

# LONEDELL R-14 SCHOOL DISTRICT



## PRESCHOOL HANDBOOK

#r14family

Success; Nothing Less!!

Dear Parents,

Welcome to the Lonedell Preschool program. We are very excited about working with you and your child this year! We have a fun and educational program planned for your child so that he or she will learn the readiness skills needed to enter kindergarten and have a successful and rewarding school experience.

This handbook is designed to provide you with information that pertains to the Lonedell Preschool program. The handbook is yours to keep, and you will want to refer to it as the year goes along. It is very important for you to read the handbook, and if you have any questions about the information or procedures that we have outlined, please contact us. We ask that you sign the attached paper and return it to your child's teacher. Your signature indicates that you have received and read the handbook.

We look forward to this year and we will strive to provide a wonderful educational experience at the Lonedell Preschool program.

Sincerely,

Dr. Monica Hiatt  
Superintendent

Shannon Banderman  
Principal

Courtney Thurman  
Assistant Principal

Jackie Short  
Preschool Teacher

Teal Griggs  
Preschool Paraprofessional

## **District Belief**

It is the belief of the Board of Education, the administration, and the faculty and staff of the Lonedell R-14 School District that (1) all children will learn; (2) every child has the right to a quality education; and (3) every child has a responsibility to actively participate in their education.

*It is the mission of the Lonedell R-14 School District, in partnership with the community, to teach all children, providing them with an excellent education, making them productive members of society.*

## **Program Goals**

The goals of the Lonedell Preschool are to:

Prepare children for Kindergarten.

Teach and provide for students' needs in the areas of cognitive, social/emotional, fine/gross motor skills, and language development.

Meet the needs of children and their families through collaboration and active participation.

Assist children and their families in transitioning from early childhood to school-age services.

## ***What Lonedell Preschool will offer your child...***

Lonedell Preschool is a state licensed facility that utilizes Project Construct Curriculum, an approved, research-based curriculum along with local curriculum that aligns with the Missouri Early Childhood Standards. The curriculum will:

Maintain a child's sense of wonder and curiosity.

Allow learning to be a source of pleasure.

Challenge your child.

Develop your child's concept formation.

Enhance all areas of development.

Provide learning experiences in a natural context.

Foster creativity.

Encourage child-initiated, child-oriented choices.

## **School Hours**

The preschool hours are 7:25 a.m. – 3:05 p.m. Monday through Friday. It is very important that your child be on time and attend class daily. If you bring your child late or pick up your child early, it takes precious learning time away from your child and the other children as well. Please note that the Lonedell Preschool program follows the Lonedell R-14 School District calendar, including early release days.

## **Drop Off and Pick Up Procedures**

Bus transportation will be provided by the district for students who are 4 years old and older. Drop off and pick up for preschool students, 3 years old and/or car riders, will be inside of the preschool classroom. You will enter through the preschool playground door. Anyone arriving after 8:00 a.m. will need to be buzzed in and check in at the front office before coming to the preschool classroom.

Preschool students may be dropped off between 7:25-7:40 a.m. We require parents to walk their child into the preschool classroom. This will allow us the opportunity to visit with you. DO NOT just pull up, drop your child off, and leave. We must make sure that a parent or preschool staff member is with your child at all times!

Preschool students need to be picked up by 3:00 p.m. Please be on time as the preschool staff has other duties outside of the classroom that we must report to when the preschool day is over. Child pick up will be through the preschool playground door.

Children will not be released to anyone other than their parent(s), caregiver, or persons listed on the pick-up list. If it is necessary for someone else not listed on the pick-up list to pick up your child please let us know by calling or sending a note. We will check the driver's license to verify identity. It is important that this procedure is followed to ensure the safety of your child.

## **Tuition**

Tuition is due in advance of services. Payments should be made on the preceding Friday, or on Monday morning when your child arrives.

If school is cancelled because of inclement weather, tuition will still be charged. Should your child be absent for any reason, payment will not be credited for the missed day/s. Long-term illnesses will be handled on an individual case basis. The tuition for early release days will be the same as a full day.

If tuition is not paid in advance, you will be notified of your delinquent balance and collection procedures will begin. After two weeks of delinquent payment for services, Lonedell R-14 administrators will contact you and take into advisement your situation. Perhaps your financial situation has changed. You may complete a food service form to

qualify for a reduced rate based on your annual income. Dismissal from services will be decided on a case-by-case basis but will be considered after two weeks of failure to comply with payment procedures.

### **Attendance Policy**

Children must reside in the Lonedell R-14 School District or be a child of a Lonedell R-14 employee in order to attend the preschool. Regular attendance is necessary and expected for your child to benefit from the program. Your child may not have more than three unexcused absences. An excused absence requires a written note from the child's doctor. If your child misses more than three days without a written note from the child's doctor your child will be discharged from the Preschool program.

### **Sick Child Policy**

If your child is experiencing any of the following symptoms, please keep him or her at home: fever above 99 degrees, vomiting, diarrhea, Chicken Pox, Ring Worm, Pink Eye, Strep throat, and runny nose with yellow or green discharge, head lice, or Scabies. It is very important that we can reach you, a family member, or a friend who can pick up your child from school if he or she becomes ill or injured during school hours. Your child may return to school when he or she has been symptom-free for at least 24 hours and checked by the school nurse. Please call the school at 636-629-0401 to let the preschool know if your child is going to be absent that day.

Children will be checked frequently for head lice. We do follow a live-lice/live nit policy. If live lice or nits are present, your child will be sent home from school. Before your child can return to the preschool classroom, you must take your child to the school nurse's office for a recheck.

### **Change of Information**

Please notify your child's teacher of any changes in your address, home phone number, cell phone numbers, or emergency numbers. We should have a current name of a person and their phone number who will be responsible for your child in case we cannot get a hold of you.

If your child will be moving out of the district, you need to let your child's teacher know as soon as possible.

### **Communication/Progress Cards**

One of the best things about our preschool program is that we have the opportunity to see parents and/or caregivers on a daily basis. This gives us a wonderful opportunity to visit with you about how your child is doing in school. We welcome and expect parents to walk their child to our classroom so that we may see you in person and visit.

Progress reports will be sent home four times over the school year and we will have two formal parent/teacher conferences throughout the school year. We welcome you to set up additional conference times if you have a concern or question about your child or the Preschool program.

It is encouraged that you request your telephone numbers to be added to the School Reach informational telephone calls. This can be done by contacting the elementary office. These phone blasts are provided weekly and keep you current on school activities.

## **Curriculum**

We use a blended curriculum containing Project Construct along with local curriculum. Project Construct classrooms utilize learning centers that are designed with a specific purpose that seek to challenge a child's thinking and problem solving ability.

Your child will be exploring many learning centers that are set up around the classroom including: art center, listening/reading center, math center, science center, puzzle center, block center, writing center, and dramatic play center. As the children work at the different centers, they are able to explore and learn individually or in small groups. Children are provided with a wide variety of materials, and they are encouraged to openly explore the materials to see what they can create and learn.

## **Discipline**

Positive reinforcement and natural consequences are the forms of discipline used at the Lonedell Preschool. Children will be rewarded throughout the day as the teacher sees them following directions. Positive reinforcements include verbal praise, stickers, hugs, awards, etc. If inappropriate behavior occurs, the child will receive a warning. If the inappropriate behavior continues, the child will be given a time out.

Natural consequences are also used. For example, if a child paints on a wall, he or she would have to help wash off the wall. If inappropriate behavior continues to disrupt the learning of other students, the parent will be asked to have a conference with the teacher.

## **Eligibility/Criteria**

Children must reside in the Lonedell R-14 School District or be a child of a Lonedell R-14 employee in order to attend the Preschool. The children being served in the Lonedell Preschool program must be three or four by July 31<sup>st</sup>. All children must be screened each year by Parents as Teacher (PAT) personnel. If the child enters the program as a three-year-old, the child will be served as a four year old. All children entering the Preschool program must be out of diapers and/or pull-ups and be totally toilet trained. If your child has one daily accident for five consecutive days, they will be considered for

dismissal in the preschool program. The exception is a student who has an IEP – with a specific goal for toilet training.

The district policies for administering medication at school follow the Missouri guidelines. This is for the protection of the students and to ensure proper medication is given at the proper time for proper reasons. Please try to schedule medication doses around the hours that your child is at Preschool. If this is not possible, a form given to you by the teacher will need to be filled out for each separate medication that is to be administered. The district will not administer the first dose of any medication. If the proper forms are not filled out the medication cannot be given. The school nurse will administer all medications. Thank you for your help with this requirement.

### **Parties and Birthdays**

We will have an autumn feast, winter party, Valentine party, and spring celebrations. Notes will be sent home letting you know what party supplies we may need. Parents may also send in special store bought treats for their child's birthday.

### **Personal Items and Clothing**

Please label your child's coats, hats, gloves, jackets, and sweaters. We also ask that each child bring in an extra set of clothes including underwear and socks. Please put extra clothes in a zip-loc bag with child's name on outside of bag. Please do not allow your child to bring in toys from home. We do not want items lost or broken at school.

Your child may wear comfortable clothing to preschool. Please have your child wear shoes that he or she is able to run, jump, and climb. Flip-flops and sandals do not work well with our active schedule.

### **Recess**

We will go outside everyday unless it is raining, above 90 degrees, or below 32 degrees. Please be sure that your child is dressed appropriately for the weather. Shoes that fasten or tie are preferred to flip-flops and sandals. The students will be running and climbing on the playground area and we want them to be safe.

### **Breakfast/Lunch/Snack Time**

Breakfast and lunch are available for purchase by students each day. The prices for 25/26 lunches are \$3.60, and breakfasts are \$2.35. Students are also allowed to bring their own lunch. A weekly breakfast and lunch menu will be sent home each month and can also be found on the school website.

Afternoon snack is provided by parents. Parents are asked to send in a snack for 20 students each month. A list of approved snacks will be sent home at the beginning of the school year.



## **Unscheduled School Closings**

Classes will be dismissed if the school closes for snow, ice, or unforeseen incidents such as water main breaks or loss of electricity. Please be sure that you have arrangements made for your child to be picked up early on these days. We will contact you as early as possible if the school has to close early during a day that we are already in session.

Unscheduled school closing will be announced via School Messenger, our automated telephone communication system, as well as on television stations 2 KTVI, 4 KMOV, and 5 KSDK. You may also check our school website [www.lonedell.org](http://www.lonedell.org) for current information.

## **Notice of Nondiscrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Lonedell R-14 School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II or III of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and the ADA. In addition, any inquiries concerning our School District's Compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 is also directed to the Compliance Coordinator below.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816)268-0550.

## **Compliance Coordinator for Laws Listed in this Notice**

Dr. Monica Hiatt

Superintendent of Schools  
Lonedell R-14 School District  
7466 Highway FF  
Lonedell, MO 63060-1515  
Phone: (636) 629-0401

### **Nondiscrimination and Student Rights (Policy 2100)**

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development. The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments ensure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

## **Lonedell Preschool Program Handbook**

Should my child be accepted into the Lonedell R-14 Preschool program, I am willing to following policies and procedures of the Lonedell R-14 School District, provide transportation (if applies), assure good attendance of my child, and agree to pay tuition in a timely manner.

I understand the application to the program does not automatically constitute acceptance into the program as the program is limited to accepting 20 students. I also understand that if my child is accepted, he/she must attend the program on a consistent and regular basis or he/she may be dismissed.

\_\_\_\_\_I have received and read the Lonedell R-14 Preschool Program Handbook.

Parent Signature

\_\_\_\_\_

Date

Child's Name