to notify of illness is appreciated.

Rivercrest SD Pre-K programs are educational programs. In order for a child to receive full benefit, the child **must** be here **daily** and **on time**.

Pre-K services may be terminated if a child is absent ten (10) days within a semester without notification from the parents of illness, etc.

Children should arrive on time. Arriving after 8:15 is considered a tardy. Three (3) days of tardiness equal to one (1) absentee.

If it's necessary for a Pre-K child to withdraw, the parent should notify the staff in writing.

ENTERING AND EXITING THE FACILITY

For the safety of all children, parents are asked to observe the PreK guidelines for loading and unloading of students.

Parents must sign children in and out at the designated area. Adults should enter and exit quickly and quietly.

SAFETY POLICIES

1. A staff member in charge of a child or group of children shall be responsible for their safety.
2. No child shall ever be left alone or unattended.
3. Staff is aware of fire and weather emergency procedures. Copies are posted in each room.
4. Fire and Tornado drills are held each month. Other emergency drills are held periodically.
5. Staff members shall report any suspected child maltreatment to the appropriate child protective services agency.
6. Staff and parents should be notified in writing that children are subject to interview by Child Care Licensing, CFS Special Investigations, and law enforcement for investigative purposes and/or determining compliance with Licensing Requirements. Child interviews do not require parental notice or consent.
7. Parents will be informed of any accidents that occur during the school day.

CHILD NUTRITION PROGRAM

1. The Pre-K program participates in the Child Nutrition Program.
2. Breakfast, Lunch and an afternoon snack are served each day.
3. All meals are planned and prepared by the school cafeteria cooking staff. **Pre-K students will not bring bottled or canned drinks or sodas. Drinks must be in a thermos or sports-type bottle.**
4. Menus are posted in the classrooms and online.
5. Please notify the director with a note from your physician if your child is on a restrictive diet or has allergies to certain foods.
6. Children may bring lunches, however, according to state regulation, they must contain all components of the food groups. If components from all food groups are not contained in the lunch box, the child will be offered food from the cafeteria to supplement.

NAP TIME

An adequately supervised nap period on cots is provided for all children. Rest periods must not last longer than two (2) hours. After one hour, the staff may allow children who are awake to get up and participate in quiet activities. **No exceptions will be made.**

ILLNESS

The school **cannot** admit any child if the child has the following:

- A. **Fever-** Any child or staff with a body temperature of 101 degrees take orally and 100 degrees rectally.
- B. **Diarrhea-** Three (3) or more watery stools within a 24-hour period.
- C. **Vomiting-** Vomiting on two or more occasions within the past 24-hour period.
- D. **Rash-** Body rashes, not obviously associated with diapering, heat, or allergic reactions to medication.
- E. **Sore Throat-** If associated with fever or swollen glands in the neck.

Parents will be called to pick up a child if any of the above occurs while the child is at school. The child must be picked up when the parent is notified. **A working phone number must be on file at all times.**

If your child is too ill to be up and around, do not send the child to school. It is recommended that a back-up sitter be available when your child is too ill to attend. We desire conditions that encourage cleanliness and good health practices among both staff and children.

Children with any communicable disease must be kept at home until they are no longer contagious. A doctor's excuse is required to return to class.

The district has a "no-nit" policy regarding head lice. The school nurse will conduct periodic health checks.

MEDICATION/ HEALTH POLICIES

The district will make reasonable accommodations for students who have special care needs in order that they may attend school.

1. Prescription medications may be administered to students during the school day by designated school personnel when the parent or guardian furnishes medication completes the Medication Administration Release Form and returns the Physician Order/ Authorization Form completed. All information (name, medicine, dosage,) on medication container and forms must be identical.
2. No medications to be given three (3) times a day or less will be administered at school without written orders from the physician stating the medication is necessary during the school day.
3. All medications must be administered from the original containers and must have current labels. The medication label is not to be changed in any way, such as name or child, dosage, or time given.
4. The only non-prescription medication given at school will be Tylenol. Tylenol may be given only for fever of 101 or above according to the standing order from the school's physician and with written parental permission on the health record.
5. No other over-the-counter medicines will be given at school, as school personnel are not trained to determine when medications are needed, and this is a form of prescribing.
6. The school will administer PRN (pro re nata, or "as needed") prescriptions as long as the prescription is accompanied by very specific parameters for administration and is under the consultation of the school nurse and/or designee or the student's physician. The school should not be placed in a position to have to make medical judgments.
7. The student must swallow the oral medication in the presence of the adult administering the medication. Inhalers must be used in the presence of an adult. Non-prescription inhalers will not be used at school without a physician's order.
8. If morning medication, usually given at home, is forgotten there must be verbal consent from the parent before being given at school.
9. Verbal orders, including telephone orders, from a physician may only be taken by the school nurse. The order should be recorded on the student's health record and should be a one-time order only. This order is to be followed by a written order from the physician within five days.

10. The school system is not responsible for reactions caused by medications which are properly administered.
11. The school nurse should be responsible for pursuing any concerns or disagreements that school personnel may have regarding a physician's order.
12. The person administering the medication must sign the medication form at the time the medication is given.
13. School personnel should provide security in storage of medication.
14. Medications should be transported between home and school by the parents of guardian.
15. A daily health check will be conducted each day as the child enters the classroom.

DISCIPLINE POLICY

Discerning right from wrong is a continual learning process in a child's development. Discipline will be individualized, consistent for each child, and shall reflect positive guidance. Corporal punishment is an unacceptable method of discipline and shall not be used. The following methods of discipline will be used for inappropriate behaviors:

1. Redirection of the child to another activity.
2. Removal from group
3. Request for a parent conference.

If discipline problems persist, intervention shall ensure each child has access to professional services, such as but not limited to referrals to the educational cooperative behavior specialist.

CLOTHING

1. All personal belongings must be marked with the child's name.
An extra set of clothing, including underwear, socks, pants, and a shirt, should be at the school in case of an accident. These should be labeled with your child's name, placed in a ziploc bag and be given to the teacher from the first day of attendance. Clothing should be appropriate for the weather and changed with the seasons.
2. Please dress your child in comfortable, washable clothing which can be removed easily and independently. Teachers cannot assist in removal of clothing for toileting (for example: clothing that snaps between the legs is not appropriate). Long dresses, boots, clothing with drawstrings, thong-style shoes, or strap-on sandals are hazardous on the playground. Tennis shoes with Velcro are recommended. One hour of outdoor play daily is required in suitable weather.
3. Hats, coats, mittens, etc., must have the child's name on them and be taken home each day.

SPECIAL ACTIVITIES

1. All field trips will adhere to district guidelines.
2. Parents may bring a snack (Store Bought Items Only) for class birthday parties. Advance notification is requested.
3. District guidelines restrict holiday parties to two per year: Christmas & Valentine's Day.
4. Rivercrest Pre-K will not pay for any religious activity or be subsidized by public fund for any religious activity or incur in any manner suggesting governmental endorsement of any religion or religious message.

RIGHTS AS A PARENT

1. The district and Pre-K classrooms have an "Open Door" Policy. Parents are invited to visit any time and are encouraged to ask questions and make suggestions. Parents are asked to check in the office and get a guest badge upon entering the building. Please consult with the Principal or the child's teacher should any problems arise at home or school.
2. Student records are available for examination by parents at any time.
3. The close cooperation and understanding of parents and staff is vital for the success of your child's stay with us.
4. Parents may call the office to arrange a conference with the teacher.

VOLUNTEERS

Volunteers shall meet the requirements as stated in Minimum Licensing Requirements for Child Care Centers. (Section 300, 303, 304)

PROGRAM OPERATION

1. The hours of operation for Pre-K are 7:45 a.m. to 2:45 p.m. Monday-Friday. **ATTENDANCE IS A VITAL PART OF THE PRE-K PROGRAM. CHILDREN MUST ARRIVE ON TIME DAILY.**
2. Pre-K follows the RSD school calendar (page 2) holidays and inclement weather.
3. In case of emergency, children are released only to persons listed on Authorization Release Form.

CURRICULUM

Pre-K classrooms use the following programs for implementation of Literacy & Math.

1. Adventures in Learning
2. PreK Ella
3. Conscious Discipline

FAMILY INVOLVEMENT

1. Family packs are distributed at open house.
2. Two Parent/ Teacher Conferences are conducted each year.
3. Parents may be asked to serve on Parent Advisory Board.
4. Parents are encouraged to attend any activities involving their child.
5. There will be one Family Activity per month.