

Woodford County Preschool Program Parent Handbook

2019-20 School Year

Office Location:
Simmons Elementary
830 Tyrone Pike
Versailles KY
859-879-4699
Fax: 859-873-1328

E-mail: clarita.murphy@woodford.kyschools.us



Huntertown Elementary
120 Woodburn Hall Rd, Versailles KY
879-4680

Northside Elementary
500 Northside Dr, Midway KY
879-4690

Simmons Elementary
830 Tyrone Pike, Versailles KY
879-4670

Southside Elementary
1300 Troy Pike, Versailles KY
879-4660

Preschool Extended Program(PEP)
@ Simmons Elementary
830 Tyrone Pike, Versailles KY
879-4704

Mission Statement

The Woodford County Preschool, in partnership with district and families, strives to provide a safe and nurturing environment for the development of the whole child.

We believe:

- Children need experiences that develop resiliency, coping skills, and cooperation with others

- Children need a curriculum that builds literacy and math skills

- Children need activities that promote physical development and health

- Children need a passion for learning that will encourage them to be successful in school and in life

General Information

Documents

The following forms must be completed and submitted before admission:

Completed Registration Form

Birth Certificate

KY Immunization Certificate

School Physical Exam Form

Vision Screening (by January 1)

Child's Social Security card (optional)

Guardianship or Custody papers (if applicable)

Missing forms or incomplete registration will delay student's entry into Preschool. Children should be toilet trained to begin Preschool unless a documented developmental condition is suspected

Locations:

The Woodford County Preschool Program is housed at all the elementary schools: Huntertown, Simmons and Southside in Versailles, Northside in Midway.

Site determination is based upon residency. Transportation needs and PEP usage may also determine classroom site and session.

Hours:

Preschool is held 4 days a week Monday through Thursday. Friday may be used as a preschool day to make-up days that were cancelled due to weather related closures. Each child will attend only one daily session of preschool.

Preschool Sessions:

7:30 -10:40 Morning Session

11:25 - 2:35 Afternoon Session

Preschool Extended Program (PEP)

The PEP program is a state licensed, 5 Star Quality daycare program that operates Monday through Friday offering before/after preschool care. Children must be enrolled in preschool to be eligible for PEP. There is a fee for PEP, regardless of eligibility for preschool. Enrollment is limited to 20 and determination is based upon need on a first-come, first-served basis. PEP does participate in Kentucky's Child Care Assistance Program if your family qualifies.

Fees

Children may attend preschool without charge if they meet income guidelines or are identified with a developmental delay. Children who do not qualify under either category may come on a tuition basis. Tuition is due monthly and is payable only at the Early Childhood Center.

2019-20 fees are:	Annual	Monthly
Preschool Tuition	\$1,980.00	\$220.00 (9)
Preschool & PEP	\$5,880.00	\$588.00 (10)
PEP (eligible for free preschool)	\$3,900.00	\$390.00 (10)
PEP Registration Fee	\$ 50.00	

(applied to 1st month)

Late Pick-Ups \$ 15.00 per each quarter hour late

Drop-Off/Pick-Up Procedures

Parent Drop-off/Pick-up

Students may not be dropped off at preschool earlier than 7:15 for the morning session or 11:25 for the afternoon session. Release is at 10:40 for the morning session and 2:35 for the afternoon. Please refer to your school's drop-off/pick-up procedures.

Please be considerate when dropping-off/picking-up your child. Park in designated spots or adhere to your school's drop-off/pick-up procedure. Please be on time for pick-up/drop-off. The mid-day time is our staff's lunch break and prep time, which is very minimal for them. Please call the school main office if you will be late picking-up your child. **Excessive late pick-ups will result in a conference with the preschool director.**

Late Drop-off/Early Pick-up

Due to safety and security procedures and attendance requirements, parents/guardians arriving with children after the preschool start time will need to sign them in at the school main office in the Preschool Entry/Exit log notebook. If students need to be picked up before preschool dismissal time, they will need to be signed out in the office as well. Only the parent or people listed on the child's pick-up list may sign them out from school.

Bus Transportation

Preschool students may ride the school bus to and from school. Due to certain routes and the assignment of bus monitors, preschoolers may not have a choice of preschool session if transportation is needed. A Preschool Transportation page must be completed confirming the before school pick-up location and after school drop-off location. BOTH destinations MUST be in the same school district. Any permanent changes to regular transportation must be done through the preschool secretary at 879-4699.

Please note that since preschoolers must ride a school bus with a bus monitor, **transportation changes may not be able to occur the same day notified.** Due to that staffing requirement, preschoolers may ride a different bus than assigned to their street or transportation start date **may be delayed a week or more if a bus monitor is not available.**

****If there is a last minute change in transportation such as not riding the bus, or an alternate person picking up, please call the main office of your school.** Due to staff job duties in different locations, messages on the preschool office phone may not be received in time to relay the message to the teachers or bus garage.

Students will not be dropped off unless an adult is present and is on the pick-up list of the student. If an adult is not present, the child will be returned to their school. If the problem is persistent, transportation may not be provided for that child.

Sometimes problems do occur on the bus. If a child engages in behavior that may be harmful to himself or others, the bus driver or aide will notify the school. The school will then notify the parent about the behavior. If the problem is persistent, bus transportation may be no longer provided for that child.

Attendance

Attendance

In order for students to be successful, they need to have good attendance. Students are required to attend regularly and punctually.

Absences

If your child must be absent, the child should provide a note to their classroom teacher either from the

parent/legal guardian stating why the child was absent or from the professional who saw the child. If you are aware that a child will be absent in advance, please let the classroom teacher know. If a child has been absent consecutively for 4 days without notification from the parent, the classroom teacher will contact the parent or provide a home visit. Students who are sporadic in attending preschool or have excessive absences and have not provided excuses for their absences will be determined if they are truant. A truant preschooler may be withdrawn from the preschool program at the discretion of the director.

Clothing

Dress Code

The students attending preschool are expected to dress in an appropriate manner that is not distracting to the instructional day. Comfortable, seasonal clothing are encouraged as well as clothing that may become soiled due to activities. Extra seasonal clothing, underwear, and socks should be kept in your child's backpack at all times. Students should wear closed-toed shoes for active play. Flip-flops and loose sandals are not recommended due to being tripping hazards.

Outdoor Play

Students will play outside except in the case of extreme cold, heat, or rain. Heat index and wind chill are also considered when deciding to play outdoors. Please make sure they are dressed appropriately for the weather with jackets, coats, hats and mittens during the cooler and colder months.

Health & Medication Policy

Sick Policy

To ensure a healthy environment for our children, we require that children who are sick stay at home. The Woodford County Preschool follows the same guidelines for a sick child as for all Woodford County Schools. Frequent symptoms that require your child to stay home are: a fever 100.4 orally, vomiting, diarrhea, or eye drainage. **Your child must be symptom/fever free for 24 hours before returning to school. Children requiring medication must take the medicine for 24 hours before returning to school.**

Medication Administration

It is the policy of Woodford County Schools that school personnel should not administer medications to a student during school hours unless the health of the student will be adversely affected. **If a child must take medication during school hours, school personnel may administer medication with the proper documentation from a parent AND physician.** Please see the school secretary or nurse for the proper forms. All medication must be in original containers and must be brought to the school by the parent/guardian to be checked into the office.

Please remember that the preschool sessions are only 3 hours and most medications can be administered before or after a preschool session at home. Children in the PEP program or those who need emergency medications (such as inhalers or epi-pens) may be the few exceptions.

Illness/Emergencies

The safety of our students is of utmost importance in all aspects of our school facility and program. In the case of illness or injury the staff will respond in an appropriate and legal manner. When there is a question concerning the welfare of your child, every attempt will be made to contact the parent/guardian. **The school must have two emergency numbers on file in the office in addition to the parents. All phone numbers must be current and in service.**

Toileting

Children should be toilet trained to begin Preschool. Exceptions will be made upon approval of the director.

Children are not to come to preschool wearing diapers or pull-ups. Extra clothes and underwear from home should be available at all times in case of accidents.

Parent Involvement

Parent Conferences/Home Visits

Teachers will plan at least two parent conferences/home visits during the school year. These conferences will be pre-arranged at the time that is convenient for the parents. The purpose of a home visit is to meet the children and their families. The purpose of the parent conferences is to discuss the child's progress and placement for next school year. Parents may schedule other conferences, if necessary, by contacting the child's teacher.

Visitors/Volunteers

Family visitors and volunteers are always welcome in your child's classroom and on field trips.

In accordance with Woodford County Public Schools protocol, parents chaperoning field trips, must have a completed background check on file in the school office and have submitted a CAN check (Criminal Abuse and Neglect). All parents, grandparents, aunts, uncles, child-care providers, etc. that plan to volunteer at school, attend classroom parties, etc. are required to have a background check (AOC). Please bring your driver's license (with current address) and your social security card to the office to complete the necessary paperwork to obtain a background and CAN checks. Volunteers must renew background checks every year by September 15 to keep it current. A new background check must be completed every 5 years. The background checks are good at all Woodford County Public Schools.

Due to volume and the nature of these checks, it may take several weeks to obtain the results from the reporting agency, so please plan ahead.

Visitors and volunteers are also required to sign the school log when entering the school and before going to the classroom.

Family Fun Nights

Periodically throughout the school year Family Fun Nights will be planned for all students and their families. These nights will offer activities that can be done at home to help your child's learning. All members of the family are invited and usually a light meal/snack will be provided.

Parent/Teacher Communication

Progress Reports

The Woodford County Preschool utilizes Teaching Strategies Gold to help measure each child's progress. Reports are given to the parents minimum 2 times each year during the Winter and Spring parent/teacher conferences/home visits.

Home/School Connection (Communication Folder)

We encourage communication between the home and school. Please check your child's backpack everyday for notes. Newsletters will be sent home weekly in your child's folder. The school will notify you if there are any events that occur affecting your child. Please let us know if there are any changes at home or circumstances that we might need to know about.

Change of Address & Phone Numbers

If you have any changes to your address or phone numbers, please contact the preschool office at 879-4699 with the changes. **It is imperative that this information is kept up to date.** An active number in which the parents may be contacted during preschool times must be on file at all times in case of illness or emergencies.

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Emergency School Closings

Preschool and PEP will be closed in the event of inclement weather as determined by the Woodford County School Superintendent. Families should listen to local radio/TV stations for cancellation announcements. A One-Call notification system will also be used for closing announcements. If school is canceled during the school day, a One-Call will be made.

SNOW SCHEDULE INFORMATION

SNOW DAY- No preschool or PEP

Non Traditional Instruction (NTI) DAY- There will be no preschool classes. Complete activities with your child from NTI packets sent home in December or available on Preschool website.
PEP will be open from 8:00 am to 5:15 pm.

RELEASED EARLY- Pick [up children](#) as soon as possible. A One-Call message will be sent with approximate bus pick up and drop off times.

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DELAYED START TIMES –

1 hour delay- Morning preschool starts with a one hour delay and the regular dismissal time. Afternoon preschool is unchanged.

2 hour delay- Morning preschool is CANCELLED. Afternoon preschool is unchanged.

Meals/Parties

Breakfast/Lunch

Breakfast is served in the morning preschool sessions and lunch is served for the afternoon preschool sessions. The school cafeteria offers a balanced nutritious breakfast for \$1.30 and lunch for \$2.30. Free and reduced lunches are available for those who qualify. Milk is \$.40 a carton. Students may bring their breakfast/lunch. Restaurant meals, sodas, etc. not permitted in the school cafeterias. For your convenience, students may pay for meals on a weekly or monthly basis. You can utilize MySchoolBucks.com to view your child's lunch account or make deposits into their account. There is No Charge policy and students who do not have enough money will be given a sandwich, fruit and milk.

Party Invitations/Treats

The classrooms may have parties/special events during the year. Please contact your child's teacher if you wish to volunteer. Birthday parties are not permitted at school, however treats may be sent for a snack. Due to allergies that may be present in the classroom, please coordinate with the classroom teacher in advance. District policy does not allow for home baked goods to be sent in for classroom parties/birthdays. We encourage non-food treats for celebrations. Invitations may only be handed out at school only if each child in the class is to be invited.

Guidance/Concerns

Guidance/Classroom Management

Woodford County Preschool staff uses positive discipline techniques in our classrooms. These include: verbally giving and reinforcing clear, consistent age-appropriate behavior; giving choices; and modeling appropriate behavior.

Resolving Concerns

If you have a concern, please discuss it with your child's teacher first. If no resolution is reached, contact the director at 879-4699. The Woodford County Preschool program follows all policies and procedures of the Woodford County Board of Education for resolving disputes.

INFO FOR PEP(Preschool Extended Program Childcare)

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Meals

PEP utilizes the Preschool cafeteria for both breakfast and lunch. Children may have the option to purchase breakfast and/or lunch from the cafeteria or bring one or both from home. However, some days when PEP is open, the cafeteria will not be operating. On these days, the children will need to bring from home both a nutritious breakfast and lunch. We highly recommend meals that include a bread, protein, and fruit/vegetable. Meals from Home days are when the regular Woodford County Schools are not in session. (First 2 days, Fall break, election days, etc). A nutritious snack is provided everyday after rest time, regardless if it is a “Meals from Home” day.

Rest time/Bedding

A 2 hour rest period is required each day from 12:30-2:30 pm. Each child is assigned a cot for rest and will need a crib sheet and blanket. A pillow and a favorite soft toy may also be brought in for rest time. Each child's personal items will need to be labeled and placed in a large bag that closes for storage -large Ziploc bags are great for this. Please keep in mind that storage facilities are limited. Bedding should be brought on the first day of each week and will be sent home the last day of the week for cleaning. The children are requested to stay quietly on their cot during rest time so as not to disturb their friends who are sleeping.

Late Pick-Up

The PEP program closes at 5:15 pm. A late fee of \$15.00 will be charged for each 15 minutes late (1-15 minutes \$15.00; 16-30 minutes \$30.00, etc.) Late fee payments are due within 2 days, as per the Fee Paying Agreement. If you are running late, please feel free to call the PEP room at 879-4704.

Snow Schedule

SNOW DAY- No preschool or PEP

Non Traditional Instruction (NTI) DAY- There will be no preschool classes. Complete activities with your child from NTI packets sent home in December or available on Preschool website.
PEP will be open from 8:00 am to 5:15 pm.

EMERGENCY EARLY RELEASE- PEP will close **1 hour** after the Woodford Co High School releases.
(example: Release at 1:15, PEP closes 2:15). A One-Call message will be sent.

DELAYED START TIMES –

1 hour delay- PEP opens at 8:00 am. Preschool starts at 8:30 am.

2 hour delay– PEP opens at 9:00 am. There will not be preschool on this day.

PEP still closes at 5:15 pm on Delayed Start days.

Acknowledgement of Receipt of Preschool Student Handbook

My signature below indicates that I have received the Woodford County Preschool Program/PEP Parent/Student Handbook.

Please sign below and return this acknowledgement page to the homeroom teacher.

Student Name (Please Print)

Parent Signature

Date