

**PARENT HANDBOOK FOR FREMONT COUNTY
SCHOOL DISTRICT #6
WIND RIVER LITTLE COUGARS PRESCHOOL
POLICIES AND PROCEDURES**

2019-2020



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I. DISTRICT MISSION STATEMENT

The district’s mission is to ensure high levels of learning for all students in a safe and positive learning environment.

DISTRICT VISION STATEMENT

We will be recognized as an exceptional school district that is driven by student success.

II. HOURS OF OPERATION AND PRESCHOOL SESSIONS

Preschool hours are as follows:

- 3-5 Year Old class:
 - Monday-Thursday 8:10-3:35

PRESCHOOL TELEPHONE NUMBER
Office 856-7970 – Ext. 116

III. CALENDAR:

Preschool classes will begin Monday, August 26, 2019
Preschool will dismiss for the year on May 21, 2020

The preschool will adhere to the Wind River Elementary School Calendar throughout the school year unless otherwise notified. This will include Friday schedules.

IV. TYPICAL DAILY SCHEDULE (May be subject to change)

- 8:10-8:15- Greeting Time (Good Morning song/pledge/Attendance)
- 8:15-8:50- Circle Time (Circle Time Center/ Read Aloud)
- 8:50-9:25- Writing/Math Groups
- 9:25-9:30- Planning Time
- 9:30-10:10- Work Time (Centers)
- 10:10-10:15- Clean Up Time/Recall
- 10:15-10:25- Snack
- 10:25-10:50- Small Group/Bathroom
- 10:50-11:10- Outside Time
- 11:15-12:00- Lunch
- 12:00-12:15- Bathroom
- 12:15-1:30- Nap/Quiet Time
- 1:30-2:15- Intervention/ Enrichment
- 2:15-2:45- Outside time or Large Motor Activity
- 2:45-3:15- Science/Stem (Mon/Tues)- Music- (Wed/Thurs)
- 3:15-3:25- Snack/Read Aloud
- 3:30-3:35- Pick up time



V. ENROLLMENT

In order to enroll in the Wind River Preschool, your child must be three years of age on or before September 15th. Children may also attend if they are five years old and not enrolled in kindergarten. If there is a high number of students, preference will be given to students who are already enrolled in the childcare or preschool from the previous year. The second order of preference will be those who are four years old as they will be getting ready for kindergarten.

The first ½ day of the preschool (8:10-11:30) is provided at no cost for students. The second ½ of the day (11:30-3:30) is at a cost of \$350 per month.

VI. PAYMENT AND FEES

The FCSD#6 Business Department will bill parents monthly based on the service agreement. Monthly fees will be paid in advance and your child will not be able to attend until payment is made. All available preschool afternoons reserved will be paid for whether or not the child is in attendance. Payment will be due each month prior to services (1st day of the month) or made twice a month via payroll deduction for FCSD#6 employees.

Monthly fees are to be paid whether or not your child attends in order to hold your space on the roster. No fee deduction is provided for emergency closing, snow days, or any other reason.

The full monthly fee will be charged for each month the child care center is open 15 days or more (i.e. August and December per school calendar). For children starting on the 15th or later in a given month, the monthly fee will be pro-rated (monthly fee/days in the month x days of childcare remaining).

Second child enrollment will be discounted by 10%. To be considered a second child, both children must reside in the same residence under the guardianship of the same parent/guardian and both children be enrolled full-time.

The monthly rate will be based on the service agreement as follows:

Monthly Rates to hold a child's space in the afternoon preschool program

- \$350 per month.

In order to enroll, your child must be potty trained. The staff understands the occurrence of occasional accidents. However, if a child consistently shows an inability to control bodily functions, the preschool will request that the child stay home until potty learning is established.



VI. ATTENDANCE POLICY

The Wind River preschool program follows strict academic guidelines and standards set by the NAEYC (National Association for the Education of Young Children) as well as the curriculum designed and delivered by certified teachers. The program effectiveness as well as the learning opportunities for your child relies on your child being in class each and every day. Therefore the following attendance policy will be followed. Your child should have no more than 10 absences per semester. If 10 absences are accrued your child's name will be taken off the preschool roll and your child will no longer be able to attend Wind River preschool. Your child's position in the preschool will then be offered to a child on the waiting list. It is understandable that family emergencies and serious health concerns do arise; please visit with the principal or classroom teacher when these circumstances occur.

You will be contacted when your child reaches 8 absences so that you are aware of the attendance status of your child and can plan appropriately. A final contact attempt will be made once 10 absences are reached.

VII. BEHAVIOR MANAGEMENT/DISCIPLINE

When a child is having a difficult time following directions, treating others with kindness and respect, treating materials with respect, developmentally appropriate intervention techniques will be used. Some of these techniques are as follows:

- Redirection of child
- Talking with the children (4 step problem solving process)
- Positive Reinforcement
- Time out (quiet time)

Behavior management is a teaching time. Children learn by example and need to be guided along in dealing with conflict resolution in a positive developmentally appropriate manner. However, there are times when a child needs to be removed from the situation temporarily.

Teaching staff will never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Teaching staff will never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline. (1.B.09-1.B.10)

VIII. SNACKS/LUNCH

The Fresh Fruits and Vegetables grant will provide snack one time per day. Parents are responsible for providing afternoon snacks. If your child has a special dietary need, the school nurse must be notified in advance. Parents are welcome, however not required, to bring store purchased birthday treats on their child's birthday. **No homemade treats.**



LUNCH – National School Lunch Program – Meal Substitutes

Federal regulations require NSLP schools to make substitutions to the standard meal requirement for students who are considered disabled and whose disability restricts their diet.

Determinations of whether a participant has a disability that restricts his or her diet are to be made on an individual basis by a licensed physician. The physician's determination of the participant's disability must be based on the regulatory criteria for a "disabled person." (7 CFR 15(b)(3)) Students with disabilities will be referred to the district Special Education Director and/or Building Principal to determine if the student is eligible for Special Education or 504 services.

A participant whose disability restricts his or her diet shall be provided substitutions in foods only when supported by a medical statement signed by a licensed physician. The medical statement shall identify:

1. The participant's disability and an explanation of why the disability restricts the participant's diet.
2. The major life activity affected by the disability.
3. The food or foods to be omitted from the participant's diet, and the food or choice of foods that must be substituted. If the disability would require caloric modifications or the substitution of a liquid nutritive formula, for example, this information must be included in the statement.

Food Allergies – Generally, participants with food allergies or intolerances are not "disabled persons" and school districts are not required to make substitutions for them. However, if a physician assesses that food allergies may result in severe, life-threatening reactions (anaphylactic reactions), the participant may then meet the definition of "disabled person" and the foodservice personnel must make the substitutions prescribed by the physician.

LUNCH TICKETS

Lunch tickets should be purchased in the school's office between 7:45 a.m. and 8:05 a.m. Lunch tickets for students in grades kindergarten through fifth are \$2.65 per meal. Milk tickets are available for \$.50 cents per milk and can be purchased in the office. Breakfast is \$1.30. Students wanting seconds will be charged \$1.25. Parents are always welcome to come and each lunch; adult lunches can be purchased for \$4.95. Adult breakfasts can be purchased for \$1.80. We ask that you please notify the office by 9:00 am if you are planning on eating school lunch so that we may get an accurate count. A student will be allowed a maximum of \$28 charged to his/her account. Once the maximum number of charges has been reached, the student **will not** be allowed to charge any more lunches until the account has been brought current. The students will be informed of the status of their account as to days available. Once the account has reached \$28, a phone call will be made to the parents notifying them of the child's account status. It is the parent's and student's responsibility to see that the account is kept current. There is a free and reduced lunch program available through the school. If you feel you qualify or would like more information, please contact the office. You may apply at anytime.



USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

IX. TRANSPORTATION, SIGNING IN AND OUT, AND OTHER MISCELLANEOUS ITEMS.

- A. Transportation: Parents are responsible for transportation to and from preschool. Please do not bring your child to the preschool sooner than 5 minutes before class starts. Preschool doors will open no sooner than 8:05, as teachers will be preparing for the day. Please be prompt in picking up your child when preschool ends.
- B. Signing In and Out: Your signature is required when you drop off or pick up your child. The Sign In/Out record will be kept at the front of the preschool room. If someone else will be picking up your child, the preschool must be notified in advance and a photo I.D. is required. Children will not be allowed to walk themselves home or to preschool facilities unattended.
- C. Clothing: Please dress your children in play clothes suitable for the weather/season. Be aware that we will be using glitter, paint, glue, and other "messy" items in our learning activities.



- D. Toys and other items from home: We ask that students do not bring toys or other personal possessions to school. Toys can often be a distraction to the learning process. The school will not accept responsibility for damage to or loss of such items.

X HEALTH AND SAFETY EXPECTATIONS

What Parents Can Expect from the Preschool Regarding Health/Safety;

- A. Preschool teacher and/or staff will maintain current CPR and First Aid Certification At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When the program includes swimming and wading and when a child in the group has a health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times. (5.A.03)
- B. Wyoming law requires school employees to report suspected abuse, neglect, or child exploitation to appropriate authorities.
- C. Fire/Safety drills will be conducted on the Elementary School schedule.
- D. Teaching staff will supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight. (e.g., those who can use the toilet independently, who are in a library area, or who are napping) (3.C.04)
- E. All medications sent to school must be in prescription/store labeled bottles. Students are prohibited from carrying medication including over the counter medications and vitamins without the expressed written communication with building administration and school nurse. This must be noted and on file. Under no circumstances are students to store medications in their lockers. Requirements for prescription medications:
1. You may come to school and give your child the medication.
 2. If prescription medications are to be given by school personnel, the medication must be in a pharmacy or doctor labeled container. (The pharmacist will label a separate bottle for school if asked.)
 3. Ask your doctor if it is possible to have a schedule so the medication is not given at school.



Requirements for over the counter medications:

1. All over the counter medications, (cough medicines, antacids, eye drops, etc.) must have parent permission for the nurse or trained designee to administer.
2. Students are prohibited from carrying vitamins and over the counter medications without the expressed written communication with building administration and school nurse.
3. The only exception is those asthma students who may have permission from their doctor and parent to carry an inhaler or epi-pen. All must first be approved by the nurse.

XI. ILLNESS AND EMERGENCIES

A. Immunizations: The program requires current health records for each child. At enrollment, parents are to provide age appropriate health records that document the dates of services to show that the child is current for routine screening tests and immunizations according to the schedule recommended by the Center for Disease Control of the United States Public Health Service (CDC-USPHS). (5.A.01).

B. Screening: Children will be visually screened when they arrive at preschool. If a child shows signs of illness, it will be determined if the symptoms indicate the need for exclusion until the situation is remedied. Children who are ill will need to be kept out of preschool until well. In the event that a child becomes ill during class and needs to be picked up, you will be notified and your child can be picked up in the school nurses office.

C. Non-Admittance: Your child will not be allowed to attend preschool if she/he exhibits symptoms for exclusion (see below) within a 24 hour time period prior to admittance back to preschool. If your child is unable to participate in the normal activities of the daily preschool schedule, then your child must stay home.

D. Symptoms for Exclusion:

1. Fever of 102 degrees F or higher
2. Severe coughing
3. Diarrhea (3 or more watery stools within a 24 hour time period)
4. Vomiting on 2 or more occasions within the past 24 hour time period.
5. Skin rashes lasting more than one day that do not have a doctor's note of explanation stating they are not contagious.
6. Eye discharge (pink eye)
7. Yellowish eyes or skin (jaundice)
8. Lice or scabies
9. Too tired or ill to participate in normal daily activities
10. Severe pain or discomfort
11. Difficult or rapid breathing
12. Children suspected of being contagious (chicken pox, etc.)

D. Communicable Disease: Any communicable illness/disease will be brought to the attention of the school nurse and may be further reported if necessary to the local Health Dept or other authorities.



- E. Emergencies: In the event of a medical emergency, we will follow district policies and procedures.
- F. Fires, Earthquakes, other Natural Disasters: In the event of a major disaster or attack, we will follow district policy/decisions.

XII. SCREENING

Screening will take place the first and last week of school.

The program's written assessment plan includes the multiple purposes and uses of assessment including; a. arranging for developmental screening and referral for diagnostic assessment when indicated, b. identifying children's interests and needs, c. describing the developmental progress and learning of children, d. improving curriculum and adapting teaching practices and the environment, e. planning program improvement, and f. communicating with families. (4.A.03)

All children receive developmental screening that includes; a. the timely screening of all children within three months of program entry, b. screening instruments that meet professional standards for standardization, reliability, and validity, c. screening instruments that have normative scores available on population relevant for the child being screened, d. screening of children's health status and their sensory, language, cognitive, gross motor, fine motor and social emotional development, e. a plan for evaluating the effectiveness of the screening program, and, f. using the results to make referrals to appropriate professionals, when needed and ensuring that the referrals are followed up. (4.C. 01)

The program staff provides families with information about the choice, use, scoring and interpretation of screening and assessment methods that includes; a. the purpose and use for which an assessment is designed and its programmatic purpose and use, b. the interpretations of the results and their meaning in terms of future learning opportunities for their child, c. the way teaching staff or others have been trained to use assessment procedures and interpret results as well as the conditions under which the child will be assessed (e.g., group size, time constraints, instruments used. (4.E.06)

The program staff provide families with a full explanation of confidentiality by; a. listing the categories of individuals who will have access to individual child screening and assessment results as well as the reasons for their access, b. sharing regulations governing access to files and family rights, c. describing the procedures used to keep individual child records confidential and, d. explaining how and why children's individual screening results and assessment information will be represented, used and interpreted. (4.E.07)



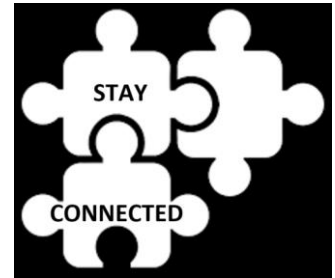
XIII SCHOOL CLOSURE PROCEDURES

Decisions to close the schools and cancel or alter the normal operating schedule of the district school system shall be the responsibility of the superintendent of schools. In the absence of the superintendent, this responsibility shall pass to the middle school/high school principal. The preschool will be closed if Wind River & Crowheart Schools are closed.

Public notice of school schedule alterations or school closure shall be announced on the radio and media sources including but not limited to:

KOVE, Lander, Wind River Radio Network, County 10 News, District Facebook, email, text messages and automated phone calls.

Whenever possible, and with the cooperation of these stations, announcements of school closure and schedule adjustments will be made as close to 6 a.m. as possible.



XIV. PARENT VOLUNTEERING

Volunteers are always welcome. A copy of the volunteer schedule will be kept in the parent information area located right inside of the entrance of the preschool classroom. Please see the classroom teacher for volunteer opportunities.

XV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 provides that the parents of all students under 18 years of age and all students over 18 or attending post secondary school have the right to see, correct and control access to their individual student records.

It also prohibits general distribution of school records without parent consent, but provides for the release of directory information. Directory information released from Wind River and Crowheart Schools may include: Student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous school attended by the student.

It is the practice of Fremont County School District #6 to include students' photographs/video images in school publications, media releases and educational related purposes.

If you do not wish to have this information released, you MUST notify the principal in writing of the school your child attends.



XVI. NOTICE OF NONDISCRIMINATION AND COMPLIANCE

Fremont County School District Number 6 does not discriminate on the basis of race, sex, color, national origin, age, religion, or disability in admission or access, or treatment or employment in, its programs and activities. Any person having inquiries or complaints regarding compliance with the regulations implementing Title II, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 and all other federal or state rules, laws, regulations and policies is directed to contact Barney Lacock, the Civil Rights Compliance Officer for Fremont County School District #6, 223 North Cherry Street, P.O. Box 10, Pavillion, Wyoming 82523, 307-856-7970. Inquiries or complaints may also be directed to the Office of Civil Right, U.S. Department of Education, 400 Maryland Avenue S.W., Washington D.C. 20202, or by calling (800)421-3481 or (877) 521-2172 (TTY)

XVII. NAEYC

Wind River Little Cougar Preschool is a NAEYC (National Association for the Education of Young Children) accredited preschool. In 2017 Wind River Preschool, received our third 5 year term. With this accreditation Wind River Preschool is held to a higher standard in the teaching of young children. These requirements go above what the State of Wyoming has out lined for preschool aged children.

There are several requirements that are met during the school year that help keep this accreditation. Throughout the school year you will be asked to fill out various forms and questionnaires that are required with this accreditation. If at any time you have questions regarding any of the additional paper work please feel free to ask.

----- Please sign and return -----

Wind River Preschool Handbook Acknowledgment

It is important that parents/guardians read and understand the handbook. Please take special note of the changes in preschool sessions for the 2019-2020 year.

"I have read the Wind River Preschool Handbook for the 2017-2018 school year. I understand the policies and procedures."

Signature

Date

