

# **Simpson County Schools Preschool Handbook**

Department of Special Programs



Simpson County Schools  
Franklin Elementary School  
211 South Main Street  
Franklin, KY 42134

## **TABLE OF CONTENTS**

Goal	2
Preschool Eligibility	2
Enrollment Requirements	3
Preschool Screening, Rtl, and Evaluation Process	3
Transition Action Plan	5
Schedules	6
Attendance	6
Parent Participation	7
Communication	7
Home Visits	8
Meals	8
Children's Dress	9
Health Policies	10
Restroom	10
Field Trips	10
Learning Experiences	10
Transportation	12
Tuition Eligibility Guidelines	14

## **Our Goal**

Our goal in Simpson County is to help our children develop to their fullest capacity by providing quality early childhood educational experiences which promote the individual child's physical, emotional, social and intellectual growth and well-being. We have well-trained teachers, administrators, and support staff and we expect excellent teaching, leadership and support for our students.

**School readiness** means that each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success.

The five developmental areas for school readiness are:

- Adaptive or Self-help skills
- Health and physical well-being
- Language and communication development
- Social and emotional development
- Cognitive and general knowledge

Through a close relationship between all parties, the children will benefit most from their preschool experiences.

## **Preschool Eligibility**

Kentucky's preschool education programs are available for all children who are four years old on August 1, and whose family income is no more than 160% above the poverty level. We also accept all three and four year old children with developmental delays and disabilities, regardless of income. The preschool program is designed to be

developmentally appropriate for young children. "Developmentally appropriate" is defined in law to mean that the program focuses on the child's physical, intellectual, social and emotional development, including interpersonal, intrapersonal, and socialization skills.

## **Enrollment Requirements**

Children enrolled in the Simpson County Preschool program are required to have upon enrollment a copy of the following:

1. Certified Birth Certificate
2. Current immunization record on Kentucky form
3. Physical examination on a Kentucky form
4. Eye exam and dental check up on a Kentucky form (by Jan 1)

## **Preschool Screening, Rtl, & Evaluation Process**

### **Response to Intervention**

Children suspected of having a disability as determined by screening results or outside referral are recommended to attend the Preschool Response to Intervention (RTI) program. Your child attends preschool as a guest, the same days and times as enrolled students with no guarantee of enrollment. During this period, the preschool teacher and instructional assistant will work with your child in the area(s) of his or her suspected disability and take data. If after the prescribed amount of time, your child continues to display concerns in development, your child will be referred for an evaluation.

## **Referral**

An Admission and Release Committee (ARC) meeting will be scheduled to complete a referral for evaluation on your child. A referral consists of screening information and intervention data (based on cognitive, communication, motor, physical, social emotional and/or adaptive skills), a social-developmental history, hearing and vision screenings, any known health issues, and any concerns that you or the teacher may have. Evaluations may be conducted based on the referral information.

## **Evaluation/Eligibility**

With your permission, a multidisciplinary team will conduct an evaluation on your child in the areas of concern. The evaluation may include formal testing, behavioral observations, parent interviews, outside provider information such as Kentucky Early Intervention System data, and any other information the ARC believes is necessary regarding your child.

## **Eligibility**

Once the evaluation results are complete, a second ARC meeting will be scheduled to discuss evaluation results. At that time, determination of whether your child qualifies with a disability or developmental delay that has an “adverse effect” (a negative impact) on “education performance” (how your child learns and can use his or her skills in the school setting). Your child may also be eligible for related services such as speech, occupational or physical therapy. Related services are

provided if they are necessary for your child to benefit from special education. If your child goes through the evaluation process and is deemed eligible for special education, they are then guaranteed a preschool spot until age-eligible for kindergarten.

### **Transition Action Plan:**

It is our goal that all children in Kentucky Early Intervention Service program will be successfully transitioned into the preschool program, Head Start, or walk-in services, as the family prefers, by the child's third birthday. The preschool coordinator, or another designated representative will attend transition meetings and schedule all follow up meetings as required.

All four year old children who have completed the preschool program will be involved in transition activities prior to kindergarten enrollment. Listed below are activities that will ensure successful transition for all students and staff:

- Preschool children will have the opportunity to attend school-wide assembly programs with other primary students (when appropriate).
- Preschool teachers will plan and implement instructional activities that prepare preschool students for kindergarten.
- Kindergarten teachers are invited to attend preschool transition meetings
- Kindergarten teachers are provided opportunities to attend Early Childhood training offered through Simpson County Regional

Training Center (RTC) or other resources.

- Kindergarten preparation activity for parents which includes information packets given to parents at kindergarten registration.

## **Schedules**

The preschool program is located inside Franklin Elementary School. Preschool follows the regular school calendar for holidays and breaks. Children who enroll in the program will attend class Monday through Thursday, at the following scheduled times:

**Morning Session**-Arrive at 8:00 am and Dismiss at 11:00 am

**Afternoon Session**-Arrive at 11:20 am and Dismiss at 2:20 pm

**Full Day program**- Arrive at 8:00 Am and Dismiss at 2:20 PM

## **Attendance**

Children must be in regular attendance to gain the greatest benefits from the preschool program. Attendance is taken daily by the teacher. If your child is absent for 4 consecutive days or your child has irregular attendance, the preschool teacher and/or the director will contact you to discuss your child's attendance. Additionally, the teacher may conduct a home visit to discuss any issues related to your child's attendance, including reviewing transportation to determine specific needs for your child. Excessive absences is a basis for dismissal from the program.

## **Parent Participation**

Parents are very important to the overall success of the preschool experience for their children. There are many things parents can do to help both at home and school.

Some things parents can do include:

- Send your child to school regularly, except when the child is ill.
- Teach the child self-reliance; to put on and remove clothes and hang them up, and care for their own things appropriately.
- Put toys away and have regular meals and bedtimes.
- Talk with your child's teacher, but refrain from discussing the child in their presence. Work with them concerning any problems.
- Take an interest in the work your child brings home.
- Participate actively in the parent's program and visit the classroom.
- Actively participate and make efforts towards student being fully potty trained.
- Help your child to learn his or her full name, age, and birthday.
- Always say good-bye to your child and pick him or her up promptly.
- Listen to your child's daily experiences and talk about their day.
- Do things with your child. Work and play together as a family group.

## **Communication**

Please feel free to contact the preschool staff to talk about your child



and his or her progress. We utilize an app called “Rooms” as an easy accessible method for communication that can be accessible by downloading the Simpson County schools app. This is the most effective way to reach your child’s teacher directly. Please check the app frequently for updates on your child’s classroom experiences.

## **Home Visits**

It is a Kentucky state requirement that the preschool staff make home visits at a minimum of 2 times per year. The purpose is to discuss your child’s progress and give suggestions about activities you can conduct at home to help your child. The first home visit is generally completed prior to your child beginning school, and the second is completed in the spring. Additional visits may be made to discuss specific issues that arise regarding your child.

## **Meals**

Breakfast will be served each day for the morning session and lunch will be served each day for the afternoon session. All meals will be served in the classroom with the teaching staff available to supervise. During this time, the staff assists the children on developing healthy eating habits, appropriate table manners, and communication skills among the children. Children are encouraged to partake of the free and nutritional meal provided by the program. **Bringing breakfast or lunch is strongly discouraged**, except in cases of food allergies that have been verified by a doctor’s statement. **In order to comply with federal regulations, food and soft drinks from restaurants may not be**

**brought in to school during breakfast or lunch hours. Food from home cannot be heated up. No soft drinks or sweet tea in lunch boxes will be permitted.**

\*If you list that your child has any food allergies you are required to have a physician fill out the Special Dietary Request Form. Without the Special Dietary form, no changes can be made to your child's meal. Please see the school nurse or dietary manager for the required form.

## **Children's Dress**

When dressing your child for school, keep in mind that active play is the basis of our program. Children may feel inhibited if they are afraid their clothing will get dirty. Play clothes and gym shoes work best, please **no flip flops**. Some activities will include water/sand play, play dough, painting, cooking activities, and outside experiences. Please dress your child appropriately for outside play. We will go outside if the temperature is 40 degrees and above. They will need coats, mittens/gloves, and hats in cold weather, labeled with their name. Please keep a change of clothing for your child in their backpack.

## **Health Policies**

Children who are sick should not be sent to school. Unknown rash, Vomiting, fever of 100+, and/or diarrhea which occurs within 24 hours of the next school day are all reasons to stay home. School policy is fever/vomit free without medicine for 24 hours prior to school. Example: Your child is running 101 fever at 10 am. They need to stay home the next day.

**Medication:** All prescription medications must be checked in with the school nurse and sent in the prescription bottle with the student's name, dosage requirements, and prescribing doctor's name on the label.

Medications will only be dispensed according to the label directions and with written Doctor's orders and cleared through the school nurse.

**Children are not allowed to carry medication in their backpacks unless cleared by the school nurse. Example: asthma, seizure or over the counter medication.**

## **Restroom**

Children are not required to be potty trained prior to attending our program, but we do ask that parents assist in working towards their child being fully potty trained. We will supervise children in the restroom, teaching them good health habits and assisting them with toileting if they require help.

## **Field Trips**

A parent or designated adult (e.g., grandparent, aunt, uncle, or friend) is encouraged to participate in field trips with your child and the class. Special notice will be sent home in advance of each field trip experience. Parents will always be informed of all activities and are welcome to participate.

## **Learning Experiences**

The preschool program includes opportunities to play, work, investigate and express ideas through:

- **iPad Experience:** Playing fun and education games
- **Dramatic Play:** Planning, working, and playing in an organized manner so that desirable health habits, attitude, reasoning, and independence are fostered.
- **Creative Activities:** Self-expression through the use of paints, crayons, chalk, and play dough.
- **Language Experiences:** Students will enjoy stories, finger plays, conversations, and learning responsibility.
- **Music Experiences:** This includes singing and listening to music on CD's or online.
- **Health and Safety:** Activities promote learning good health habits such as handwashing and acquiring an understanding of safety rules.
- **Cognition Skills:** The preschool experience provides opportunities to investigate and communicate by providing language materials and opportunities, music, science, sand and water play, math and art experiences. On a daily basis we provide opportunities to count, measure, compare, and to broaden language experiences.
- **Physical Skills:** Students will be provided with opportunities to hop, climb, crawl, and jump. All of these skills are essential to rounding out young bodies and to the development of muscles and muscular control.
- **Social Skills:** Living together includes sharing, respect for feelings, and respect for the possessions of others. Children work and play together in the classroom to promote social skills

development.

- **Emotional Skills:** Through structured guidance, students learn to work through conflicts that may arise. Children discover self-control, self-respect, and respect for others.

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## Transportation

**Please read over the Preschool Transportation Policies carefully.**

**They are different from grades K-12.**

- These are the designated *drop off* and *pick up* times:
  - Morning drop-off is 7:30a-8:00a. We advise dropping preschoolers off closer to 8:00a if possible.
  - Mid-Day pickup begins @ 11:00a
  - Mid-Day drop-off for PM classes begins at 11:20a.
  - Afternoon pick-up is 2:20p.
- Anyone signing out a student from school **must** be on the enrollment form and have a valid identification.
- Children are required to wear their bus vest coming and going to school. This is for their safety and helps identify them.
- Preschool students are required to ride a bus with a monitor, therefore it is possible they may not ride the same bus as siblings.
- Any adult receiving the child **must** be on the **transportation** form and be prepared to show valid ID.
- An adult must be present and waiting to receive the child. An adult must walk the child to the designated bus stop and hand

their child to the bus monitor. The same rule applies when your child rides home on the bus.

- If there is no approved adult waiting at the bus stop to receive the child, the child will be returned to school. If this happens **3 times**, transportation will be discontinued and you will have to meet with the principal or Preschool Coordinator to have transportation reinstated.
- PM Bus Riders: if your child rides the bus in the afternoon, they will be dropped off at designated locations. The locations include: Happy Land Daycare/Preschool, Green Tree South Daycare, Just For Kids Daycare Center, Green Tree North Daycare, and FCC Afterschool Care. These are the only locations that buses will deliver Preschool students in the afternoons. If your child does not attend one of these above locations, you will have to arrange for your child to be picked up from preschool.

## **Changes to Transportation**

- **Any and all transportation changes can only be made by the parent or Guardian**
- **Any transportation changes** need to be made in person on the transportation form in the front office of the school. Changes from pickup to bus must be approved and may require a session change.
- Transportation changes will not be accepted via telephone or Rooms except in emergency situations and as approved by an administrator.

- Preschool transportation requests take at least two school days to route and process. Please keep this in mind when requesting or changing bus transportation.
- Due to preschool bus regulations, temporary bus changes are not possible. You may send a note in your child's folder to pick up your child from school, but you may not send a note to school to change their busing address temporarily.
- If your child is usually a bus rider but needs to be a pick up, they will receive a green "pick-up" pass note. You must send a note signed and dated in your child's folder notifying the teacher that they will be a pick up. Be prepared to show an ID.
- In the event of a late start or an early dismissal, the preschool session will be canceled for that day. For example a late start equals no morning preschool.

## **Tuition Eligibility Guidelines**

### **Eligibility:**

1. Parents and students should recognize that tuition based preschool is a privilege granted by the Simpson County Board of Education and is only for the specific purpose of enhancing the educational opportunity of each participating student.
2. Franklin Elementary School (FES) will offer tuition based preschool, **as space is available**, adhering to state regulations.
3. Children who are 4 years old on or before August 1 of the current

school year and do not meet criteria for state funded preschool are eligible to apply for tuition based preschool.

4. Each application will be dated and time stamped upon receipt.
5. Approval is on a student-by-student basis with no consideration of other family members.
6. Applications will not be processed until class sizes can be determined.
7. Placements are made by the district in communication with the principal and **are in effect for the current school year only.**
8. The tuition based preschool program is integrated into and adheres to the same program structure, policies, procedures, and regulations as the state funded preschool program. No exceptions or modifications will be made.
9. Tuition based placements are filled in following order:
  - a. Children of Simpson County Public Schools employees.
  - b. Students who are 4 by August 1<sup>st</sup>, and have been released from RTI services.
  - c. Families applying for placement residing in Simpson County.
  - d. Student Transfer Request outside of Simpson County.
10. Families are responsible for transportation.
11. Payment status, attendance, and student behavior are criteria considered for continued eligibility.
12. Eligibility will be reviewed prior to the end of each semester and with cause, tuition placement may be revoked.
13. A tuition based student who is later identified for special education



services will be released from their tuition contract and continue to be enrolled at no cost to the family.

**14. Falsified or fraudulent address or student information submitted on the tuition based preschool application form will result in application being denied or placement being revoked immediately.**

**Payment:**

1. Families who are offered tuition based placement have one week to submit a signed contract along with the \$50 non-refundable deposit and first monthly payment to secure their child's placement. The payment should be delivered to Franklin Elementary, ATTN: Holly Simmons, and a check made out to Simpson County Schools.
2. The cost of tuition based preschool is \$150 per month for half-day placements, and \$300 per month for a full day placement, per child, September through April, regardless of the number of days or hours the child attends preschool. Months are not prorated and payment is due regardless of scheduled school breaks or closures due to inclement weather, illness, or other unforeseen circumstances that prevent school from being in session.
3. Tuition is due the **5th day of each month**. Monthly tuition payments should be turned in at Franklin Elementary School, ATTN: Holly Simmons, and checks made out to Simpson County Schools.
4. On the 15th day of each month, each family with an outstanding balance will be notified that the child may not return to school until the balance is paid in full.
5. Attendance--After **six (6) consecutive** unexcused absences the tuition based placement may be revoked at the end of the current paid month. Families are responsible for tuition in the event of absence.

6. While all efforts are made to prevent classrooms exceeding capacity, if all allocated openings at FES are filled and a qualifying child enrolls, the **LAST** tuition student will be unenrolled and placed on a waiting list. Any remaining tuition will be refunded. Once an opening occurs, this student will be given the opportunity to be reinstated.