

# *Woodford County Preschool Program Parent Handbook*

## **2024-25 School Year**

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

E-mail: [preschool@woodford.kvschools.us](mailto:preschool@woodford.kvschools.us)



Where Kids Win!

Kim Johnson  
Coordinator of District-Wide Programs  
Preschool Director

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 located 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 canceled due to weather related closures. Each child will attend only one daily session of preschool.

Preschool Sessions:

- 7:30 -10:35 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. 3 year olds who go through RTI and do not qualify for services may be able to continue preschool under tuition if approved by the director and spots are available. Tuition is due monthly and is payable only at the Preschool Office located in Simmons Elementary.

<b>2023-24 fees are:</b>	<b>Annual</b>	<b>Monthly</b>
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 no earlier than 7:15 for the morning session or 11:25 for the afternoon session. Release is at 10:35 for the morning session and 2:35 for the afternoon. All students must enter the school through the main doors and preschool students must be walked into the building. **If preschool staff is not present at drop-off, notify front office staff that the child will need an escort to class. Preschool students may not walk on their own to the classroom. At no time will a preschool student not be accompanied by an adult.**

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 or contact your child's teacher if you will be late picking-up your child. **Excessive late pick-ups will result in a conference with Mrs. Johnson.**

## 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 locations 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 no longer be 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 expected 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 School guidelines require a child to stay home if your child has a fever of 100.4 or higher, 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. **Children cannot transport medication in their backpack at any time, unless permitted.**

Please remember that the preschool sessions are only 3 hours 10 minutes and most medications can be administered before or after a preschool session at home. Children who need emergency medications (such as inhalers or epi-pens) are the 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, etc. are required to have a background check. 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. We suggest doing your background check at the beginning of the school year so that it would be back before any trips or events.**

**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. These events are at no cost to the family.

# Parent/Teacher Communication

## Progress Reports

The Woodford County Preschool utilizes AEPS-3 to help measure each child's progress. Reports are given to the parents a minimum 2 times each year during the Winter and Spring parent/teacher conferences/home visits.

## Home/School Connection

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. You are also encouraged to join your child's teacher electronic communication group (Parent Square, Dojo). 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 and notify your child's teacher. 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 District wide call will also be made with closing announcements. If school is canceled during the school day, a District wide 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-**

**Announced BEFORE 11:00 am-** Afternoon preschool is canceled.

**Announced AFTER 11:30 am arrival-**Afternoon preschool releases at announced elementary time which may be 1 to 2 hours early.

### **DELAYED START TIMES –**

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

**2-hour delay-** Morning preschool is CANCELED. 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.** Items donated to the class to consume must be store bought. 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 Kim Johnson at (859) 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