

WESTSIDE CONSOLIDATED SCHOOL DISTRICT



Westside Pre-K Center

2018-2019

Parent Handbook

Arkansas Better Chance Program

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Dear Parents,

Westside Pre-K would like to welcome you to our "family." Our goal is to work together to make sure that your child has a happy, healthy, positive experience this year. National research shows that children who attend a "quality" preschool program have a better opportunity for success as they go through school and that is what we want for all of our children.

As we each go through the program this year we are counting on you, the parent, to provide input. If there are issues that need to be addressed, ideas on improving the program, and being involved in your child's classroom, as well as our community, please let us know. We want to be a resource for you when you need assistance; or as a "sounding board" to discuss your hopes, dreams, and concerns for your child.

The ABC Program has given us a chance to provide the kinds of support, assistance and resources that we would not otherwise have. Our program is approved, licensed, and monitored by the Division of Child Care and Early Childhood Education.

Please don't hesitate to contact me at any time. Once again, welcome! We are glad you are here.

Sincerely,

Pam Dooley, Pre-K Director
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WESTSIDE MISSION / VISION STATEMENTS

Vision

Committed to Learn. Committed to Lead.

Mission

Westside Schools will strive for excellence by engaging learners, empowering minds, and educating all.

We Believe:

- Everything we do must be student-centered.
- The teacher is the single-most influential factor on student learning and achievement.
- All learners' needs are met through caring teachers and quality instruction.
- All learners achieve their fullest potential by being held to high expectations.
- The learning environment must provide everyone security, care, dignity, and respect.
- Innovative leadership will provide opportunities for our students, parents, and communities to achieve excellence.

Admission Procedures

Eligibility

Our Program receives funding through Arkansas Better Chance For School Success. We are also authorized to make an exception to the income requirement if your child meets one of the "exceptions". We accept all eligible applicants until our approved enrollment is full. If your child has been approved to attend our program he/she has met one of the criteria listed below:

All Qualifiers Must Be Documented

Arkansas Better Chance For School Success (ABCSS)

- Must be three or four years old by cutoff date, August 1
- Gross family income requirements
- There is available space for the child to attend

Exceptions

An age-eligible child who falls into one of the following categories shall be exempt from family income requirements:

All Qualifiers Must Be Documented

- Foster child
- Child with an incarcerated parent
- Child in the custody of/living with a family member other than mother or father
- Child with immediate family member arrested for or convicted of drug-related offenses
- Child with a parent activated for overseas or stateside military duty

Discharge Policy

All ABC classrooms will utilize the NAEYC standards for classroom management.

Staff will respond in a way that:

- provides safety for children and others
- is calm
- is respectful
- provides children with information on acceptable behavior

*No child shall be dismissed, suspended or expelled from our program for behavior problems. Physical punishment will not be administered to your child. However, if a situation arises, a team will form to create a behavior plan for your child.

Application

Applications can be taken at any time. If no space is available, your child will be placed on a waiting list. To enroll your child, please contact the Pre-K Office. You will be asked to provide a list of documents to establish proof of eligibility. Please keep the office updated as changes are made such as: phone number, address, immunizations, etc.

Please be aware that your child CANNOT attend until these 6 documents are provided.

- Birth Certificate
- Proof of Income (If applying for ABC)
- Social Security Card
- Current Immunizations
- Well child (including vision and hearing)
- Proof of Residency (electric or water bill)

Attendance

The ABC Program requires that children attend 178 days per school year. It is critical that your child be present every day, 7 hours per day. Attendance is mandatory and is recorded daily. While we realize that children are sometimes ill, frequent absences may result in discharge from the program.

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.

Each child will be allowed 5 "unexcused" absences per semester (August - December / January - June). Excused absences may include but are not limited to:

- | | |
|--|---------------------------------------|
| Illness of child or parent with a Dr.'s excuse | Medical appointment with Dr.'s excuse |
| Court mandated parent visitation | Death in the family |

Tardiness

The ABC program day starts at 8:00 a.m. If your child arrives late, he/she will be admitted to the classroom, but will be counted tardy for the day. For the purpose of counting attendance, if your child is tardy 5 days, he/she will be counted as absent one day. This will count towards the allowed 5 day "unexcused" absence allowance.

When your child has exceeded 5 "unexcused" tardies, you will be notified and a parent conference requested. Please be aware that continued tardiness may result in discharge from the program.

Hours of Program Operation

Program Hours

ABC - The ABC program mandates a minimum of 7 instructional hours per day. It is required that your child be in the program during those 7 hours. Our day begins at 8:00 a.m. and ends at 3:05 p.m. Breakfast is served from 7:30 a.m. - 7:55 a.m.

Morning Drop Off

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. All parents must park in the front of the elementary building and walk their child through the crosswalk and to the Pre-K entrance. A teacher will meet you and your child in the Pre-K hall. The K-4th grade campus does not open until 7:30 a.m. If you are coming in through the K-4th entrance, you will sign in at the office.

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. Please do not send anyone under the age of 18 to pick up your child.

In the rare instance that parents need to drop-off their child after 8:00 a.m. or pick-up their child before 3:05 p.m., parents will then check in at the main elementary office before walking him/her to class. In that event, parents are to sign in at the main office, walk back out, and enter through the Pre-K entrance. All facility doors, except for the main office, will be locked between the hours of 8:00 a.m. and 3:05 p.m. We want to ensure the safety and the benefits of being at school all day for your child, as well as others. Therefore, since 2:30 - 3:05 is the busiest time for the main office, we ask that you refrain from picking up your child between 2:30 and 3:05.

Pickup

Parents may pick up beginning at 3:05. If you are picking up your child at 3:05, you must park in the front of the elementary building, come in through the Pre-K entrance, and sign your child out from their classroom teacher.

If a child is not in the aftercare program, and are not checked out by 3:05 p.m., our staff

will begin contacting the persons listed on the contact list in order to find an authorized person to pick up the child. If there is no positive response to these calls, and the child has not been picked up, appropriate authorities will be contacted for alternate placement and care of the child. We recognize the severity of this action and regret its possible consequences. Parents/Guardians can avoid such action by ensuring that we have valid emergency contact numbers.

Westside Pre-K offers a before and after school program. The tuition rate for this service is \$25.00 per week. Children who are enrolled in *Before / After School Care* may be dropped off as early as 7:00 a.m. Students enrolled will be transitioned into that program at 3:05 p.m. after the school day ends. 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 \$25.00 weekly after school care fee.

Inclement Weather

Our program follows the same Inclement Weather policy as our school district. If Westside Consolidated is closed or delayed start time, we will also be closed or start late.

Program Design

Assessments and Screening

All children in the Pre-K program are assessed three times per school year to provide an indication of each child's progress towards school readiness. The assessment will address your child's strengths, progress, and needs and will serve as a central part of our early childhood program. Our ABC program uses the Work Sampling Assessment Program to make sure your child is developing and learning to his or her best ability. When we see areas which need extra assistance, we will adjust our program to help meet his or her need.

Before entering an ABC program, your child will receive a developmental screening to determine individual needs. The developmental screening will include, at a minimum, vocabulary, visual-motor integration, language and speech development, fine and gross motor skills, social skills and developmental milestones. If the screening shows that your child needs help in a specific area, we will make a referral to our local Early Childhood Cooperative within seven (7) calendar days of the date of screening to seek additional assistance for your child.

Your child must have an age-appropriate health screening, which includes a hearing and vision test. This is to be performed by a licensed physician or physician assistant **before the first day of attending**. If the screening is not completed your child cannot attend the program until the screening is completed.

Curriculum Information

Because children learn through their senses 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 interests. Activities are planned around your child's individual needs, abilities, and interest. Teachers are available to meet with you regarding curriculum.

Nutrition and Meals

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.

For parents sending lunches with students, the following information is provided for guidance.

HOW MANY SERVINGS DO YOU NEED EACH DAY			
Food group	Children ages 2 to 6 years, women, some older adults (about 1,600 calories)	Older children, teen girls, active women, most men (about 2,200 calories)	Teen boys, active men (about 2,800 calories)
Bread, Cereal, Rice, and Pasta Group (Grains Group) especially whole grain	6	9	11
Vegetable Group	3	4	5
Fruit Group	2	3	4
Milk, Yogurt, and Cheese Group (Milk Group) preferably fat free or low fat	2 or 3*	2 or 3*	2 or 3*
Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts Group (Meat and Beans Group) preferably lean or low fat	2, for a total of 5 ounces	2, for a total of 6 ounces	3, for a total of 7 ounces
Adapted from U.S. Department of Agriculture, Center for Nutrition Policy and Promotion. The Food Guide Pyramid, Home and Garden Bulletin Number 252, 1996			
The number of servings depends on your age. Older children and teenagers (ages 9 to 18 years) and adults over the age of 50 need 3 servings daily. Others need 2 servings daily. During pregnancy and lactation, the recommended number of milk group servings is the same as for non-pregnant women.			

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.

Rest Time

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, pillows, or snuggle buddies for nap. Soft music is played. The children are monitored throughout rest time. If the children have difficulty sleeping they may rest quietly with a book or puzzle.

Outdoor Learning

Outdoor play is not just recess but 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.

Please send him/her in weather appropriate attire and comfortable shoes for playing, climbing, etc. Sneakers with socks, or other similar shoes, are best for running, climbing, and enjoying the outdoors. For safety purposes, please refrain from sending your child to school with open-toed shoes or flip flops. 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.

The outdoor play area will have:

- A variety of surfaces
- An arrangement designed for appropriate flow of activities
- Climbing and other active play items and structures
- Open areas for running and games
- Opportunities for dramatic play
- Adequate storage for equipment and materials
- Partial shade
- Quiet, private spaces

Dress Code

We ask that you dress your child in comfortable clothing that can be easily undone. If your child is able to use the bathroom facilities by himself/herself, please make sure that buttons, zippers, buckles, and so forth can be easily unfastened by the child. Most wetting/soiling accidents happen because the child waits until the last minute and then is unable to unfasten his/her clothing. Should a change be necessary the soiled clothing will be place in a bag. We require that you provide extra clothing (socks, underwear, and outerwear) for your child. Please replace extra clothing when soiled clothing is sent home.

Please provide the appropriate wear for the season. Children will be taken outdoors as weather permits for certain periods of the day. Children will get dirty, be prepared for this. During the cooler days, please provide outerwear (coat/jacket/hat/gloves) for your child. Please label all items of clothing as many are identical and are easily misplaced. The program is not responsible for lost clothing items. Your child will be provided with a cubby for all his/her personal things to be stored, but please label everything anyway.

Transportation

If your child is less than 6 years old and weighs less than 60 pounds he/she shall ride in a child passenger safety seat. If your child is at least 6 years or weighs at least 60 pounds, he/she must be restrained by a safety belt. (Ark. Code Ann. 27-34-104). Conventional school buses are exempt from this requirement.

Westside **does not** transport children to and from preschool. However, buses will be used for field trips. The appropriate checklist will be used for your child's safety. When a bus is used for transporting students during a field trip, a checklist will be used. Your child's teacher will teach bus safety as a part of the ABC preschool classroom curriculum at the beginning of each program year. Westside Pre-K program complies with Child Care Licensing Regulations on transportation and staff-child ratio.

Transition

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 two weeks notice to get paperwork together if you need copies of your child's files.

As a part of our program's transition, if your child is five years old prior to August 1, he/she will take part in the following activities to prepare for the transition to kindergarten:

- Classes will tour kindergarten in the spring before they become kindergarten eligible.
- Assessment information will be given to give to your child's Westside kindergarten teacher.
- The children will have a preschool graduation/celebration/certificate awards ceremony.

My Rights As A Parent

Confidentiality

As a licensed child care, it is your right to expect that our center will operate in accordance with the licensing requirements established by the Division of Child Care and Early Childhood Education.

Additionally, as a public agency, which provides educational services to your child, we are responsible for protecting the confidentiality of your child's educational records.

Parent Permissions

Your written permission must be obtained before:

- Information is released regarding your child.
- Emergency medical care is obtained.
- Your child's picture is published.
- Your child participates in a "field trip"
- Evaluations are conducted (ex. universal screening and ongoing classroom assessment completed as a part of the ABC Program.)

Mandated Reporting Requirements

Act 1208 of 1991 defines abuse as any non-accidental physical or mental injury; or any injury which is a variance with the history given. This includes welts, bruises, cuts, burns, scratches, and broken bones. Sexual abuse and emotional abuse are also reported for investigations. Neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision. Our teachers are mandated reporters of child abuse/maltreatment. If a mandated reporter does not report abuse, he/she can be found guilty of a Class C misdemeanor. The teacher is required to notify the Child Abuse Hotline (1-800-482-5964) and inform the Director as soon as possible. Teachers will place documentation in a secured, confidential folder.

Interviewing of Staff/Students by the Arkansas Department of Human Services and Other Agencies

All staff and children are subject to be interviewed by Child Care Licensing, DCFS special investigators, and law enforcement officers for investigative purposes and/or for determining compliance with license requirements.

Collaboration Plan To Benefit Your Child

Our program is committed to working with our partners to make sure that you as a parent have access to all available resources in our community. We meet on a regular basis to share ideas, identify mutual needs, and work on ideas to meet those needs. You as a parent are the most important partner and we would like to encourage you to be a part of our collaboration partnership.

We partner with the public school, local health unit, educational cooperative, DHS, our local library, fire department, police department, AETN, Walmart, Head Start, Doctors,

Dentist, Arkansas National Guard, Arkansas State University, HIPPY, and Literacy Council in the following areas:

Child Find and Identification Activities

- Locate all the children in our community who need preschool services.
- Refer to other preschool programs when our program is full.
- Locate and provide services to meet special needs.
- Conduct developmental and health screenings.
- Work together to develop a "one stop" shop, working together to see that parents can access all services needed for their child, even if it is through another program.

Community Activities

- Presentations to teach your child about their community.
- Provide opportunities to allow your child to learn to love reading & books.
- Help understand each other's culture.
- Ensure each child is aware of basic safety.

Parent Support

- Work to provide opportunities for parents to improve reading and literacy skills.
- Apply jointly for economic improvement grants.
- Provide opportunities for parenting workshops open to all programs.
- Provide surveys to gain information that will improve pre-k program.

Management and Special Needs

Positive Guidance (Behavior/Discipline Policy)

The behavior guidance used by your child's teacher will be specific to your child and consistent. It will be appropriate to your child's level of understanding and directed toward teaching your child acceptable behavior and self-control.

No child shall be dismissed, suspended, or expelled from our program for behavioral problems. Physical punishment will NOT be administered to your child. However, if a situation arises, a team will form to create a behavior plan for your child.

When a child presents with challenging behavior, teaching staff will follow the standards for NAEYC Accreditation. We will arrange a conference to discuss ways to assist your child in interacting successfully with other children and to be success in the classroom.

Positive Reinforcement

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 he/she can do
- Look for appropriate behavior and reinforce each child with praise and encouragement when they are behaving well.
- Ignore minor inappropriate behavior and concentrate on what each child is doing properly.
- 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
- Remind the children on a daily basis of the rules by using clear positive statements regarding how they are expected to behave rather than what they are not supposed to do.
- Redirect a child to another activity or a safe place to calm down
- Help children learn how to play with friends
- Physical punishment and threats are never used by our staff.
- You may not hurt others, yourself, hurt toys, equipment or school property.

Please visit the following site for additional information: <https://conscioustdiscipline.com/>

Calm Down Area

Sometimes a child needs a specific area/time that it is "okay" to vent his/her frustrations in a physical manner. If necessary, an area within each classroom is designated the "calm down" area. A child may go to this area when he/she feels the need to physically vent frustration without risk to other children (such as throwing a bean bag). This strategy will be used prior to more restrictive measures.

Referral / Resources

If the above identified strategies fail to resolve the inappropriate behavior, a parent conference will be scheduled to discuss possible interventions. A referral will be made to appropriate support services to assist in maintaining the child in his or her classroom. We will work with you and outside resources such as the local early childhood cooperatives, special education, and/or local mental health units to incorporate strategies in the classroom to support your child.

Medical / Health Needs

Our ABC and child care programs accept all children. No child is denied access due to special medical, health, or developmental needs. We will work with special service providers to ensure that your child has the support needed to help him/her develop. If special medical health care supports are needed, please notify us prior to the first day of school so that we can make arrangements to coordinator with needed resources.

Early Childhood Special Education Referral

Each child who attends the ABC Program receives a developmental screening to assist in determining his/her strengths and areas of need. Additionally an ongoing assessment is conducted through the Work Sampling Online System. If your child fails the developmental screening, the ABC program is required to refer the child to the Northeast Arkansas Education Early Childhood Special Education Program. When that referral is made the Northeast Arkansas Education Early Childhood Special Education Program will then contact you to discuss the screening results and the possibility of further evaluations with parent permission. If you give permission, the evaluation will be completed and a conference held to discuss the results and possible need for intervention. If your child is eligible, an Individualized Education Plan will be developed with you as a parent, and the classroom teacher, all at no cost to you.

The service provider will come to assist your child. We will make space available and work with the provider to use the same activities in the classroom every day to reinforce what they do. It is important that we all communicate to make sure your child receives all assistance available.

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

Health and Safety

General Safety

Your child's safety is very important to us. Please remember these basic safety practices when dropping off and picking up your child:

- When entering the WES building, please use the cross walk while holding your child's hand.
- Use extreme caution and drive carefully in our parking lots and obey all signs. Refrain from using your cell phone.
- Do not leave any children unattended in your car.
- Do not leave an unattended vehicle with the engine running.
- Observe seat belt and car seat regulations.

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.

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 Aurea (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.

Parent Engagement Plan

As you know, parents are their child's first and most important teacher! Research has proven that children are more successful in their educational pursuit when parents are involved and engaged in their education. This is a unique opportunity for you to prepare your child for school and to begin the process of promoting a strong partnership between school and home.

Parents, as you actively engage in your child's education, you will be rewarded by:

- A sense of your child's own abilities.
- The satisfaction of seeing your child learn.
- Being directly involved with your child's educational foundation.
- Building a positive learning relationship with your child.

"Parent Involvement Is The Tie That Binds"

Parent Input

Surveys

A parent survey will be sent to you as a parent at the beginning and end of each school year to ask your assistance in providing input into our program design. We care what you think as a parent and would like your assistance in continuously improving our program. A copy of the survey is in the forms section of this handbook.

Meetings

We will have a parent meeting each quarter to: update you on our program, get input from you as a parent and provide a parent training topic for your interest.

Advisory Groups

A Parent Advisory Board will be selected at the beginning of each year during open hours. The Board will meet each semester and will work with the classroom staff to enhance each child's learning experiences and educational opportunities.

Program Participation

Home and School Events

Activities will be planned throughout the year to involve both parents and children. When these events occur, there will be an invitation sent home in your child's folder explaining the event and giving you the time and theme of the event.

Take Home Folders and "Fun Work"

We realize that with many families having both parents who work out of the home, it is difficult to participate in classroom activities. For this reason, we also have activities which are sent home periodically in your child's daily folder. Completing these activities with your child will give you a good idea of the progress your child is making and those areas in which additional attention is needed. You will also receive short progress notes to update you on your child's classroom participation.

Parent Teacher Conferences

There will be two parent-teacher conferences scheduled during the school year. If you are unable to attend at the scheduled time, or if you need to schedule a conference in the evening due to your work schedule we can make that arrangement for you. *Remember, you can schedule a conference at any time with your child's teacher to discuss progress or express concern.*

Calendar

You will find a program calendar in the forms section of this handbook. It will include all days open, staff development days, holidays, and other dates of interest. Please refer to it often to make sure your child is present during open days.

Parent Agreement

We feel very strongly that cooperation between you as parents and your child's classroom and program staff is essential to your child's successful experience in the ABC Program. You will find a Parent Agreement in the forms section of this handbook. Please sign and return the form as we must retain this agreement in your child's folder.

Pre-K Parent Survey

Parent Name _____ Date _____

Please provide input to improve our program by answering the questions below.		Yes	No
1	Was/Is your child new to the program this year?		
2	Have you met your child's teacher?		
3	Does/Did your teacher make time to talk with you about your child?		
4	Did/Do you get progress reports from your child's teacher?		
5	Do you need a different time set aside for conferences due to work schedule?		
6	Are you satisfied with the program/classroom your child is in?		
7	Do you spend time with your child each day talking about his/her school day?		
8	Would you volunteer to be on our Parent Advisory Committee?		
9	Have you visited the Parent Center and checked out materials?		
10	Do you have concerns about how your child is adjusting to his/her classroom?		
11	Did you find the handbook easy to read and understand?		
12	Did the handbook explain the program enough?		
13	Do you have concerns about your child's development?		
14	Do you need more information on transitioning to kindergarten next year?		

15 Please list topics you would like to see discussed at our parent meetings.

16 Please list any activities/areas in which you would like to volunteer.

17 Please list any ideas for improving our program.

18 Please list any concerns/issues you have with the program.

19 Please list any issues/ problems that you or your family need help with.

20 Please list any concerns that you have for your child and his/her development.

Contact Information & Forms

Included in this section are contact number information, permission slips, and other forms that our center requires to be completed and signed by you as the parent. Although we regret the need to ask you to complete paperwork, our program is required to maintain specific documents on file in your child's folder.

Program Address

Westside Pre-K Center

1834 Hwy 91 W

Jonesboro, AR 72404

Phone: 870-336-9259

Fax: 870-932-9832

Parent / Provider Contract

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

I, _____ agree to place my child _____
(Printed Parent's Name) (Printed Child's Name)
in the Westside ABC/ABCSS Pre-K Program.

Parent General Agreements

1. I agree to complete all forms required and given by Westside Pre-K. I understand that my child cannot remain in care without proper documentation on file.
2. I will also update personal information as it occurs.
3. I agree to participate with my child in the program.
4. I agree to work with my child at home to carry over classroom activities.
5. I agree to contact the ABC Program immediately if a problem/issue arises.
6. I agree to participate in parent meetings and conferences.
7. I agree to provide input / feedback to help improve the ABC Program.
8. I agree to support the activities and strategies implemented by my child's teacher.
9. I agree that childcare fees are due each Monday regardless of attendance.
I agree to pay my child's reduced or full breakfast and lunch fees. I understand these fees are separate from weekly tuition and are payable to the Westside Elementary School.
I agree to pay all cost associated with collection with collection of any unpaid debt to Provider.
10. I agree to provide 2 weeks' notice prior to any vacation time.
11. I agree to pay childcare fees in order to hold a child's position during any vacation time or extended leave due to illness, etc., up to 2 weeks per year. I will pay payment whether or not child attends.
12. I will read the contract/handbook. By signing it, I am accepting it in all its terms.

Center Based Program

I understand that the ABC Program is a 178 day program and attendance on a full time basis is mandatory.

I understand that the ABC day consists of 7 instructional hours and full day attendance is mandatory.

(Parent Signature)

(Date)

(Parent Signature)

(Date)

(Provider Signature)

(Date)

WESTSIDE PRE-K CENTER
1834 HWY 91 W
Jonesboro, AR 724404
870-336-9259

Per section 23.04.4 of the ABC Rules and Regulations, "No religious activity may occur during any ABC day and on ABC funds may be used to support religious services, instruction or programming at any time."

Per section 23.04.5 States in part, "To assure that no religious activity is paid for or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

a) ABC fund must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and

b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity."

Per ABC rules and Regulations, section 23.03.5, "Religious activities" means, without limitation, religious services, prayer, religious rituals, or religious instruction provided by or carried out by or under the authority of the ABC Program."

Your signature below indicates that you have received information on the separation of church and state information.

Child's Name: _____ Date: _____

Teacher's Name: _____

Parent's Signature: _____

Parent Advisory Council

Westside Pre-K Program organizes a Parent Advisory Council. Proposed activities for this council may be to help with organizing a volunteer schedule for community volunteers, setting up parent activities such as socials and class parties, parenting classes, group sharing of information or any other ideas that you feel would benefit your children and the Westside Pre-K program.

_____ I will serve on the parent advisory council.

_____ I will not serve on the parent advisory council.

_____ I can't serve on the parent advisory council at this time but call me to help with parties or other classroom activities.

Parent/Guardian Signature

Date

Kindergarten Readiness Indicator Checklist

1. Speaks in complete sentences.
2. Follows directions with at least two steps.
3. Understands words such as "top" and "bottom" and "big" and "little".
4. Makes simple predictions and comments about a story being read.
5. Matches two pictures that are alike.
6. Looks at groups of objects and says which are the same shape, color or size.
7. Tells things that together, for example a spoon and fork are for eating and a fish and a boat go in the water.
8. Repeats a pattern you start; for example, step, step, jump-step, step, jump.
9. Puts 3 pictures in order; for example 1. Planting flower seeds 2. Flowers growing. 3. Picking flowers.
10. Says or sings familiar songs and nursery rhymes.
11. Retells a simple story such as The Three Little Pigs after listening to it while looking at the pictures in the book.
12. Works puzzles.
13. Recognizes and names at least 5 colors.
14. Recognizes his or her own first name in print.
15. Recognizes letters in his or her own first name.
16. Begins to write some of the letters in his or her own first name.
17. Recognizes words or signs he or she sees often; for example, McDonald's, Wal-Mart, the name of the local grocery store where the family shops, or stop signs and exit signs.
18. Holds and looks at books correctly; for example holds the book right side up and turns the pages one at a time from front to back.
19. Recognizes rhyming words such as cat and hat.
20. Recognizes and names at least 10 letters of the alphabet.
21. Matches a letter with the beginning sound of a word; for example matches the letter "b" with a picture of a banana.
22. Expresses ideas through pictures he or she draws; for example a child draws a picture of 3 family members and says who each one is.
23. Counts at least 5 objects such as 3 bananas and 5 forks.
24. Sees the written numeral "3" and understands this means 3 objects such as 3 bears.
25. Adds and subtracts familiar objects such as cookies.

26. Puts written numerals in order from 1 to 5; 1,2,3,4,5.
27. Recognizes and names 3 shapes: circle, square and triangle.
28. Counts from 1 to 10 in correct order.
29. Uses the words "more" and "less" correctly.
30. Tells if he or she is a boy or girl.
31. Tells first and last name.
32. Tells first and last name of parent(s).
33. Tells how old he or she is.
34. Takes care of own needs such as toileting, washing hands and dressing.
35. Adjust to new situations without parents being there.
36. Uses pencils, crayons and markers for drawing and writing and cuts with scissors.
37. Draws a line, circle, X and +.
38. Runs, jumps, hops, throws, catches, and bounces a ball.

The Kindergarten Readiness Skills Calendar can be accessed at:

http://humanservices.arkansas.gov/dccece/classroom_docs/DHS_RICalendar.pdf

The Kindergarten Readiness Checklist can be accessed at:

<http://arbetterbeginnings.com/parents-families/resource-library/kindergarten-readiness-checklist>

PERMISSION TO DISPLAY PHOTO OF STUDENT

ON WEBSITE, 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 website, 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 website, 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 _____

Verification of Handbook Confirmation

Please initial each section, sign and date the bottom of this form.

_____ I have received the parent handbook and all policies and information inside have been explained by a staff person.

_____ **Permission to Apply Sunscreen**

I give written permission for the use of suntan lotions/sunscreen for my child as needed to prevent overexposure to the sun. Permission must be obtained yearly. This is in accordance with Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: Section 1100

_____ **Interviewing Children**

I have been informed in writing upon enrollment of my child that children may be subject to interviews by licensing staff, child maltreatment investigator and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)

_____ **Special Needs**

I have been informed in writing that all child care facilities are required by IDEA to refer a child with any suspected delays or disabilities to the appropriate agency (as determined by the child's age.) Children ages birth to 3 years old should be the Division of Disabilities Services at 870-933-8060 and ask for Donna Parsons. Children ages 3 years to 6 years should contact The Northeast Arkansas Education Cooperative Mandy Durham at 870-886-3212. Child care facilities do not need parents' permission to make a referral to the appropriate agency. This is in accordance with Minimum Licensing Requirements: DCCECE/Child Care Licensing.

_____ **Behavior Guidance Signature**

I have received the Behavior Guidance Techniques and discipline policies used at this facility.

_____ **Kindergarten Readiness Skills**

I have received the link to the Kindergarten Readiness Skills Calendar and Checklist for my child, (only for children ages 3 and 4 years old.) This is in accordance with Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit Section 201

_____ **Photograph/Video Permission**

I give permission for my child to be photographed or video recorded. This is in accordance with Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: Section 400

_____ **Photos/Video Recordings Permission on Social Media/Websites**

_____ I give permission for photographs or video recordings of my child to be placed on social media or any other websites. This is in accordance with Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: Section 400

_____ **Miscellaneous Forms**

I have received information on compliance with meal components, the separation of church and state information.

_____ I have read and understand the preschool handbook and forms.

Parent Signature _____ **Date:** _____