

“Young Raiders”



Nettleton Pre K Handbook 2020-2021

Fox Meadow Pre-K
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University Heights Pre-K
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Enrollment/Tuition Procedure

Parents are required to provide the following items:

- *completed information sheets in the registration packet
- *a copy of the child's birth certificate
- *immunization record
- *social security card
- *completed form of the child's physical exam
- *completed free/reduced meal applications
- *documentation (from doctor) of allergies or medical conditions requiring special attention

TUITION

ABC Families that meet income guidelines are not charged for the school day program. These families must provide a copy of their income tax return for the previous year and a copy of the parent's driver's license. **Parents who do not receive job income must provide a notified (notary public) letter stating "no earned income".**

Private Pay Tuition is \$105.00 per week (non-Nettleton employees and includes meals) and \$90.00 per week (Nettleton Employees and includes meals) and is expected for days a child is absent due to illness. Tuition will ***not*** be charged for holiday, spring break, or days that school is cancelled due to inclement weather.

Beginning the 2018-2019 school year, two available options will be available for making tuition payments:

- 1) My School Bucks online payment
 - 2) Cash or Check payments at Nettleton Central Office (3300 One Place)
- Checks should be made payable to Nettleton Pre -K. Payment receipts will be issued for parents to maintain for tax records. A fee of \$15.00 will be assessed for each returned check. Parents will be required to collect all returned checks at Central Office and make cash payments at that time. Notification of a returned check will be sent via mail. Accounts delinquent for two weeks may result in dismissal from the program.

Arrival/Departure Times & Policy

Please refer to your child's school site for arrival and pick up times.

After-School Option:

Little Raider is an after-school program available for those parents who need additional child care. For more information, please contact Renee Robinson, Camp Raider Director, at Renee.Robinson@nettletonschoools.net.

ATTENDANCE

As in a regular public school classroom, students should be in attendance no less than 178 days. Written excuses from the doctor or the parent should be delivered to the school office upon the child's return to school. **After the tenth absence, if the parent/guardian has not contacted the school explaining the reason for the absence, the child will be dismissed from the program. This policy applies to all children enrolled in the program.**

TARDY/LATE PICK-UP POLICY Any child arriving after designated time will be marked "Tardy". Since tardy arrivals are disruptive to the entire classroom, it is important that every child arrives on time. Please notify the teacher in the event that it is necessary for your child to be tardy due to doctor's appointments, transportation problems, etc. These types of tardies for which the teacher has received prior notification will be marked "Excused". **When a child receives ten (10) unexcused tardies or 5 late pick-ups, an attendance review will be made by the program director. Parents will be notified of this review and may result in being dismissed from the program.**

RELEASE/PICK UP PROCEDURE

Parents/families are responsible for daily pick up arrangements daily of their child. Child Licensing has advised to contact proper authorities when students have not been picked up at dismissal time.

Children will be released to parents and persons for whom the school has written authorization. **All adults must provide proper identification and sign their name to the sign out sheet before a child may be released to their care.**

CLOSINGS

During the regular school year, Nettleton Pre-K will close when the Nettleton School District is closed, unless notified otherwise. All holidays, staff development days and parent/teacher conferences on the Nettleton calendar will be observed. The district calendar may be accessed on the Nettleton Public Schools website, www.nettletonschoools.net

Emergency Procedures

In case of tornado, earthquake, fire, early closing due inclement weather, or any other emergency, the staff will follow the guidelines as provided by the Nettleton Public Schools Emergency Procedure Handbook. In the event of child-related medical emergencies, both 911 and the parents will be called. Children will be taken to the hospital as designated on their application/enrollment forms. **Nettleton Schools will not be responsible for any medical expenses incurred.**

Center Lock-Down

In the event of a building “lock-down,” no child or adult may enter or leave the building until the lockdown is lifted. Safety procedures outlined in the Nettleton School District Crisis Manual will be observed.

Reporting Child Abuse or Neglect

Each staff member is obligated by law to report any suspicion of child abuse or neglect to the appropriate authorities. Our obligation is to inform the Department of Human Services of any given reports or suspicions. Two forms providing instructions as to the policies and procedures for reporting child abuse and neglect will be provided by your child’s teacher. One form should be signed and returned; the other is for parent reference.

Health Policies

Children will not be allowed to attend the program if they are ill. Parents will be notified to pick up their child if the child exhibits any of the following symptoms:

- * **Fever (100.4 degrees or higher) Child may not return to school until they have been fever free for 24 hours**
- * **Diarrhea or Vomiting Child may not return to school until they have been not had diarrhea or vomiting for 24 HOURS**
- * **Body rashes or Ringworm**
- * **Sore throat associated with fever or swollen glands in the neck**
- * **Head lice or lice nits (All lice and nits must be removed before the child may return to school)**
- * **Child displays abnormal behavior that is not indicative of him/her**
- * **Discharge from the eyes or ears**

It is the parent’s responsibility to notify the staff when their child has a contagious illness. If the parent is called to pick up a child due to sickness, the parent must respond immediately. **A child must be free of all symptoms for 24 hours, without the aid of medications, in order for the child to return to the classroom.**

Prescription medication will only be given to children when a “Request for Medication” form is completed, signed, and dated by the parent. Medicine must be in the original prescription container with the child’s name on it. The school nurse will administer medications. **NO OVER-THE-COUNTER MEDICATIONS WILL BE ADMINISTERED TO ANY CHILD.**

Food Services and Allergies

Breakfast and lunch are provided through the Nettleton Food Services Program. Tuition covers meals for all Pre-K children. Lunch menus are posted in each classroom, located on the district website, and are distributed to families each month.

Information required for registration must include notification of any food or drink allergies of the child. **State Law requires the school have a copy of the doctor's note concerning any food or drink allergies. A school medical form must be completed by the parent detailing the allergy, along with the proper medical documentation of the specific treatment/equipment required.**

Rest Time

Pre-K students will have rest time after lunch. Children will not be required to sleep, but must use the quiet time for rest. A mat will be provided for each child. ***Children may bring a small pillow, blanket, and crib sheet to use at rest time.***

Staff Ratio & Credentials

This facility operates under the supervision of Nettleton Public Schools. Each classroom abides by ABC and state licensing requirements and regulations at all times. Each staff member is required to complete a criminal background check and CPR training. All preschool teachers hold either a Bachelor's Degree or Master's Degree in Early Childhood Elementary. All preschool teacher's aides hold a minimum of a Child Development Associate Certificate.

Discipline

At Nettleton Pre-K, positive discipline is enforced. Discipline is not viewed as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child acceptable behavior. Pre-K teachers utilize the ***Conscious Discipline*** program as it both teaches and encourages appropriate student behavior.

Schedule

The classroom schedule is posted in each classroom. A copy of the schedule is also available to parents upon request. The schedule is designed to meet the requirements of the ABC program guidelines.

Curriculum/Assessments

Nettleton Pre K uses Adventures in Learning, along with Project Approach and Creative Curriculum. The teachers provide learning activities related to themes/units. Activities are incorporated into the learning centers. The Kindergarten Readiness Curriculum Checklist is incorporated the curriculums for the 3 and 4 year-old classrooms. The

learning centers consist of Dramatic Play, Science, Sand/Water, Music, Blocks, Library/Listening, Quiet Corner, Manipulatives & Table Games, and Art & Writing.

Preschool assessments include Work Sampling System On-line, the Brigance, and the Kindergarten Readiness Checklist. All completed assessments are shared with parents at the scheduled parent/teacher conferences.

Transportation

Transportation to and from school is not provided by Nettleton Pre-K. Parents will be responsible to ensure their child has transportation to and from school each day.

Nettleton Pre-K may attend field trips throughout the school year. Bus transportation will be provided in the event of field trips. Parents will receive advance notice of field trips along with permission forms for the child. Parents are required to sign the permission trip form allowing their child to ride the school bus and participate in the field trip activity. If the form is not completed and returned by the morning of the field trip, the child will not be permitted to ride the bus. Parents are welcomed and encouraged to attend all field trips. **(The school does not provide bus transportation for parents.)**

Outdoor Learning/Play

According to the Arkansas State Minimum Licensing Requirements, the program must provide at least one hour per day of outside play, weather permitting. Weather conditions which will prohibit outside play include rain, snow, lightning, or a wind chill below 32 degrees. Children should dress comfortably, simply, and suitably for the weather. We do engage in a number of “messy” activities that may soil clothes. An extra set of clothing (labeled with child’s name) including underwear, socks, pants and shirt should be sent to school in case of accidents. An extra sweater or jacket at school is also recommended.

Parent/Teacher Conferences

Parent-Teacher conferences are held in the Fall and Spring in accordance with the NPS calendar. If found necessary, additional conferences may be requested by either parents or faculty. Conferences are a valuable time for exchanging information concerning the child’s abilities, needs, and progress. Since it is necessary for the teachers to devote their time to the children, we ask that you please schedule an appointment if you need to conference with a teacher at length.

Grievance Policy

Any concern should first be directed to the teacher in your child’s classroom. If you feel that your concern has not been addressed, please schedule an appointment with the Site Director. Further concerns should then be directed to the Program Director and to the Superintendent.

Regulations Concerning Use of ABC (Arkansas Better Chance) Program FUNDS

Please know Nettleton Pre-K program will NOT USE ABC FUNDS for religious activities.



Parent Contract Agreement

**Please read and initial each agreement as listed below from the
Nettleton Pre K Student Handbook.**

I _____ am the parent/guardian of _____.

_____ I understand the Arrival/Departure Times & Policy. Please refer to site building schedule.

_____ I understand the Tardy/Late Pick-up Policy. Please refer to site building schedule. ***“10 unexcused tardies” or “5 late pickups”*** will be reviewed and could result in dismissal from the program.

_____ I understand the Sickness/Health Policy.

_____ I understand that tuition fees are due by Friday of each week unless other arrangements have been made with the Site Director.

_____ I understand that after two-weeks of non-payment, parents may be asked to remove the child from the program.

Parent/Guardian Signature

Date

In order to meet the requirements of the "ABC Ready for Learning Plan," the following information has been approved by the Nettleton School Board (August 18, 2020) and has been added to the 2020-21 Nettleton Pre-K Handbook:

Review and update ABC Parent Handbook -

• Parent/child expectations

- The Nettleton Pre-K Handbook is available on the district website and will also have a direct link on each student's iPad. Thus, parental access to the handbook should be easily accessible regardless if student instruction is occurring onsite or offsite. It is the expectation that parents and children will adhere to all of the rules and regulations set forth in the Pre-K Handbook, and if they have any questions or concerns, they should contact their teacher and/or site director for initial assistance.

• Daily screening process

- As required, families will have performed the student screener upon the student's arrival at school. Then, upon the student's entrance into the building the student's temperature will be checked and recorded, and the student will wash their hands.
- As required, teachers and paraprofessionals will have performed the staff screener upon their arrival at school. They will wash hands upon their arrival and make certain to adhere to the NPS Face Coverings Policy.

• Procedures for possible exposure to COVID-19

- Nettleton Pre-K will follow the procedures found in the ABC Ready for Learning Plan as they also align with the procedures found in the Nettleton COVID-19 Guidelines. In addition to notifying the school nurse and building administrator, who then contacts the District "Point of Contact" for the ADH, the Pre-K Site Director will also be contacted and will then contact the ABC Program Specialist.

• COVID-19 safety measures

- All procedures for these areas have been reviewed for each individual Pre-K site and discussed collectively during the creation of the ABC Program - Early Childhood Ready for Learning plan. In addition, these areas are addressed in the NPS COVID-19 document found on the district website and referred to by the Nettleton Learning Community for all procedures/decisions related to COVID-19. Specifically, hallway movement will be at a minimum, water fountains will not be in use (using water filling stations instead), restrooms are located in the classroom and have a specific cleaning schedule, cafeteria will not be used for food service, playground will be used in assigned groups using "zones of play."
- Visual markings will be placed on the floor (and in the hallways) to illustrate proper distancing. During nap time, mats will be spaced apart as much as possible with head to foot placements. Teachers will use PPE equipment face coverings, gloves) throughout the school day. Students may wear a face covering if they choose.
- Nettleton Pre-K has arranged its classrooms to be in accordance with the noted rules and regulations. In order to provide room to social distance, several items of furniture have been removed. In order to adhere to the groups of ten, the rooms

have been divided with many of the same activities and centers being found on both sides of the divide. In order to meet hygiene and safety guidelines, many toys and items considered communicable have been removed.

- Nettleton Pre-K will adhere to the regulations for recess and gross motor activities found in this document as they are also in alignment with the NPS COVID-19 Guidelines. If needed, a rotation schedule will be used to ensure that social distancing among students can occur while on the playground. Proper hand-washing and hygiene techniques will be used before and after entering the play area; the play area will be cleaned according to the CDC requirements and as scheduled by NPS. Pre-K staff will use the correct PPE equipment at all times.
- Nettleton Pre-K will follow the safety regulations set forth in the NPS COVID-19 Guidelines. Specifically, students will not share materials within the classroom, nor will they share toys or items in learning centers. Opportunities to wash hands and/or use hand sanitizer will be available at all times, and will be required as students transition from one location to another, and one activity to another.
- During center activities, students will be placed in different (smaller) rotation groups within their assigned group of ten. Also, any items that become "unsanitary" during a student's time with them will be placed in a bucket to be sanitized later. Various play items have been removed from centers at this time including play food, dress up clothes, soft toys, group play-dough, etc.
- Nettleton Pre-K will follow the Cleaning/Sanitation Procedures set forth in this document, as well as those that exceed these requirements found in the Nettleton COVID-19 Guidelines.

• **Transition plan from on-site to remote learning in emergency situations**

- Nettleton Pre-K will provide iPads for all students in the program. Each device will use "Seesaw" as its learning management system (LMS). NPS will provide IT support for all devices, regardless if they are located onsite or offsite. The orientation and distribution of the devices is scheduled to be completed by mid-September. However, should this need to be completed sooner, preparations have been made to do so, with abundant on-line support (teacher assistance, Q & A, User Agreement, IT Help Desk, video tutorials, etc.)
- Teachers will use the iPads with students during off site instruction in order to remain in contact with one another and to continue the learning process despite the change in location.

• **Highlight new procedures/rules in the handbook**

- New procedures and rules for the 2020-21 school year, in regard to COVID-19 virus, and as they relate specifically to Nettleton Pre-K, are collectively stated here. For further information, and to find direct links to the "Nettleton Pre-K Handbook," the "Nettleton Public Schools Face Coverings Policy" and the "Nettleton Public Schools COVID-19 Guidelines," please visit www.nettletonschools.net.