

Westside Warriors
Pre-K Handbook
2017-2018



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Welcome!

We welcome you to the Westside Warriors Pre-K program, and to the partnership we will share during this first year of your child's public school education.

Westside Warriors Pre-K is committed to providing our students with a high quality early childhood experience. Our program meets all requirements and recommendations for Arkansas Better Beginnings and Arkansas Better Chance Licensure. We work hard to meet each student's needs by providing nurturing educational experiences. Our main goal is to encourage your child to explore and begin to understand the world around her/him laying the foundation for future academic pursuits.

This handbook includes important information about Pre-K program policies and procedures. We encourage you to read the handbook carefully and let us know if you have questions or concerns.

Thank you for choosing Westside Warrior Pre-K program for your child's first year of public school.

We're glad you're here!

Sincerely,

Pam Dooley

Pre-K Director

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About Our Program

Purpose

The purpose of Westside Warrior Pre-K is to provide a safe and caring environment in which each child can play, learn, and grow.

Our Philosophy

The Westside Board of Education, administration, and teachers consider education a cooperative endeavor that includes the home, community, and state. The primary role of the school is to teach educational skills while offering a broad-based and flexible curriculum that provides opportunities for individual students regardless of race, color, national origin, sex, or handicap.

Educational experiences, which include extracurricular activities, should promote good citizenship, encourage students to take responsibility for their own actions, encourage each student to perform well in the classroom, teach the importance of cooperation and working together to achieve common goals, and provide opportunities for students to succeed.

The school should provide competent, qualified, and dedicated instructors for its students as well as a physical plant that lends itself to changing educational programs while providing a stimulating atmosphere.

In applying this philosophy, the following specific objectives will be sought:

1. Strengthen the curriculum in the basic areas such as reading, language arts, and math.
2. Broaden the scope of the curriculum to meet or exceed the recommended state educational standards.
3. Provide in-service training to help teachers to keep abreast of new developments in education.
4. Offer programs that will help each learner to develop toward his/her potential.
5. Provide educational experiences that will promote good citizenship, responsibility, and a spirit of cooperation.
6. Encourage increased parent-community participation in the school program.
7. Promote maximum student attendance.

Facility Records

Licensing compliance forms (DCC-521) shall be available at the facility for 3 years.

Compliance forms are available for parents review upon request.

DHS Licensure Requirements:

Separation of Church and State

"To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

- A) ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and
- B) B) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity."

Staff

All Westside Warrior Pre-K teachers have either a Licensed Early Childhood Degree or Child Development Associate (CDA). All staff members are required to participate in on-going training in child development and early childhood education.

The director initiates a background check on every new employee, as required by current licensing requirements.

Orientation

Families who are new to our program are expected to attend one parent orientation meeting. During this time we will explain policies and procedures and answer your questions. If a child enrolls during the year, the family will be asked to participate in an orientation conference with the director.

Calendar

We follow the Westside School District calendar. The calendar for the upcoming school Year can be found on the last page of this appendix.

Curriculum

Because children learn through their sense and by moving, it may not look like school to you! Teachers use play experiences to help children learn skills and concepts. Activities encourage exploration, creativity, and problem solving. The staff works with children to enhance their learning and development in all areas: social-emotional, creative/aesthetic, physical, language/literacy, and intellectual.

Our program currently uses Project Approach as our curriculum. This curriculum is based on the Arkansas Frameworks for 4-year olds and needs of individual classrooms. Projects are based on individual classroom needs. Activities are planned around your child's individual needs, abilities, and interest.

Grading/Reporting System

Westside Warrior Pre-K program has three twelve week reporting periods throughout the school year using Work Sampling System. The Work Sampling System requires teachers to assess each child's progress based on his/her development related to Arkansas Frameworks.

Clothing

Children in our program are active and creative. So that your child can fully participate in all the activities, please follow these guidelines when dressing your child for school.

- Children can easily manage clothing for toileting: fasten and unfasten buttons, zippers, snaps, and buckles.
- Clothing is washable and durable enough to permit vigorous play.
- Clothing is inexpensive so that soiling, damage, or loss will not cause great concern.

Shoes are sturdy and protect the child's feet. Sneakers (with socks) are the best choice. Flip flops, sandals, and open toed shoes are not permitted at Westside Warrior Pre-K.

- Clothing is appropriate to the weather conditions. Children will spend time outdoors every day. Be sure to send jackets, sweaters, coats, gloves, hats as needed.
- ALL clothing is labeled with the child's name. The program is not responsible for lost clothing items.

Every child must have a complete change of clothes at school (socks, underwear, shirt, shorts/pants/skirt). Please check periodically to see if your child's change of clothes needs replacing. If a change of clothing becomes necessary during the day, the soiled clothing will be placed in a bag and given to you when you pick up your child.

Field Trips

Pre-K classes take a variety of field trips throughout the school year. Parents must sign a field trip permission slip for each trip. If a child does not return his/her permission slip, he/she must remain at home on the day of the field trip.

Birthdays and Special Celebrations

Your child's birthday is a special occasion to share with friends. If you would like to provide a simple snack for the group, please plan to bring it on event day(s). We love your child and want them to be healthy, so please avoid high sugar/salt/fat items. Your child's teacher can suggest appropriate snacks that your child's friends will enjoy. All foods brought to school must be prepared in a commercial food service establishment (no homemade foods). All foods must follow state nutritional requirements and may not be served before lunch.

Photographs and Videos

Teachers use digital cameras and video to record children's activities to document student learning, allow families to see what their children are doing in the center, and assist children in recall of learning activities. You will see photographs throughout the center. Video may be used occasionally during meetings or special events.

Photographs may also be submitted occasionally to the local newspaper to inform the community about our program. Parents will sign a release for their children to be included in photographs and video. The center does not release student names to the media. This form will be at the back of this handbook.

Attendance

Our ABC/Better Beginnings program operating hours are 8:00 am - 3:05 pm. Your child is expected to attend each day. Frequent absences may result in discharge from the program.

Sign-in & Sign-out Procedure

Our program is under the Department of Human Services guidelines, which requires that children be signed-in and signed-out by an adult each day. When a child is brought to school, the child will be brought into the building by the parent/guardian/or other adult, presented to the teacher in charge, and signed in on the sign-in sheet in his/her classroom. Children may not enter or exit the building without parent or teacher supervision. Children will not be allowed to leave on their own or with an unauthorized person. All adults allowed to pick children up should be listed on the child's information sheet. Identification will be required to pick up any child from the program. If you have any special needs please let us know. We will do all we can do to assist you and your family.

At 3:05 pm, we will begin our dismissal procedures.

Absences

Our district is very fortunate to be able to provide an excellent educational program for our students and families. All children must be in attendance regularly to learn and truly benefit from the program. For this reason, we have a strict attendance policy in place.

Arkansas Better Chance expects programs to enforce families of students to adhere to the attendance policy in order to provide the best educational experience possible.

Students who miss a total of ten (10) days per semester may be in jeopardy of losing their spot in the Pre-Kindergarten program. (Aug.-Dec. & Jan.-May) A phone call or letter explaining the school's attendance policy will provide notification to the parents when a student has missed three (3) days in one semester. A second phone call or letter will be used to contact parents on the five (5) of absence. After the tenth (10) absence, your child may be dropped from the program for the remainder of the school year. If you experience a situation that you believe should be an exception, contact us immediately. We want to be there to support you in times of difficulty.

Morning Drop Off

After 7:20 parents must park in the front and walk child around the building to the side Pre-K entrance. A teacher will be at the side Pre-K door until 8:05. During inclement weather you may walk your child in using the main elementary entrance. The elementary campus does not open until 7:30a.m. If you are coming in the front of the building you need to have your ID or key fob available.

Afternoon pick up

Parents may pick up beginning at 3:05. You must park, come in and sign you child out.

Late Arrival and Early Pickup

For the safety of all children, parents are asked to observe the school guidelines for dropping off and picking up students. Our Pre-K program views our time with the students as worthwhile and intense. In the rare instance that parents need to drop-off their child after 8:00 a.m. or pick-up their child before 3:05p.m., they will be asked to check in at the main Elementary office before walking him/her to class. All facility doors will be locked between the hours of 8:00am and 3:05pm except the main Elementary office. We want to ensure the safety and the benefits of being at school all day for your child, as well as others.

All school age children in grades K-4 must follow policies and procedures listed in the elementary school handbook.

Late Student Pick Up

We expect children to be picked up promptly at 3:05pm. (Children who are enrolled in **After School Care** will be transitioned into that program at 3:05 p.m. Two things happen when you are late picking up your child. First, your child becomes anxious about why you are late. Second, staff (who have responsibilities after children depart and who have their own children to take care of or other school responsibilities) may have to stay at school past their scheduled time and are late for their afternoon or evening commitments. We understand that you may have an unexpected emergency come up that causes you to run late a time or two. If this happens to you, please call us and let us know you are trying to get here or are sending another person from your pick-up list to get your child.

Families who are habitually late will be responsible for the \$20.00 weekly after school care fee.

If children are not picked up at 5:30 by the school clock, a \$15 late fee will be charged per child. At that time, appropriate authorities will be called to take custody of the child.

Before and After School Care

Westside Warriors Pre-K offers a before and after school child care program for families who may need child care beyond ABC Pre-K school hours.

Before care hours are from 7:00 a.m. until 8:00 a.m. and 3:05 until 5:30 p.m. The fee for this service is \$20.00 a week for either before, after or both.

Children enjoy a variety of recreational, educational, and developmental activities. All activities are designed to complement the traditional school day experience.

Release of Children

No child will be released to persons not authorized by a parent or guardian. Authorized persons must have valid ID. If we have any doubt that the person picking up your child has not been authorized by a parent or guardian, we will not release the child until we contact you.

Toys

We have many materials for the children to explore. We do not allow students to bring toys to school. It is often difficult to share a toy with a group and the toy may get broken. Cell phones are not permitted at school. For reasons of safety, no latex balloons are allowed in the center.

Kindergarten Transition Policy

As children grow, they may move to a different group within the center or into kindergarten. We will work with you to make the transition a positive experience. We plan activities for the children and provide suggestions to you that will help your child with a seamless transition from preschool to kindergarten. The students will go to the Kindergarten hall to meet the teachers and tour the classrooms. You will need to register your child for Kindergarten. Please give the Pre-K 2 weeks notice to get paperwork together if you need copies of your child's files.

Behavior Guidance

Our goal is to help children learn acceptable behavior and develop self-control. Our program is designed to promote positive and enjoyable learning experiences and to build trusting, respectful relationships. A well-planned schedule, classroom arrangement, and curriculum, along with a well-trained staff, significantly reduce instances of inappropriate behavior. However, when children do make mistakes in behavior, we use the following guidance techniques:

- Tell the child what he/she can do
- Give choices whenever possible, but only when the child really has a choice
- Support children in learning to solve their own problems and work out conflicts
- Re-direct a child to another activity
- Directing a child to a safe place to calm down
- Attending to the children who are behaving appropriately as an example to those misbehaving
- Help children learn how to play with friends

Physical punishment and threats are never used by our staff.

Limits of Behavior

- You may not hurt others.

- You may not hurt yourself.
- You may not hurt toys, equipment or school property.

School Rules/Discipline

The staff and administration of Westside Consolidated Public Schools recognizes the importance of establishing discipline policies which students, parents, teachers, and administration may follow. Discipline in public schools can only be maintained through the cooperative efforts of the school community—students, parents, teachers and administrators. Each child has the right to expect a wholesome atmosphere that is conducive to learning. Such a climate, can be best created where respect and consideration of the rights of others prevail. To maintain that climate, administrators and teachers must take measures to prohibit and prevent conduct that is disruptive and destructive to the educational program. Every faculty member has a direct, personal, and active responsibility to see that the established guidelines are firmly and consistently enforced throughout the school system.

The following behaviors will not be tolerated: Fighting, disrespect toward others, obscene language, physical abuse or assault of school staff, bullying of other students, possession of a weapon, or destruction of school property. These behaviors could result in consequences from reprimand to dismissal from the program.

Discipline of Children with Special Needs

Students with special needs who engage in misbehavior and disciplinary infractions are subject to follow normal school disciplinary rules and procedures as stated above in the section titled "Behavior Guidance Policy," unless stated differently in a child's IEP.

Pattern of Inappropriate Behavior

When a pattern of inappropriate behavior emerges, parents are required to meet with our staff. The goal will be to work together to find a solution to the problem behavior and resolve the difficulty if outside professional consultation or evaluation is necessary, the center director will invite an appropriate consultant to join the parent-staff partnership.

Building Guidance Counselor

Westside Warrior Pre-K is fortunate to be housed in the Westside Elementary building which is staffed with a guidance counselor. At times, the building guidance counselor may be called upon to assist the classroom teacher in situations. The counselor will also serve as a resource for Pre-K staff, as well as other counselors in the district.

In addition to our school counselors, mental health agencies sometimes provide counselors for students during the school day. These counselors work with the building administrators to assist students in addressing behaviors that interfere with learning.

Communication

We use a number of methods to communicate with our families:

- Talk with your child's teacher at drop-off and pick-up times
- Read posted newsletters and daily schedules
- Read special event notices posted outside your child's classroom
- Enjoy the photos, children's work, and other documentation of children's activities. These are posted in your child's room and throughout the hall.
- Check your child's red folder for notices.
- Parent-teacher conferences
- Share information in center-wide parent meetings
- Visit the center! You are welcome any time.

Confidentiality

All information about children and families is considered confidential. Staff members and volunteers will maintain the confidentiality of each family and of each child's educational records.

Parent-Teacher Conferences

Conferences are scheduled twice a year. We look forward to these special opportunities to talk about your child's progress. Parents or teachers may wish to request additional conferences as needed.

Meetings and Special Events

Family events will be planned throughout the year. We encourage your family to participate in these special activities. Notice of these events will be in your child's red folder and posted outside the classroom.

Family Center

The Parent Center is located in Westside Elementary. Parents and family members are welcome to visit the center at any time to make or check-out instructional materials to help in the education of their children. Resources are available for Pre-K through 12th grade. The Parent Center Coordinator is always willing to assist you in finding the resources you need. We look forward to you using the Family Center as a wonderful resource for your children.

Enrollment

Eligibility

We accept all eligible applicants until our maximum enrollment is reached. To review eligibility requirements, contact the center director.

Admission Policies/Procedures

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

- A. School Enrollment Forms
- B. Birth Certificate
- C. Income verification for Arkansas Better Chance families
- D. Social Security Card
- E. Current Wellness Checkup from Physician
- F. Parent Orientation
- G. Student Handbook Statement of Responsibility Form
- H. Parent Signatures on Appropriate Forms
- I. Developmental Screening
- J. Current Immunization Record

Children with Special Needs

Our program accepts all children. No child is denied enrollment due to special medical, health, or developmental needs. We will work with special services providers to ensure that your child has the supports needed to foster development.

Dismissal Policy

Should it become necessary for a participant to be dismissed from the program, the following procedures will be observed:

1. The school reserves the right to terminate a child's enrollment if the administration decides it is not in the best interest of the child and/or school to continue enrollment.
2. Four year old Pre-Kindergarten services may be terminated if or when the following occurs:
 - a. Parental abuse of policies and procedures of the school occur. (Including nonpayment of tuition and excessive absences)
 - b. The school cannot meet the physical, mental, or emotional needs of the child.
 - c. The child cannot adjust to the school routine after a reasonable length of time.

Withdrawal Policy

Should it become necessary for a student to withdraw from the program, the following procedures will be observed:

1. Inform school staff of the withdrawal and withdrawal date.
2. If attending another school, the new school will send a request for records.

Payment Policies for Tuition Classroom(s)

At this time, our Pre-Kindergarten is not state mandated; therefore it is considered a district "funded" program. We are fortunate to receive partial funding through grants and other programs. However, parents are expected to make up the difference through the payment of tuition. We believe that this amount is competitive with other programs and is well worth the monetary cost when you consider the quantity and quality of educational experiences offered.

The weekly charge for tuition is \$85.00 per student. Students who qualify for free or reduced lunches may qualify for a reduced tuition of \$65.00 per student.

(Tuition may be subject to change each August)

Payments are due by morning prior to the week of instruction.

If you know your child will be out on Friday, please make payment on Thursday.

Tuition will be accepted on a semester, monthly, or yearly basis if it is more convenient for your family.

Payment is expected every week school is in session. Snow make up days are at no cost because tuition has already been collected for these days.

(Parents will not be required to pay for the week of Thanksgiving, two weeks of Christmas break or the week of Spring Break; these are the ONLY exceptions for non-payment) This is a common practice for many parent-funded Pre-K programs that must continue to pay teacher's salaries, utilities, etc.)

Lack of payment for more than 2 weeks, may result in the child losing his/her spot in the Pre-Kindergarten program.

Returned Checks

The Board requires that the following information be on all checks written: Full Name, Street Address, and Phone Number with Area Code.

If your bank returns your check, you are required to bring cash for the full amount of the check.

Food Service Program

Westside Public schools cafeterias provide a nutritious breakfast and lunch for the students. These are provided at a minimal charge. Parents may apply for free or reduced price meals by completing an application and returning it to the school office, cafeteria or district central office. Students will be charged for breakfast and lunch until free and reduced applications are processed and approved.

Food Allergies

If your child has food allergies that affect what he/she eats in the cafeteria, please have your child's doctor send notification of allergies.

Payment Procedures

Parents are encouraged to pay for student meals at least one week in advance, but may be paid daily, weekly or monthly. Payments may be given to the classroom teacher or paid in the cafeteria at breakfast and/or lunch time. Parents may call or email the food service manager Chastity Hedge at chedge@westsideschools.org or (870)935-7501 ext. 4262 to check a student's account balance at any time. EZSchoolPay.com may be used to keep track of a student's account balance and account history with no fee to the parent.

Charge Policy

Payment reminders will be sent home periodically with students that have a negative balance of \$5.00 or more. The limit for charges will be \$25.00.

Health Services

A safe and healthy school environment positively impacts the physical and mental health of students. While the primary responsibility for the provision of ongoing health care remains with the parents/guardians, the family physician and other health professionals, the District will provide supportive health services and a coordinated health service program. School nurses have the primary responsibility for the delivery of the school health program. This includes educating students on health issues, working with staff and students to ensure a safe and healthy school environment and providing direct health care.

The school nurse will maintain student health records. Health records are confidential and written parent/guardian permission will be obtained before information is released.

In connection with an emergency, personal identifiable information from a student's health record may be disclosed to appropriate parties to protect the health and safety of the student or other individuals.

It is important that working parents provide the school with **current telephone numbers** of their place of employment in case their child becomes ill at school. If a parent cannot be reached and the child needs medical attention, the school will first contact the person listed on the student registration form as the person to contact in case of emergency.

Student Illness/Accident

If a student becomes too ill to remain in class and/or could be contagious to other students, the nurse or designee will attempt to notify the student's parent or legal guardian.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

In order to provide students with a healthy environment in which to learn, these guidelines should be followed:

1. If a child complains before school, take his/her temperature and keep the child home if the temperature exceeds 100 degrees, without medication.
2. If a child complains with stomach disorders such as nausea, vomiting or diarrhea, he/she should not be sent to school. Stomach viruses are contagious.
3. If a child has a rash of unknown origin or has a suspected condition (such as chicken pox), which may be contagious, do not send him/her to school until a physician has diagnosed the condition.
4. If a student is sent home from school with, vomiting, or diarrhea he/she should not return to school the next day. A child should be fever free or symptom free for twenty-four (24) hours without medication before returning to school.

Many times children become ill at school, and it is necessary for the school to notify the parents. The following criteria will be used as a guide before notifying parents:

1. Fever of 100.4 degrees or higher;
2. Vomiting and/or diarrhea;
3. Symptoms of contagious conjunctivitis/pink eyes (students may return to school after being on medication for 24 hours);
4. Symptoms of a contagious disease;
5. Serious injuries (deemed such by the teacher, principal or school nurse);
6. Symptoms of head lice; we have a no nit policy.
7. Symptoms that the teacher, principal or school nurse deems as a possible health risk to the student and/or to the other students in this school.

Administration of Medication

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the School Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or legal guardian shall bring the student's medication to the classroom teacher. When medications are brought to the classroom teacher, the classroom teacher shall document, in the presence of the parent, the quantity and type of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).

All medications must be in the original container and be properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, frequency, and instructions for the administration of the medication.

Students are prohibited from sharing, transferring, or in any other way diverting his/her medication to any other person.

The school will not keep outdated medications or any student medications past the end of the school year. Parents will be notified ten (10) days in advance of the school's intention to dispose of any medication.

Schedule II Medications

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and its derivatives and amphetamine sulfate (Adderall) and its derivatives. To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet.

Stock Medications

The following medications are kept in the school nurse's office: Acetaminophen(Tylenol), Ibuprofen, cough drops, sore throat spray, antibiotic ointment, antacids(Tums), diphenhydramine (Benadryl), Benadryl cream, and hydrocortisone cream.

These medications will only be administered at the discretion of the school nurse.

Tylenol and Ibuprofen may be given according to the following guidelines:

A Student Medication Administration Release form is located in the back of this handbook. The form should be completed, signed, and returned to your child's school nurse in order for your child to receive any stock medications supplied by the school nurse.

Physical Examinations-Screenings

The district conducts routine health screenings such as hearing, vision.

The intent of the exams or screenings is to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve to his/her full potential. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

Specialist from the Northeast Educational Cooperative will performs screenings every year on students as required by Arkansas State Law and ABC/Better Beginnings Licensure requirements.

- A vision and hearing screening is performed on all. Pre-K, and all transfer students.

Infectious/Communicable Diseases Policy

The Westside School District will work cooperatively with the Arkansas Department of Education and other public agencies to enforce and adhere to Arkansas Public Health Policies for the prevention, control, and containment of infectious/communicable diseases in school.

Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent. Specific examples include, but are not limited to: chicken pox, measles, scabies, head lice, conjunctivitis (Pink Eye), impetigo, Methicillin-resistant Staphylococcus Aura (MRSA), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 degrees).

A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

Immunizations

• The District shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunizations in the student's education record. This policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

• A student enrolled in the District who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

Head Lice

The following procedures will be used with students to address head lice:

- Screening for lice may occur when a student shows signs of itching and scratching, when a student has had exposure to a sibling or another child with head lice, or when parents or their

child make a self-referral.

- Three (3) non-related cases of head lice in a classroom within ten (10) consecutive days will require all students in the classroom be screened by the following school day.
- The parent or guardian of a student found with head lice will be asked to pick up their child. The parent or guardian will be given information concerning the eradication and control of head lice. A student may be readmitted after the school nurse or designee has determined the student no longer has live head lice or nits.
- Parents who identify head lice on their child at home are to complete treatment prior to coming to school. Parents should notify the school of their child's condition so that appropriate action can be taken at school.
- The day of initial treatment for head lice will be an excused absence. After the first day, other absences will be covered under the regular attendance policy.
- Each school may conduct screenings of students for head lice as needed.

The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Safety and Emergencies

Visitors

Parents are always welcome and may visit the instructional program at any time. However, we would like to know you are coming ahead of time. Parents are always welcome to eat lunch with their children. We do ask that you work closely with the classroom teacher when planning classroom or luncheon visits especially during transition times. The first few weeks of school can be a big change for your child if they have never been in daycare and are feeling a little separation anxiety. This usually passes within the first month. Other times of the year may be a little difficult including the first week after Christmas break, spring break or any other extended absence. We encourage you to work closely with your child's classroom teacher if your child experiences difficulty in transitioning back to school.

For the welfare and safety of the students, all visitors must report to the elementary office upon arrival at the school building. All visitors will be given a visitor badge to wear while in the school building. Visitors must exit through the elementary office upon departure from the building.

Contact by Non-Custodial Parents

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order.

Without such a court order on file, the school will release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined in the custodial order.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

Release of Children

No child will be released to persons not authorized by a parent or guardian. Authorized persons must have valid ID. If we have any doubt that the person picking up your child has not been authorized by a parent or guardian, we will not release the child until we contact you.

Emergency Procedures

Evacuation procedures for fire and other emergencies are practiced monthly. Severe weather drills are also conducted every month. When severe weather is in the area, the director monitors weather reports and alerts staff to be prepared to quickly move children to safety. Emergency procedures are posted in each classroom. The staff knows and periodically reviews procedures for other emergencies.

In case of severe weather (Severe thunderstorms or tornado warnings)

Westside administrators will monitor weather stations throughout the day if there is a threat of severe weather in our area. In the event that a warning is issued the students will be moved to the tornado shelter at once. Parents should not attempt to check students out if this procedure is already in progress. Once all students are secured within the safety of the shelter, parents may check them out from the shelter. This will be done in a way that will not compromise the safety of any other student that is to remain in our care.

Weather-related Closings

When Westside Consolidated Schools close due to severe weather, Westside Warrior Pre-K will be closed. School closings are announced on local TV and Radio stations. If inclement weather occurs in the middle of the day, in addition to information you may obtain via local T.V. and Radio stations the school will send an alert using the NIXLE School messaging system and teachers will send a Remind One-on-One message. Please pick your child up immediately as our staff will also need to make it home safely.

ENotes School Messaging System

The district also uses Enotes that will text the primary or designated number of the parent or guardian if there are changes in the school schedule. To ensure you are included in this service that provides you with information such as: inclement weather closings, school activities, updates, and program reminders please go to westsideschools.org to sign up. It is imperative

that the school has the correct contact number in the system at all times. If parents have a cell phone, we suggest that this be given as the primary contact number because the messenger system would be more likely to make contact with you at any time of the day.

Abuse Reporting

Our teachers are required by state law to report suspected child abuse/maltreatment. This includes non-accidental injuries, such as welts, bruises, cuts, burns, scratches, and broken bones. Suspected sexual abuse, emotional abuse, and neglect are also reported. Child neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision. Teachers who fail to report suspected abuse/maltreatment can be charged with a Class C misdemeanor. Reports are confidential and are considered allegations until an investigation is completed. The phone number for the Child Abuse Hotline is 1-800-4825964, and is posted on the parent bulletin board at the entrance to our building.

Interviews by DHS and Other Agencies

Any staff member or children in attendance may be interviewed by Child Care Licensing, by the Division of Child and Family Services, child maltreatment investigators, and/or by law enforcement officers for the purpose of investigations or to determine compliance with licensing requirements. Child interviews do not require parental notice or consent.

Student Health and Safety

Wellness Policy

The Westside Consolidated School District has a Wellness Policy that addresses the health concerns of obesity and promotes good nutrition and physical activity in the school environment.

A Wellness Committee exists in the school that is made up of members of the community, parents, students, classroom teachers, physical education teachers, athletic coaches, school health professionals, school food service employees, the District School Board of Directors and district school administrators. This committee develops, implements, and periodically reviews the District's Wellness Policy. The committee uses modules from the CDC's School Health Index as a basis for assessing each school's progress toward meeting the requirement of the policy.

Rest

A supervised rest time is provided for all children. Children are not required to nap, but they are required to rest quietly as not to disturb others who need to nap. Cots, and nap blankets are provided for each child to use during rest time. The nap blankets are laundered weekly by the Pre-K staff and as needed. Teachers ask that you do not send other blankets or pillows for nap.

Outdoor Play

Outdoor play is not just recess, but is an extension of our indoor learning opportunities.

All children will play outdoors every day, weather permitting. The length of outdoor play times is adjusted according to the weather. Factors such as heat index and wind chill are considered

in determining whether children will be able to play outdoors and how long they will stay out. If children are healthy enough to be at the center, they are healthy enough to go outdoors.

Please dress your child for the weather, especially cool mornings in fall and spring. Sneakers with socks, or other similar shoes, are best for running, climbing, and enjoying the outdoors. At enrollment, parents who choose to may provide sunscreen for their children. A signed consent form is required before staff members may apply sunscreen on children. This form will be kept in the student's file.

Appendices

Westside School District Calendar 2017-2018

Westside Consolidated School 2017-2018

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
4	Independence Day
17	School Board Mtg. 7pm

January 2018						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
1, 2	No School--Christmas Break
3	Required Work Day #2
3	Snow Day Make-Up #2
4	First Student Day Second Sem
15	No School--MLK Jr. Day
15	School Board Mtg. 6pm

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August	
7	New Teacher Orientation
8	Required Prof. Dev. Day #1
10	Required Work Day #1
10	Required Prof. Dev. Day #2
14	First Student Day
21	School Board Mtg. 7pm

February 2018						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February	
15	P/T Conf- Elem, Middle, HS 2:30-5:30 pm
16	Snow Day Make-Up #3/ Required Prof. Dev. Day
19	School Board Mtg. 6pm
20	P/T Conf- Pre K 3:30-6:30
22	P/T Conf- Pre K 3:30-6:30

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
4	No School- Labor Day
18	School Board Mtg. 7pm

March 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March	
12	School Board Mtg. 6pm
14	End Qtr 3 (48 Days)
19-23	No School--Spring Break

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October	
11	End Qtr 1 (42 days)
16	School Board Mtg. 6pm
17	P/T Conf- Elem, Middle, HS 2:30-8:30 pm
18	Prof Dev Exchange #1
31	P/T Conf- Pre K 3:30-6:30

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April	
20	Snow Day Make-Up #4/ Prof. Dev. Make Up
16	School Board Mtg. 7pm

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November	
2	P/T Conf- Pre K 3:30-6:30
20	School Board Mtg. 6pm
20	Prof. Dev. Exchange Day #2
21	Work Day Exchange #1
22-24	No School--Thanksgiving Bk

May 2018						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May	
14	School Board Meeting
21	Graduation
24	End Qtr 4 (45 Days)
25	Snow Day Make-Up #5
28	No School-- Memorial Day
29-31	Snow Day Make-Up #6, #7, #8

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December	
18	School Board Mtg. 6pm
19	End Qtr 2 (43 days)
20	Snow Day Make-Up #1
20-29	No School--Christmas Break

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June	
1, 4	Snow Make-Up #9, #10
18	School Board Mtg. 7pm
	School Closed
	Quarter Dates
	Prof. Dev.--No School
	Parent-Teacher Conf.
	Graduation
	Snow Make-Up Days

Staff Directory

<p>Pam Dooley, Pre-K Director pdooley@westsideschools.org (870)935-7501 option 3</p>	<p>Jody Watson, Pre-K Para jwatson@westsideschools.org (870)336-9259</p>
<p>Katherine Price kprice@westsideschools.org (870)336-8202</p>	<p>Mandee Landreth, Pre-K Para mlandreth@westsideschools.org (870)336-4276</p>
<p>Phillip Painter, Pre-K Teacher ppainter@westsideschools.org (870)336-8289</p>	<p>Samantha Ishmael, Pre-K Para sishmael@westsideschools.org (870)336-8367</p>
<p>Belinda Ray, Pre-K Teacher bray@westsideschools.org (870)336-8365</p>	<p>Angela Pry, Pre-K Para apry@westsideschools.org (870)336-8305</p>
<p>Pre-K Aftercare# (870)336- 9262 Pre-K Office (870)336-9259 Pre-K Fax # 268-9888</p>	

Forms to Return

Handbook Signature Page

Parent Contract

Pick Up List

Field Trip Form

Snack Enrollment Form

Free/Reduced Application

Media Release

Nurse's Form

Parent's Signature Page

Please sign, date, and return to your child's teacher.

I have received a copy of the Westside Pre-K Handbook.
I will review all the policies and procedures for Westside
Pre-K.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature:

Date _____

Parent/Provider Contract

This is a contract between _____ herein called Parent(s) and Westside Pre-K (herein called provider).

1. Childcare services will be provided by Westside Pre-K for (Name of child) _____ on Mon-Fri. from _____ until _____ beginning on _____. All crafts, activities, and snacks are provided.
2. No childcare service will be provided during the holidays in conjunction with the Westside Elementary School calendar.
3. The fee for childcare will be _____ per week payable on the Friday prior to service being provided. Parent agrees childcare fees are due regardless of attendance.
4. Parent agrees to pay their child's reduced or full breakfast and lunch fees. These fees are separate from weekly tuition and are payable to the Westside Elementary School.
5. Parent agrees to pay all cost associated with collection with collection of any unpaid debt to Provider.
6. Parent agrees to provide 2 weeks' notice prior to any vacation time. Parent agrees to pay childcare fees to hold a child's position during any vacation time or extended leave due to illness, etc., up to 2 weeks per year. Full payment must be received whether or not child attends.
7. Parent and Provider agree to provide 2-weeks' notice of termination of the Child care contract. Parent agrees that if 2 weeks' notice is not given to Provider prior to withdrawal of the child from Westside Pre-K, the final 2 weeks fees will still be payable to provider.

**Provider has the right to terminate your child's contract without notice in the case of: If o child causes harm to other children or creates a dangerous situation intentionally or otherwise.

8. Parent agrees to complete all forms required and given by Westside Pre-K. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

I urge you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of the contract. By signing it, you accepting it in all its terms.

Parents Signature _____ Date _____

Parents Signature _____ Date _____

Provider Signature _____ Date _____

Students Name _____

Please list brothers and sisters attending Westside School District.

Name	Age	Grade

Pick Up List

Please list people allowed to pick up your child or to be contacted in an emergency.
Photo I.D. will be required.

Parent or Guardian _____ Phone#: _____

Parent or Guardian _____ Phone#: _____

1. _____ Phone#: _____

2. _____ Phone#: _____

3. _____ Phone#: _____

4. _____ Phone#: _____

5. _____ Phone#: _____

6. _____ Phone#: _____

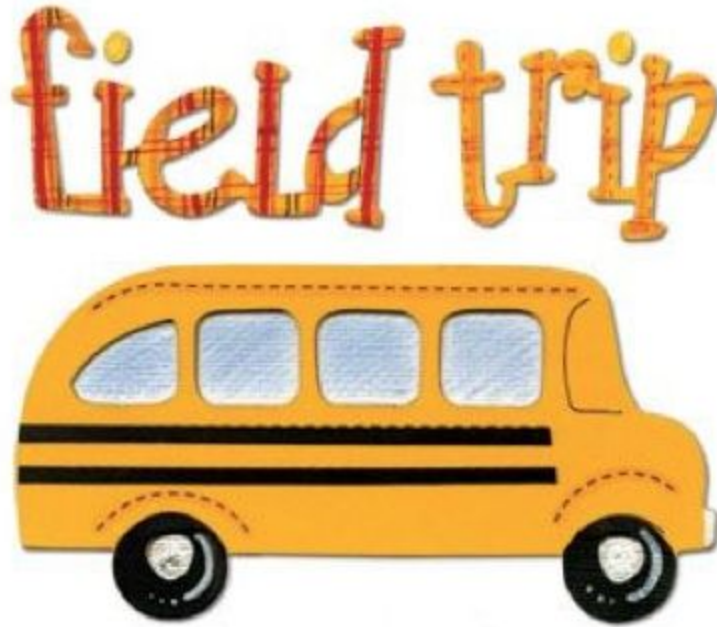
7. _____ Phone#: _____

8. _____ Phone#: _____

Westside Pre-K Walking Field Trip

From August 14, 2017 until June 1, 2018 my Pre-K student _____ has my permission to go on all walking field trips encompassing any Westside Campus.

Parents Signature _____ Date _____



Westside Pre-K Bus Field trip on Campus

From August 14, 2017 until June 1, 2018 my Pre-K student _____ can ride the school bus without seat belts to any field trips encompassing any Westside Campus. You will be notified before we go.

Parents Signature _____ Date _____

**PERMISSION TO DISPLAY PHOTO OF STUDENT ON WEB SITE, NEWSPAPER, VIDEOTAPING,
OTHER TYPES OF PRINT AND SOCIAL MEDIA**

Student Name: _____ Teacher: _____

Please check one of the following and sign below:

_____ I GIVE PERMISSION to the Westside Consolidated School District to display the photograph or video clip of me/my student on the District's web site, including any page on the site, or in other District publications, newspapers, other print and social media and/or television without further notice. Also, I AGREE the Westside Consolidated School District has the right to edit the photograph or video clip at its discretion. The student's name can be used in conjunction with the photograph or video clip.

_____ I DECLINE giving permission to the Westside Consolidated School District to display the photograph or video clip of me/my student on the District's web site, including any page on the site, or in other District publications, newspapers, other print and social media and/or television without further notice. Also, I decline the Westside Consolidated School District the right to edit the photograph or video clip at its discretion. The student's name will not be used in conjunction with the photograph or video clip unless a parent is contacted.

Parent signature: _____ Date _____

NURSE HEALTH UPDATE

2017-2018

Student's Name _____ Grade: _____ Date of Birth: _____

Address: _____

Legal Guardian Name/Numbers: _____

AR Kids/Medicaid # (if Applicable): _____

If I am unable to reach you at home or work, who may we contact if your child becomes ill or injured and needs to be picked up? Please write the name, relationship to child and phone number.

(1) _____

(2) _____

Name and Grade of any siblings that attend Westside _____

Student's Doctor _____ Phone # _____

Please **circle** anything that applies to or child:

Glasses/contacts hearing aids diabetes high blood pressure

ADHD---takes meds at school? YES/NO Seizure disorder—rescue medications prescribed? YES/NO

Food/Insect allergies—carries epipen? YES/NO Asthma—carries inhaler at school? YES/NO

Heart condition---details _____

Other _____

**School policy states that no student shall carry prescription or over the counter medication on them while at school or on the bus. The following over the counter medication are available to be given at the nurse's discretion during school hours.

Children's Tylenol

Children's Ibuprofen

Children's Benadryl

Antacids

I certify that at least one dose of the medication has previously been given with no adverse reactions. The school nurse has my permission to administer these medications to my child while at school.

Parent Signature _____ Date: _____