

Woodford County Preschool Program Parent Handbook

2020-21 School Year

Office Location:
Simmons Elementary
830 Tyrone Pike
Versailles KY
859-879-4699
Fax: 859-873-1328
E-mail: preschool@woodford.kyschools.us

WOODFORD COUNTY
PUBLIC SCHOOLS



Where Great Minds Meet

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

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

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 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

Fees

Children may attend preschool without charge if they meet income guidelines or are identified with a developmental delay. 4 year olds who do not qualify under either category may come on a tuition basis as space is available. 3 year olds who go through intervention and do not qualify for services may also continue preschool under tuition as space is available. Tuition is due monthly and is payable only at the Preschool Office located in Simmons Elementary or by mail.

2020-21 fees are:	Annual	Monthly
Preschool Tuition	\$1,980.00	\$220.00 (9 payments)

Drop-Off/Pick-Up Procedures

Parent Drop-off/Pick-up

Students may not be dropped off at the preschool classroom 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. All students must enter the school through the main doors and preschool students need to be walked into the building.

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 during the midday pick-up/drop-off. This time is our staff's lunch break, which is very minimal for them. Also, please call the school if you will be late picking-up your child. **Excessive late pick-ups will result in a conference with the preschool director.**

Bus Transportation

Preschool students may ride the school bus to and from school. Due to certain routes and the limitation of bus monitors, preschoolers may not have a choice of preschool session if needing school transportation. A Preschool Transportation page must be completed stating the before school pick-up location and after school drop-off location. BOTH destinations MUST be in the same school district. Any changes to 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 always be able to occur the same day notified. Due to the need of bus monitors, preschoolers may ride a different bus than the elementary route bus assigned to their street. Your child's transportation start date may be delayed if a bus monitor is not available.

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, then the child will be returned to their school. If the problem is persistent, then 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.

Late Drop-off/Early Pick-up

If your child will need to be dropped off after the preschool start time or picked up early, you will need to sign your child in or out. Preschool student Enter/Exit Logs will be in the office of each elementary school. Only the parent or people listed on your child's pick-up list may sign them out from school.

Attendance

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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.

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 and closed toe shoes 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.

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 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 policy, parents chaperoning field trips or volunteering within the school must have a completed background and CAN check on file in the school office. All parents, grandparents, aunts, uncles, child-care providers, etc. that plan to volunteer at school, go on field trips, attend classroom parties, etc. are required to have a background check (AOC) and a Child Abuse/Neglect (CAN) check. 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 to keep it current by September 15. 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.

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.

Emergency School Closings

Preschool could 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 will also be made with closing announcements. If school is canceled during the school day, a One-Call will be made.

SNOW SCHEDULE INFORMATION

SNOW DAY- No preschool

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.

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

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 \$2.65. 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. are not permitted during school meals. 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. Charges up to \$10.00 will be allowed. If charges exceed \$10.00 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. If you volunteer, you must have a current background check. Birthday parties are not permitted at school, however treats may be sent for a snack. District policy does not allow for home baked goods to be sent in for classroom parties/birthdays. 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. If necessary, contact Kathy Hogg at 879-4699. The Woodford County Preschool program follows all policies and procedures of the Woodford County Board of Education for resolving disputes.

Acknowledgement of Receipt of Preschool Student Handbook

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

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

Student Name (Please Print)

Parent Signature

Date