

# Cardinal Preschool



## Family Handbook 2019

Clinton School District  
502 S 5<sup>th</sup> Street  
Clinton, MO 64735  
660/885-5845



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Dear Families,

Welcome to the Clinton School District, Early Childhood Center. Thank you for choosing our high-quality program for your child. Our program has met over 100 quality indicators established by the state of Missouri as criteria for becoming a state accredited program. We understand the tremendous trust you are placing in us by allowing us to educate your child. Our well-trained staff is committed to ensuring your child receives the best early learning experiences in the safest, most caring environment possible.

At Clinton Early Childhood Center, we believe ...

- ◆ Every child deserves a safe, healthy, and secure environment.
- ◆ All children can be successful learners.
- ◆ We have an obligation to treat the children, the families and the community we serve with honesty and respect.
- ◆ Learning should be relevant, meaningful, and developmentally appropriate.
- ◆ Parents are a child's first and most important teacher.
- ◆ Cooperation, collaboration, and teamwork are essential to meeting our goals.

### **Program Goals & Objectives**

1. Provide preschool students with high-quality, developmentally appropriate learning experiences designed to enhance kindergarten readiness.
2. Support parents in their role as a child's first and most important teacher by providing access to educational resources and information.
3. Provide highly qualified teachers trained in child development and a research-based curriculum.
4. Ensure continuity and smooth transitions from home to early education and primary school.

We do not provide baby-sitting services. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the Missouri Early Learning Goals into the state-approved Project Construct curriculum model. Through the active learning process, children will construct their own knowledge; learn how to make decisions and plans; seek and organize information. The role of the teacher is to guide students in their construction of knowledge – challenging them to make predictions, try new approaches, and solve their own problems.

The guidelines on the following pages will help us provide the best possible education to your child. We are a State licensed and accredited facility; and as such must meet over 100 quality indicators. Our program utilizes some Federal and State funds in addition to local funds and tuition. As a result, we have many rules and regulations to follow and implement. Most of the guidelines are requirements; and therefore, not waivable. Parents may request a copy of the Accreditation Standards and/or Licensing Regulations and reports from the program director. Your attention and compliance with the following guidelines is essential.

We look forward to forging an educational partnership with you that will meet the learning needs of your child. We welcome your input and suggestions. And again, we appreciate the trust you have bestowed upon us by choosing us to educate your child. We are a quality program committed to excellence in our efforts to serve the preschool students of our community.

Sincerely,

The Staff of Clinton Early Childhood Center

## **CURRICULUM**

The preschool curriculum represents a shared set of expectations for preschool children, expectations developed by drawing upon current research about how young children learn. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the Missouri Early Learning Goals into the state-approved Project Construct curriculum framework. In addition, district kindergarten readiness benchmarks are also used to guide instruction.

The Missouri Early Learning Goals address: Math, Science, Literacy, Social/Emotional, and Physical Development, Health & Safety.

Project Construct is a process-oriented curriculum and assessment framework for children ages 3-7. Project Construct is based on constructivist theory, which means children construct their knowledge and values by interacting with their environment. Through this active learning process, children will construct their own knowledge; learn how to make decisions and plans; seek and organize information.

There are four Guiding Principles:

1. Children have an intrinsic desire to learn.
2. Children learn by doing.
3. Mistakes are O.K.
4. The domains (socialmoral, cognitive, representational and physical development) are interactive and interrelated.

Project Construct emphasizes learning the process as more important than the product. This allows children to develop thinking and problem solving skills that can be used throughout their lives.

## **ORIENTATION**

Prior to enrolling your child in our program, we encourage all families to observe in one of our classrooms, and visit with teachers and other families. Once you have decided that our program will meet the needs of your child, we will begin the formal enrollment process. For your child, this includes: a developmental screening and medical exam. For you this includes: completing the required paperwork and making a commitment to work with the educational staff to ensure your child attains his/her educational goals. After your child has been screened, his/her new classroom teacher will call you to schedule a classroom visit during which your child can explore the classroom and become familiar with the new environment. During this time, you and the classroom teacher will develop instructional goals for your child. In order to give your family additional opportunities to become familiar with our learning community, Clinton Early Childhood Center and Parents as Teachers hosts a Back-to-School event in September.

**Enrollment Requirements: In order for your child to attend class, we must have the following documents:**

- ◆ Copy of birth certificate
- ◆ A complete and accurate enrollment form
- ◆ A completed Medical Examination form and Lead Test form
- ◆ Copy of up-to-date immunization records
- ◆ Custody Agreement: If you are a single parent with physical custody of your child, know that we have to release the child to his/her other parent unless we have a court order to the contrary.

**Please be sure that all of the above information is 100% accurate and notify us immediately of any changes.**

**PARENTS AS TEACHERS**

At Clinton Early Childhood Center, we believe that parents are a child's first and most important teacher. We support parents in this role by providing them access to educational resources. One way in which we do this is by providing personal visits with a Parents as Teachers Educator. These can occur at your home or the Parents as Teachers office, whichever is most convenient for your family. The Parents as Teachers Educator will be collaborating with the classroom teacher regarding your child's strengths and goals. Personal visit activities will be designed to reinforce the educational goals established for your child. Early Childhood Center Family Nights are designed to be educational and fun for parents and children. Developmentally appropriate activities will be available for your preschool and younger aged children as well as information for parents.

**SAMPLE CLASS SCHEDULE**

8:20-8:30	Arrival
8:30-8:50	Circle Time
8:50-9:05	Group Time
9:05-10:05	Planned Work Time/Learning Centers
10:05-10:10	Clean Up/ Hand washing
10:10-10:20	Snacks
10:20-10:40	Literacy Time
10:40-11:10	Outdoor Play
11:10-11:15	Wash hands/Return to Circle
11:15-11:25	Music & movement
11:25-11:40	Closure

## ARRIVAL AND DEPARTURE

The morning classes will be in session from 8:20-11:40 and the afternoon classes are in session from 12:20-3:40. The full day class will be in session from 8:20-3:40. All sessions run Monday through Friday with the exception of district early dismissal days.

Please help us protect instructional time by bringing and picking up your child on time every day. Instructional time should not be interrupted unless prior arrangements have been made with the teacher. For safety reasons, we ask that you always **accompany your child to the building** and make sure you have initialed the Sign-in Form. *PLEASE do not bring your child to school more than 5 minutes early!* Teachers are not available to supervise your child before or after school. Likewise, please be prompt in picking up your child. If you are going to be late, please call. A child left waiting may feel insecure and worry. Continuous late pick-ups may make it necessary schedule a different session, or result in a suspension of services.

## TRANSPORTATION

Your child's teacher will use your emergency contacts listed in the enrollment form indicating who has permission to transport your child; including who has primary responsibility for transportation. *Changes in this routine will not be allowed, and your child **will not** be released to any other individual unless we have prior notification from you.* The Clinton Early Childhood Center does not provide transportation.

## SCHOOL CALENDAR

The preschool will follow the Clinton School District calendar with the exception of early release dates. Dates will be posted on the district web site, the snack calendar, and throughout the center.

## SCHOOL CLOSING

The preschool will not operate when the Clinton Schools are closed because of inclement weather. Information on school closings is broadcast on the local radio stations, KDKD 95.3 and KLRQ 96.1 and on Kansas City TV station, Channel 4. If you are in doubt, please call before bringing your child. Text alerts are available to you through the district web page.

## ATTENDANCE POLICY

Children are expected to attend school each day in order to meet the requirements of our grants and help ensure students are ready for kindergarten. In order to be considered for promotion to the next grade level, a student must be present a minimum of 95 percent of

the scheduled attendance days per semester. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process, and the benefits of classroom instruction, once lost, cannot be entirely regained. Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Clinton School District #124.

1. Under normal circumstances, absences shall not exceed five (5) days per semester.
2. If a student is absent, the parent or guardian must call the classroom teacher within 24 hours of the absence.
3. Absences will be excused in the following instances:
  - a) the student is ill (must be verified by a doctor's note, or parent/guardian phone call on the day of the absence); b) the student becomes ill at school and is sent home by a staff member; c) doctor's appointment accompanied by a doctor's note upon returning to school. Failure to verify the absence within 24 hours will equal an unexcused absence.
4. An appeal can be made regarding any unexcused absences. In the event of five (5) or more unexcused absences or excessive excused absences, a conference will be arranged to discuss how to improve the student's attendance. A form letter indicating the dates of a student's absences will be mailed to the home after the third and fifth absence.
5. A child who misses 5 consecutive sessions without notifying the teacher; **or exceeds 5 absences for the semester, will be dropped from the program.** An appeal can be made through the program director.

Holding parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees. The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such actions will be taken unless other strategies and interventions have been implemented and proven effective.

## **MEDICAL INFORMATION**

*Illness:* It is not fair to others, nor is it effective for a child to be at school when ill. Please keep ill children at home. If a child becomes ill at school, you will be contacted and requested to pick the child up immediately. Students with a skin rash, diarrhea, vomiting, pink eye, chicken pox, other contagious infections, and/or temperatures in excess of 99.9 degrees may not attend school. Students need to be 24-hour symptom free of skin rashes, diarrhea, vomiting, pink eye, chicken pox, or other contagious infections prior to returning to school. Students need to be 24-hour fever free without fever reliever/reducers before returning to school. A doctor's note may be requested at any time in order for your child to attend school.

*Immunizations:* We must have proof that your child's immunizations are current or we must have a physician's exemption card before he/she can attend the program.

Number of Doses	Immunizations Required
4	DTP, Diphtheria, tetanus, pertussis
3	OPV, Polio
1	MMR, Measles, mumps, rubella
1	HIB, Haemophilus influenzae b
3	HB Hepatitis B
1	Varicella (chickenpox)

***According to Senate Bill 341 you may request information regarding students that are immunization exempt. Please contact Jill Ragan with questions or concerns.***

*Medications:* If your child has a medical condition that requires medications to be administered during school attendance hours, please notify the director. All medications must be given directly to the school nurse and have matching paperwork on file.

*Head Lice:* It is the policy of the Clinton School District to have periodic head lice checks for all students. Children will be sent home immediately if live lice are found. Parents are expected to provide transportation home when this happens. Children must be re-examined by school health personnel prior to re-admittance to school programs. No lice may be present when they return.

*Accidents:* Your child's physical safety is a primary concern at all times. Even with the best precautions in place, accidents do happen. If your child is hurt while at school, staff will:

- Attend to the needs of your child by applying first aid and/or contacting the school nurse and/or 911 if needed.
- Contact the parent/guardian.
- An accident report form will be completed by the staff. The form will describe the incident, the actions taken, concerns discussed with parents and signed by staff and parents.

**Appropriate staff is certified in First Aid and CPR.**

## **TOILET LEARNING**

Students must be completely toilet learned in order to participate in the program. No diapering will be done by the staff. If a child has an accident, the parent will be contacted and asked to pick the child up.

## **CLOTHING**

Children should dress in clean, comfortable clothes suitable for the weather. We will engage in a number of messy activities. Despite smocks, clothes may get dirty. An extra set of clothing (including socks and underwear) should be brought to school in case of accidents. All belongings should be labeled with the child's name.

## **FOOD**

Nutritious snacks and milk will be served to students each day. A menu will be sent home. Parents are required to complete the Free Lunch Application. This allows us to be reimbursed by the State for those that qualify for free milk/lunch. Snacks may not be brought from home unless it is medically necessary as ordered by a doctor.

If a parent would like to bring classroom treats, please check with the teacher first. *Treats must come in the store package and cannot be homemade.*

## **EDUCATIONAL FIELD TRIPS**

We will take educational field trips throughout the year in order to enhance learning experiences and bring the real world into the classroom. Parents will be notified of all impending trips ahead of time. Parents must give written permission for their child to go on the field trip.

## **FEE SCHEDULE**

Children who have qualified for the program because of Household Income or Head Start eligibility may attend at no cost. Children who do not qualify based on household income may attend at a cost of \$35.00 per week for half day sessions and \$75.00+ LUNCH per week for full day sessions. Before their child attends for the first time, parents must agree in writing about payment arrangements. Payment must be made in the form of cash, a check or money order payable to the Clinton School District. Payments are due on Monday of each week, or as agreed to through arrangements with the director.

## **SAFETY**

The children will participate in fire, tornado and earthquake drills.

Students will be supervised at all times with child/staff ratio of 1:10. Our facility and playground area have met state licensing and health requirements. All staff and regular volunteers must pass a criminal background screening. Visitors are welcome to observe in the classroom. However, in order to ensure children's safety and protect instructional time all observation visits must be scheduled 24 hours in advance.

*We are mandatory reporters of suspected child abuse and neglect. Staff will follow the policies and procedures regarding this matter as outlined in School Board Policy JHG. A copy of this policy is available on the school district web site. Child Abuse Hotline: 800-366-8888.*

## **DISCIPLINE**

In the strictest sense, discipline means “to teach.” We see conflict as a learning opportunity instead of a disruption. Our goal is to encourage children to become self-disciplined, independent, responsible, and socially mature human beings. This involves learning to make responsible choices as well as accepting the consequences of such choices. We will teach, model, and implement the **7 Basic Skills of Conscious Discipline:**

1. **Composure** – Children will learn strategies for maintaining and regaining their composure through Active Calming techniques (STAR, Drain, Balloon, Pretzel, etc.).
2. **Assertiveness** – Children will learn how to tell others how to treat them.
3. **Consequences** - Children will learn to think about consequences before taking action, learn to be responsible for their choices, and learn to reflect on the result of their choices and how it makes them feel.
4. **Encouragement** – We will build a school family in which all members are deemed important. We will acknowledge each child’s unique contributions through descriptive appreciation instead of generalized praise.
5. **Empathy** - Children will learn to consider other viewpoints and feelings.
6. **Positive Intent** - We tell the child what we want him to do rather than using "no" or “don't”. Children will learn conflict resolution strategies.
7. **Choices** -We always remind children that they have choices and natural or logical consequences resulting from each choice. We encourage children to actively make their own choices then allow them to experience the positive and negative consequences that may result from the choice.

## **Positive Behavior Intervention (PBIS)**

The focus of Positive Behavioral Support is to provide a clear and consistent system of expected behaviors for the entire school. We cannot assume that everyone’s expectations are the same.

### **Behavior Expectations:**

Be Responsible

Be Respectful  
Be Safe

### **Teaching the Expectations:**

Throughout the school year, students are taught what it looks like to be responsible, respectful, and safe in every setting in the school. The lessons taught are reinforced throughout the year as needed.

Students will not be allowed to intimidate/harm themselves or others. Student will not be allowed to willfully leave the classroom or destroy property. In order to maximize the learning opportunities for all students, a child that cannot control his/her behavior may be dismissed from the program. This would only happen after teacher and parent intervention strategies had proven unsuccessful.

### **DISCHARGE/TERMINATION**

Termination of enrollment may take place if:

- ◆ The child is not toilet trained.
- ◆ The child does not attend class for 5 consecutive days or is absent for more than 5 days per semester.
- ◆ Discipline issues cannot be resolved.
- ◆ Tuition or other fees are not paid.
- ◆ Parents do not adhere to program guidelines.
- ◆ Consistently being tardy to class(3=1 absence)

### **USE OF STUDENTS IN PROMOTION PROJECTS**

The Clinton School District shares information in many ways with the public about the district's programs and accomplishments. These can include news releases, photographs, school publications, the district's web site, radio programs, videos, slide shows and multimedia presentations, among others. Your child may be photographed, interviewed or videotaped for use in news stories or promotional materials about or for the Clinton School District. The Clinton School District or its official representatives will only use the materials for non-profit, non-commercial purposes. If you do not want your child included in news stories or promotional materials, please fill out the photo release.

### **HOME SCHOOL COMMUNICATION**

In order to keep you informed, your child will be provided with a blue Parent/School communication folder. Please check it daily for important information (weekly lesson plans, notes from the teacher, etc.). Please read them carefully, as they will frequently contain items you can do with your child at home. A monthly newsletter from the Early Childhood Center will be mailed home. Dates for program activities and parent education opportunities will be included.

Teachers will plan to meet with parents during individual conferences throughout the year. Additional meetings may be scheduled as determined necessary by the teacher or

parent. Your news is important too! Communication needs to be two-way. Please send notes to your child's teacher about any special circumstances that are important for us at school to know about.

Each classroom has a telephone. The teachers will frequently use the phone to communicate important information to specific parents. Parents may feel free to call the classroom before 8:20, between 11:40 and 12:20, and after 3:40. In order to protect instructional time, please limit other phone calls to emergency situations. We also encourage parent/teacher communication via e-mail.

## **VOLUNTEER POLICY**

**We'd love to have you!** We ask that you schedule volunteer times at least one day in advance with your child's teacher. Regular classroom volunteers must meet briefly with an administrator to discuss confidentiality and guidelines before working in the classrooms for the first time. We do require a background screening.

## **PARENT ADVISORY COMMITTEE**

The Parent Advisory Committee will play a vital role in planning and evaluation of the program. Members of the committee will be selected from each session.

The responsibilities of the committee include:

1. Providing suggestions for disseminating information about the early childhood programs.
2. Identifying topics of interest for parent meetings.
3. Assisting with the implementation of the licensing and accreditation regulations.
4. Developing ideas to help children transition from preschool to kindergarten.
5. Refining parent satisfaction surveys.
6. Reviewing program objectives and developing new objectives as the previous ones are met.
7. Suggesting program improvements.
8. Locating other sources of revenue to maintain the current programs when grant funding is no longer available.

If you are interested in serving on the Parent Advisory Committee, please tell your child's teacher as soon as possible.

## **NONDISCRIMINATION POLICY**

**Clinton School District** does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its

programs, services and activities, or in employment. For further information about this policy, contact: **Section 504 Coordinator, 660-885-2237.**

**Clinton School District #124  
Preschool**

**Parent-School Learning Compact**

**Teacher:**

We understand the importance of the school experience to every student and our role as teachers. We agree to carry out the following responsibilities:

- \_\_\_\_\_ 1. Be aware of the needs of your child.
- \_\_\_\_\_ 2. Provide on-going communication to you regarding your child's progress.
- \_\_\_\_\_ 3. Hold regularly scheduled parent meetings.
- \_\_\_\_\_ 4. Provide a safe, positive and healthy learning environment for your child.
- \_\_\_\_\_ 5. Respect the differences of children and their families.
- \_\_\_\_\_ 6. Provide developmentally appropriate learning experiences.
- \_\_\_\_\_ 7. Participate in professional training opportunities to better meet the needs of your child.

**Parent/Caring Adult:**

To assist in the learning and success of my son/daughter in preschool, I will:

- \_\_\_\_\_ 1. Communicate special needs/concerns about my child to the teacher.
- \_\_\_\_\_ 2. Attend at least 2 family nights per year and 2 parent/teacher conferences.
- \_\_\_\_\_ 3. Read my child's lesson weekly lesson plan and have daily discussions.

- \_\_\_\_\_ 4. Read with my child at least 15 minutes per day.
- \_\_\_\_\_ 5. Make sure my child gets an adequate night's sleep.
- \_\_\_\_\_ 6. Make sure my child arrives at school on time each day.
- \_\_\_\_\_ 7. Make sure my child receives a nutritious meal before arriving at school.
- \_\_\_\_\_ 8. Ensure my child is attends school 95% of the time (absences do not exceed 5 days per semester).

\_\_\_\_\_  
 Parent Signature and Date

\_\_\_\_\_  
 Teacher Signature and Date

VERIFICATION OF RECEIPT AND COMPLIANCE

\_\_\_\_\_ is the Parent/Guardian of  
 (Parent/Guardian Name)

\_\_\_\_\_. I hereby certify that I have  
 (Child's Name)

received a copy of the CECC Handbook and that I understand the information contained herein. The handbook guidelines will be followed to the best of our ability so as not to result in dismissal. I have also been made aware of the District Handbook and School Board Policies that are available on the District website.

\_\_\_\_\_  
 (Signature of Parent/Guardian)

\_\_\_\_\_  
 Date

