

# Carlisle Pre-Kindergarten Parent/Student Handbook 2020-2021



# Carlisle Pre-K Parent-Student Handbook

## 2020-2021

We are happy to have your child at Carlisle Pre-K. Just as you have been deeply involved in his/her early formative years, it is our hope that you will be deeply involved in his/her formal education.

Children need more than excellent teachers to make learning successful—they need the encouragement and support of involved parents. Please join us in a home-school partnership that will ensure and excellent education for your child.

Carlisle School District



Bison Today...Leaders Tomorrow

# **Carlisle Pre-Kindergarten Faculty and Staff**

## **SCHOOL ADMINISTRATION**

Brad Horn-----Superintendent

BJ Greene-----High School Principal

Jason Stewart-----Elementary Principal

Megan Aukes-----Assistant Principal

## **STAFF**

Lindsey Thaxton-----Director/Teacher

Nicole Crawford-----Paraprofessional

Tammy Perkins-----Teacher/Paraprofessional

Eunice Powell-Russell-----Paraprofessional

Jean Raborn-----Teacher/Paraprofessional

MaKayla Frasier-----Paraprofessional

## **Mission Statement**

Our mission is to provide excellent academic services by cooperating, collaborating and communicating with all who interact with us and at the same time approach our work with a sense of humility, humanity and dedication to the children and families within our community. Through age-appropriate activities the children are helped to develop in all dimensions of their beings: social/emotional, physical and cognitive: while encouraging independence. Our goal is to provide a safe and caring environment, in which each child can play, learn and grow. For young children, *play is their work*.

The Carlisle Pre-Kindergarten is an early childhood developmental program. Children four-year old on or before August 1, 2020 are eligible to attend. Children three year-old on or before August 1, 2020 are eligible to attend. Parents must submit a copy of the following for entrance requirement:

- 1. Proof of Age**
  - a. Birth Certificate**
  - b. Statement by the local registrar or country recorder certifying the child's date of birth**
  - c. An attested baptism certificate**
  - d. A passport**
  - e. An affidavit of the date and place of birth by the child's parent/guardian**
  - f. Previous school records**
  - g. Military records**

- 2. Social Security Card**
- 3. Immunization Record**
- 4. Current Physical**
- 5. Proof of Income**
  - a. 2019 Tax Returns (W-2 etc.)**
  - b. A copy of a month's worth of current pay stubs**
  - c. Notarized letter stating you are currently unemployed and receiving zero income.**

Arkansas Department of Education Rules Governing the Arkansas Better Chance (ABC) Program states in section 4.9, "Parents and guardians show to have submitted a falsified document shall be subject to repayment of funds to DCCECE and referral for prosecution."

The purpose of the program is "To have all children ready to learn by the time they enter school."

Each child will be screened using the Dial 4 Test. This gives the teachers a basic understanding of certain skills each child knows when entering the program.

Our program is center based. It provides art, listening, blocks, housekeeping, manipulative, music, woodworking, sand and water, library, math and science centers. Our curriculum is based on the Arkansas Frameworks and Core Knowledge. We use Stop & Think for behavior intervention and promoting appropriate social behavior.

## **NO COST TO PARENTS**

Parents of children who qualify for an ABCSS position are not required to pay for any services, materials, meals, field trips, etc.

## **DISTRICT PAYING PARENTS**

Children who are over income for our ABCSS program will be required to pay a monthly tuition of \$250.00. This full amount will be paid for the 10 months of August, September, October, November, December, January, February, March, April and May. Payment is due on the 15<sup>th</sup> of Every Month. If payment is late you will be granted a 5 day grace period. If this 5 day grace period is missed, then you will receive a letter of late notice and payment will be due IMMEDIATELY. If payment cannot be made your child will not be allowed to attend until payment is made in Full for all outstanding Balance Due. If your child's balance becomes delinquent, then when your balance is paid in full, your child will be allowed to return to Carlisle Pre-K.

## **ITEMS NEEDED FOR DAILY USE BY YOUR CHILD**

1. A Backpack
2. **Two extra changes of clothes in plastic bags**

\*\*Names must be put on the items above with a permanent marker. Names must also be on all jackets and sweaters. If your child wears a shirt that he/she may pull off, please put your child's name on that also.

Children **cannot** bring snacks, toys, purses, etc. from home.

## SCHEDULE

7:50-8:10	Breakfast/Clean-up/Wash Hands
8:10-8:30	Free choice table activities/Wash Hands
8:30-8:40	Circle Time
8:40-10:10	Self-Selected Centers
10:10-10:20	Clean-Up
10:20-10:30	Restrooms/Clean-Up/Wash Hands
10:30-11:00	Lunch
11:00-11:10	Restrooms/Wash Hands
11:10-12:15	Outdoor Play
12:15-12:25	Restrooms/Wash Hands
12:25-12:30	Read-Aloud
12:30-1:50	Self-Reflection
1:50-2:00	Wash Hands/Restrooms
2:00-2:10	Snack/Free Choice Table Activities
2:10-2:45	Self-Selected Centers
2:45-2:50	Clean-Up/Dismissal

## DROP OFF and PICK UP PROCEDURES

We will be working hard each day preparing your child for kindergarten. You, as a parent, can help us by instilling into your preschooler the importance of getting to school on time. Students should not arrive on campus before 7:50 a.m. The doors will be unlocked at 7:50 a.m. Your child needs to be here by 8:10 a.m. **You will have to park and bring your child into his/her classroom and sign him/her in.** School is dismissed at 2:50 p.m. **You must come to your child's class and sign him/her out.**

On the first day of school, if your child cries and doesn't want you to leave, we will take him/her from you and you **must** leave immediately. You may call back later to check on your child.

If it is an emergency, you may call 870-552-1189, ext. 189 and leave a message or call back later.

The Pre-K phone number is 870-552-1189, ext. 189. You may call us at this number during the day.

If you need to speak to your child's teacher, a good time to call is between 1:00 p.m. and 2:00 p.m. This is their planning time and it is easier for them to come to the phone at this time.

You may come for a visit anytime. We would love for you to show the class your special talents or share your hobbies with us. Please be aware if you come, the teachers will be teaching and the students will be learning. We ask that you try not to interrupt the learning.

## **ATTENDANCE POLICY**

Pre-school is not mandatory by state law. ABC helps provide free pre-school to children and therefore it is a privilege. Regular attendance is very important for every student.

Any student that obtains 10 unexcused absences without contact from a parent or guardian to the Carlisle Pre-K will be dropped from the program.

Students, who have excessive absences, 10 days per nine-weeks, will be evaluated for termination from the program. A child this is not attending on a consistent basis is taking a spot that another child who needs services could fill.

Regular attendance is extremely important to a student's success in school. It is the responsibility of the parent/guardian to see that their child attends on a regular basis.

## **TARDY POLICY**

All students need to be at Carlisle Pre-K by 8:10 a.m. Students will be counted tardy after 8:10 a.m. After 5 tardies a student will receive 1 unexcused absence. Each 3 tardies thereafter will count as one absence.

## **HEALTH SCREENING**

All students enrolled in and ABC Program is required to receive a Health Screening within 45 days of the first day of attendance. The health exam is to be performed by a licensed physician. Carlisle Pre-K will have a day set up at the local health clinic where you will receive “free” health exams. But if payment is required at the time of physical, a receipt with the clinic’s name, child’s name, date of visit, purpose of visit (physical), and amount paid must be obtained from the doctor’s office. That receipt must be returned to the Carlisle Pre-K with the completed health screening.

## PERSONAL DATA FORM

A personal data for is kept on every child enrolled in the Carlisle Pre-Kindergarten program. This for is extremely important. All phone numbers should be kept updated at all times. An emergency can happen at any time and we need to be able to contact parents as needed. Also, on this form you will list people that are allowed to pick your child up from the center. **If someone comes to get your child and their name is not on the form, we will not let your child go with them.** If a name needs to be added to the list, you will have to do that in person, we will not let anyone be added over the phone. This is a safety issue and one of our goals is protecting your child.

## NON-CUSTODIAL PARENTS

Section 400.0 of the Child Care Center requirement states, "Parents shall not be denied access to their child at anytime during hours of operation."

Divorced or separated parents who do not have custody of their child (or children) have a legal right to see and or pick up their child even if they are not the parent who has primary custody. The non-custodial parent maintains that basic right **unless** the custodial parent has provided the facility with a court order specifically limiting the non-custodial parent to supervise visits with the child or stating that the non-custodial parent shall have absolutely no contact with the child outside of the specified visitation schedule. A simple divorce custody order that sets out such terms as weekend visitation does not prevent the non-

custodial parent from seeing or picking up the child during the week at the child care center.

## **CUSTODY INFORMATION**

For the child's protection, a copy of court ordered custody agreement must be kept on file. It is important that the school be informed of any changes, which may occur in custody agreements.

## **PARTIES AND REFRESHMENTS**

On your child's birthday you may bring cupcakes, snacks or treats for the class. Do **not** bring presents or balloons. You will need to make arrangements with your child's teacher a day ahead if you plan on bringing things for the class.

We do not allow the florist to deliver to our building. Please remember this on Valentine's Day. Children think the teachers are the ones giving the gifts. They do not understand why they do not get one. We appreciate you helping us with this problem.

If you can help with parties or are interested in volunteering in the classroom, please sign up to help with your child's teacher. We always need help for special occasions even if you can only send something. We love to have parents share what they do for a living with the class. If you would be interested in talking to the class about your job let your child's teacher know.

## **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 placed in a bag with your child's name on it. We require that you provide extra clothing (socks, underwear, and outerwear) for your child. Please check periodically to see if your child's extra change of clothing needs replacing. 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 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.

## **INCLEMENT WEATHER POLICY**

Listen to the local radio and local news stations for decisions about school closings, delayed openings or early dismissals due to inclement weather. Please talk to your child in advance concerning plans in the event of inclement weather. Remember, small children become very concerned over unplanned events.

## **MEDICINE**

Medication can be given only if it is in the original bottle and has their name on the prescription. We do not give medications if it says three times a day. Medicines taken three times a day can be given after school. You will have to bring the medicine into the school nurse and she will distribute the medication to the prescribed person listed on the medicine.

## **ILLNESS**

If your child has been sick with fever, he/she cannot come back to school unless they have been **free of fever for 24 hours, without medication**.

Three and four-year-old children touch each other a lot. One of our goals is to maintain a healthy environment. To do this, we wash hands frequently and try to keep contagious germs away from them. We will appreciate your help in this area. We will alert you to any infections we find. If your child throws up during the night or in the morning, do NOT send him/her to school the next day. Your child will be sent home immediately if they vomit, have diarrhea, or fever. We will also contact you if your child has obvious pain or injury.

## **BITING POLICY**

We have a NO BITING policy here at Carlisle Preschool. If a child bites another student, then the parents of the victim will be notified immediately and the biter parents will be notified immediately and the student will have to be sent home for the day.

## **ACCIDENTS**

All serious accidents on school premises will be reported to the Director. First aid treatment will be given if deemed necessary. Parents will be notified. If necessary, the family doctor or ambulance will be called. The school assumes no financial obligations for treatment or ambulance charges. When students become ill at school, their parents will be notified and requested to come get the child. If parents cannot be reached, we will try to reach one of the contact numbers listed on the registration card.

## **HAND SANITIZER**

No hand sanitizers are allowed in Carlisle Preschool. Please do not send any hand sanitizer to school with your children and please check them each morning to see if they have stuck any in their pockets.

## **CHILD MALTREATMENT**

Any allegations of child maltreatment and suspected licensing violations will follow these procedures:

The Director will be notified, Principal and or Superintendent will be contacted, incident reports will be filled out, DHS will be called, parents will be contacted and The Child Maltreatment Hotline will be called if we are advised to do so.

## **RECORDS-LICENSING**

Licensing compliance forms are available for parents to review upon request. A file is kept in the Directors records as well as the office and it will contain records for the past three years.

## **HEAD LICE**

Parents are encouraged to maintain sanitary conditions at home and to inspect the heads of their children occasionally. Your child's teacher will make regular head checks. When it has been confirmed that a child has nits and or live head lice, parents will be called to pick up their child. We have a NO NIT policy. It will be mandatory for the child to be treated and proof of treatment (the box from the shampoo and a form letter signed) will be needed for re-entry into school. A second treatment must be done in 7 days and documentation provided again.

## **RINGWORM**

Ringworm is actually a fungal infection of the skin. This fungus causes slightly raised, reddish rings that start out as itchy, rough, red spots that gradually enlarge to become ring-like as the center clears. Sometimes there is only one "ring," but it can spread rapidly to other areas of the skin.

When only one or two lesions are present, they can usually be cured with an over-the-counter anti-fungal medication. The medication must be religiously applied twice daily for a full three weeks. A prescription oral medication is required to clear widespread infection.

Ringworm is highly contagious and is easily spread. Students with ringworm will be sent home.

## **PINK EYE/CONJUNCTIVITIS**

Pink eye or conjunctivitis refers to a redness or irritation of the eyelids and the membranes covering the whites of the eyes. Pink eye is common in childhood and can be classified as either infectious or noninfectious. Symptoms

include eye pain, swelling, redness and moderate to large amounts of eye discharge, usually yellow or greenish in color. The discharge commonly accumulates after the child sleeps. Bacterial pink eye responds to repeated warm wash cloths applied to the eyes and antibiotic eye drops or ointment prescribed by a doctor. Students with pink eye symptoms are not allowed to remain at school, but may return upon the doctor's recommendation.

## **BEHAVIOR POLICY**

The Carlisle ABC Pre-K Program of the Carlisle School District uses the following methods of discipline.

- Discipline will consist of positive measures such as substitution and consistency of expectations. The children will help form the class rules and will be reminded of these expectations.
- The method of discipline shall not be humiliating, frightening or physically harmful to the children. Discipline and guidance will be used to redirect a child into acceptable behavior by offering appropriate choices.
- **Corporal punishment will NOT be used.**

The following procedure will be used:

1<sup>st</sup>- warning

2<sup>nd</sup>- time out

3<sup>rd</sup>- call parent

4<sup>th</sup>- If your child poses imminent danger to students or teachers in any way or will not obey the rules of our program, he/she will be sent home for a few days. If the behavior continues, our program will contact the DCCECE office for approval to suspend or expel the behavior problem child. ABC Rule 14.01 states "No child in ABC shall be dismissed, suspended or expelled from the program for behavior without approval from DCCECE."

## **TRANSPORTATION POLICY**

Carlisle School District does NOT allow Pre-K aged students to ride the bus to and from School. Parents have to bring students to and from school each day. Parents must send a note to the teacher for students to go home with someone different from their parent. A parent may call the Carlisle Pre-K and notify us of a change.

## **INFORMATION SENT HOME TO PARENTS**

To keep parents informed of school activities and upcoming events, letters or memos are sent home by the student. Please check your child's backpack daily for information regarding assemblies, programs, picture days, parties and dismissals, etc.

Three and four-year-old children often take things home from the room. Most of them do not realize they are stealing because we talk about everything belonging to the whole class. If your child should take something from the school, please explain to them that it is wrong. They should then bring back the object and give it to the teacher. This is usually all this is necessary for them to understand the concept of stealing. The pre-kindergarten year is truly a learning experience in social behavior. Be patient with your child. We understand the characteristics of young children and our goal is to help them adjust to a school environment. We use a program called *Stop and Think*. We will explain the program at one of our meetings during the year. We will have at least three Parent Meetings throughout the school year. These meetings are very important in explaining what your child is doing at school. They are simple but very important to our program.

## **MEALS**

All ABC students are provided with breakfast, lunch and a snack every day free of charge. **All students are required to apply for free/reduced lunch.** Snacks are provided to all students.

If you choose to send your child's breakfast and/or lunch to school it will have to contain the nutrition components set by the U.S. Department of Agriculture Child Care Meal Pattern.

DHS requires that each child be provided with balanced meals and snacks. Therefore, if your child brings his/her lunch to school and it does not contain the components stated by the USDA, we are required to give the student the elements that are missing. To help aid this issue, any child that brings their breakfast or lunch from home, we automatically give them a school lunch so they will always have all components.

## **NO SMOKING**

Our facility is a Smoke Free Environment. As Arkansas Act 1222 of 1999 states: "Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school busses, is prohibited."

## **RELIGIOUS STATEMENT**

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

## Academic Calendar 2020-2021

August 11	Open House
August 13	First Day of School, 2020-2021 School Year
September 7	<b>NO SCHOOL (Labor Day Holiday)</b>
September 23	Early Dismissal (Teacher Work day)
October 6	Parent-Teacher Conferences for High School
October 12	<b>NO SCHOOL (Columbus Day Holiday)</b>
October 20	Parent-Teacher Conferences for Elementary & Pre-K
October 13	End of 1 <sup>st</sup> Quarter (42 Days)
November 11	Early Dismissal (Teacher Work Day)
November 23-27	<b>NO SCHOOL (Thanksgiving Break)</b>
November 30	School Resumes
December 22	End of 2 <sup>nd</sup> Quarter (85 Days)
December 18	Last Day of School Before Christmas Break
December 21-January 4	<b>NO SCHOOL (Christmas Break)</b>
January 5	School Resumes
January 18	<b>NO SCHOOL (Mt. Luther King Holiday) (Snow Day if needed)</b>
January 19	School Resumes
February 10	Early Dismissal (Teacher Work Day)
February 15	<b>NO SCHOOL (President's Day) (Snow Day if Needed)</b>
March 12	End of 3 <sup>rd</sup> Quarter (46 days)
March 16	Parent/Teacher Conferences for Elementary & Pre-K
March 18	Parent/Teacher Conferences for High School
March 19-26	<b>NO SCHOOL (Spring Break)</b>
March 29	School Resumes
April 2	<b>NO SCHOOL (School Holiday) (Good Friday)</b>
April 5	School Resumes
April 9	<b>NO SCHOOL (School Holiday) (HS Prom)</b>
May 12	Early Dismissal (Teacher Work Day)
May 16	CHS Graduation
May 27	<b>LAST DAY OF SCHOOL!!/End of 4<sup>th</sup> Quarter (93 days)</b>

I have been given a **Student Handbook** and it has been explained to me. I was also given the opportunity to ask questions concerning the handbook. I understand that these are the policies and regulations of Carlisle Pre-K.

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Signature

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Date

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Child's Name

Stated in the DHS Handbook, "Children shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. Suntan lotions and or sunscreens used for infants/toddlers and preschool children shall be kept out of the children's reach and shall be administered only with written parental permission."

You will need to bring the sunscreen for your child to use.

\_\_\_\_ Yes, Carlisle Pre-K has my permission to apply sunscreen that I supply for my child.

\_\_\_\_ No, I do not want sunscreen applied to my child.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

Time I would like to have the sunscreen applied to my child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Be sure to write your child's name on his/her sunscreen.

# **CHILD MALTREATMENT**

Any allegations of child maltreatment and suspected licensing violations will follow these procedures:

The Director will be notified, Principal and or Superintendent will be contacted, incident reports will be filled out, DHS will be called, parents will be contacted and The Child Maltreatment Hotline will be called if we are advised to do so.

I understand that these are the procedures that will be followed by the Carlisle Pre-K in regard to allegations of child maltreatment and suspected licensing violations.

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Parent Signature

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Date

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Child's Name

## Carlisle Pre-K Field Trip Permission

My child \_\_\_\_\_ has permission to go on ALL approved Carlisle Pre-K Field Trips during the 2020-2021 school year as well as ride the Carlisle Public Schools School Bus to and from each approved pre-k field trip.

My child also has permission to take walks around the close vicinity of the Carlisle Elementary School and Carlisle Pre-K to collect items for science exploration and as an extension of the classroom.

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Parent Signature

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Parent Print Name