

Conway Public Schools ABC Preschool Program Parent Handbook

I have been provided a copy of the Sallie Cone Preschool Parent Handbook with their policies and procedures. I agree to follow the policies and procedures.

Teacher's Name

Student's Name

Parent Signature

Date

2020-2021 School Year



2020-2021

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Other Helpful Information

ArKids First—Health insurance program funded by the state for Arkansas children who qualify. For information, feel free to ask at the preschool office OR to apply online go to www.arkidsfirst.com or call 1-888-474-8275

Conway Interfaith Clinic—offers affordable medical care to the working uninsured and dental care for children with ArKids coverage. For more info call 1-501-932-0559

Community Action Program for Central Arkansas—Offers services for economically disadvantage families or individuals including Head Start, Food Pantry, LiHEAP, IDA and Weatherization. Go to www.capcainc.org or call 1-501-329-3891

Counseling Associates— a non profit community mental health center serving adults, children and businesses. Fees are based on the ability to pay, with third party sources such as insurance, Medicare and Medicaid billed when available. For more info call 1-501-336-8300

Faulkner Co Health Dept— provides free or low cost vaccinations and family planning services to low income families. 501-450-4941

WIC—provides nutrition, resources and health education for parents with children 5 yrs of age and younger
Faulkner Co Health Dept 501-450-4941

The Faulkner Co Library—offers endless opportunities for family fun and learning! The children's department sponsors story times, art activities, concerts and loads of summer fun. For more info call 1-501-327-7482

Arkansas Children's Hospital—can provide free or reduced cost car seats for parents with financial need.
1-501-364-3400

Bethlehem House—offers shelter for the homeless in Faulkner Co. 1115 Parkway 501-329-4862

Conway Women's Shelter—offers assistance with domestic violence situations. Crisis hotline 1-866-358-2265

S.N.A.P. (Supplemental Nutrition Assistance Program)—provides monthly benefits that helps eligible low income households buy the food they need for good health.
Faulkner Co Dept of Human Services 501-730-9900
1000 E Seibenmorgan Rd

CCDF Information

CCDF stands for Child Care Development Fund and is a federally funded program providing 80 preschool positions for children of working parents and parents enrolled in school. If your family qualifies for CCDF, you will fill out an additional application which we will submit for authorization. You will be notified once you have been confirmed CCDF.

Eligibility Requirements

1. Parent/Guardian must work an average of 30 hours per week or more at minimum wage or higher.
2. Parent/Guardian must be enrolled in school full time (12+ hours).
3. Parent/Guardian may combine work and school to equal 30 hours/week.
4. Parent/Guardian must meet income guidelines (includes gross plus any overtime or bonuses that appear on at least half of monthly pay stubs)
5. Household cannot exceed 85% of state median income.
6. In a two parent household, if both parents work, all income must be counted.
7. Child must be a U.S. citizen.
8. Child must reside within the school district.

Allowable Absences

Billing for CCDF is divided into trimesters with a maximum number of billable absence days. Once a student misses the maximum number of billable days, the parent/guardian is responsible for payment of any additional missed days. The current rate is \$27.90/day missed.

Trimester Days Allowed Not To Exceed

July-Oct	12 days total, no more than 6 in one month
Nov-Feb	16 days total, no more than 8 in one month
Mar-June	12 days total, no more than 6 in one month

CPSD ABC Preschool Program Staff 501-450-6693

Supervisor of Preschool Services	Brenda Mason	
Administrative Assistant	Shelia Wilkins	
Receptionist	Holly Holbrook	
Clerical	Marqueta Miller	
Nurse	Lindy Fey	
Lead Teachers	Assistant Teachers	
Paris Broyles	Room 212	Anna Holden
Kathy Bruner	Room 205	Melissa Hervey
D'Ann Fimple	Room 215	Michaela Robinson
Amanda Grantham	Room 211	Patsy Thomas
Stacey Le	Room 206	Vicki DeFreitas
Alicia Haney	Room 216	Sheena Hill
Anna Holstead	Room 201	Tracy Bane
Kayla Moore	Room 213	Stacy Bacon
Miranda Sligh	Room 209	Pamela Tomlinson
Dane Satterfield	Room 210	Allison Rivers
Reta Scroggs	Room 214	Charltonzo Rose
Rebecca White	Room 202	Rosie McDaniel
Heather Womack	Room 204	Phyllis Griffith
Donna Young	Room 203	Chinetta Kelley
Activity Teacher	Room 146	Julie Freeman
Activity Teacher	Room 146	Tracy Coney
Speech Therapist:		Danielle Schulze
(Other itinerant therapists may be onsite as well)		
Arch Ford Director:		Tina Rook
Custodians:	Hannah Jones, Melissa Cook, Tiara Flood	
Cafeteria Manager:	Michelle Deavers	
Cafeteria:	Barb Davis, Sharon Huckabay, Anita Langford	

Welcome and Introduction

Welcome to the Conway Public Schools ABC Preschool Program. We understand the tremendous trust you are placing in us to educate your children. Our well trained staff is committed to ensuring that your children receive the best early learning experiences in the safest, most caring environment possible.

Our mission: to provide a nurturing environment as we focus on the individual child's social and academic needs, by working with parents and the community to build a firm foundation and enhance future generations.

The Conway Public School District (CPSD) ABC Preschool Program offers the highest quality preschool education available. It is the goal of the preschool program to help each child achieve his/her maximum potential through a variety of experiences. A qualified and experienced staff provides a warm and supportive atmosphere which assures each child that he or she is secure and accepted. Classrooms are designed to provide a cheerful, healthy learning environment for growing, active children.

The CPSD ABC Preschool Program is funded by the Conway Public School District, the Arkansas Better Chance for School Success (ABCSS) program and the Child Care Development Fund (CCDF).

Our site is licensed as a quality childcare facility, is approved by the Arkansas Department of Human Services, and has achieved three star Better Beginnings certification. ***The program adheres to the CPSD policy, ABCSS/CCDF Rules and Regulations, and DHS Licensing Requirements.***

ABC funds must be used exclusively to support allowable program costs to provide allowable costs incurred to provide non-religious instruction, therefore, no religious activities shall occur during the preschool day.

Center Visitors

Visitors are welcome at the center, but must register at the front office and receive a visitors pass before building entry is allowed. This is for security reasons. Photo Identification is required before entry.

17. Recognizes words or signs he/she sees often; for example, McDonalds, Wal-Mart, the family grocery store, STOP and EXIT signs
18. Holds and looks at books correctly; for example, holds the book right side up and turns the pages one at a time from front to back
19. Recognizes rhyming words such as cat and hat
20. Recognizes and names at least 10 letters of the alphabet by pointing to the requested letter
21. Matches a letter with the beginning sound of a word; for example, matches the letter 'b' with a picture of a banana
22. Expresses ideas through pictures he/she draws; for example, a child draws a picture of three family members and says who each one is

Mathematics

23. Counts at least 5 objects such as 3 bananas and 5 forks
24. Sees the written numeral 3 and understands it means three objects such as three apples
25. Adds and subtracts familiar objects such as cookies
26. Puts written numerals in order from 1 to 5: 1, 2, 3, 4, 5
27. Recognizes and names 3 shapes: circle, square, triangle
28. Counts from 1 to 10 in correct order
29. Uses the words "more" and "less" correctly when counting up to 5 objects

Social/Emotional

30. Tells if he/she is a boy or girl
31. Tells first and last name
32. Tells first and last name of parent(s)
33. Tells how old he/she is
34. Takes care of own needs such as toileting, handwashing and dressing
35. Separates from parents by appearing comfortable and secure without a parent

Physical Development Indicators

36. Has control when using pencils, crayons, markers and scissors
37. Draws a line, circle, X and +
38. Runs, jumps and hops throws, catches and bounces a ball

Kindergarten Readiness Indicators Checklist

By law, schools are required to document that they have provided all parents with a copy of the kindergarten readiness indicators checklist which was prepared by the Arkansas Department of Education and the Division of Child Care and Early Childhood Education. This is a great reference to parents who are interested in helping their children be successful in school. This list of 38 indicators identifies skills and knowledge that will help your child be prepared for that special day; going to kindergarten!

It is important, however, that parents understand that **this is a checklist, not a test**. It is a tool to help parents see all of the things that their children can do that will help him or her make the transition to kindergarten. Children will not be required to achieve all of the indicators prior to enrolling in kindergarten.

Expressive and Language Comprehension

1. Speaks in complete sentences
2. Follows directions with at least two steps
3. Understands words such as "top" and "bottom" and "big" and "little"
4. Makes simple predictions and comments about a story being read.

Approach to Learning

5. Matches 2 pictures that are alike
6. Looks at groups of objects and says which are the same shape, color or size
7. Tells things that go together; for example, a spoon and a fork are for eating; a fish and a boat go in the water
8. Repeats a pattern you start; for example, step step jump, step step jump
9. Puts 3 pictures in order; for example, 1)planting flower seeds, 2) flowers growing, 3)picking flowers
10. Says or sings familiar songs or nursery rhymes.
11. Retells a simple story such as *The Three Little Pigs* after listening to it while looking at the pictures in the book
12. Works simple puzzles
13. Recognizes and names at least five colors.

Phonological Awareness and Print Knowledge

14. Recognizes his/her own first name in print
15. Recognizes letters in his/her own first name
16. Begins to write some of the letters in his/her own first name

Program Goals

The Conway Public School District ABC Preschool Program is designed to increase the readiness of the children for kindergarten with the ultimate goal of ensuring children's success in school. The goal will be accomplished by meeting the following objectives:

- ◆ Provide preschool students with high quality, developmentally appropriate learning experiences designed to enhance kindergarten readiness and peer interactions;
- ◆ Conduct health and developmental screenings through health care providers or school based services, making referrals if necessary;
- ◆ Offer nutritious meals;
- ◆ Support parents in their role as a child's first and most important teacher by providing access to educational resources and information and offering parent involvement opportunities;
- ◆ Ensure continuity and smooth transitions from home to early education and primary school.

The CPSD ABC Preschool Program is designed to provide students with a challenging, yet developmentally appropriate curriculum. The program components are aligned with the state standards as outlined in the Arkansas Early Childhood Education Framework. Through an active learning process, children will construct their own knowledge; learn how to make decisions and plans; and seek and organize information. The role of the teacher is to guide in their construction of knowledge, challenging them to make predictions, try new approaches and solve their own problems.

Please help us achieve these goals by getting your child to school on time everyday!

Enrollment Requirements

Applications for enrollment of pre-kindergarten students are accepted without regard to race, religion, color, sex, or national origin.

To qualify for the program:

1. Students must have turned 4 years of age by August 1, of the applicable school year
2. Household income must not exceed the maximum earned income as set by state and/or federal guidelines.

To register for ABCSS- parents will need to submit:

- A completed application which is signed and dated
- Parent survey
- Proof of household income (s) for a consecutive month for parent(s) current to the enrollment date
- A copy of the child's birth certificate or hospital record signed by the physician
- Signed preschool agreement
- Signed permission slips
- Signed acceptance of our policies and procedures (this book)
- Copy of social security card
- Up to date Well Child Check -Up from the doctor
- Up to date shot record
- Completed free/reduced school lunch application is required

All parents who qualify for CCDF will also need to submit a CCDF Application with Proof of Income which would include:

A parent's up to date school schedule, or, For parents working an average of 30 + hours a week or full time.

Additional items after you are in the Program are:

- Emergency Contact Information (to be kept up to date)
- Names of designated persons authorized to pick child up
- Notarized custody declaration if applicable

Students who turn 4 after August 1 will be put on a waiting list.

Please note that all applications will be evaluated and placed into the most suitable funding source. Your funding source may be ABC or CCDF and your source may change throughout the school year. Each source may have different requirements. You will be notified of your placement in the Program.

Appropriate Dress for School

Preschool is a very active place. Children paint, glue, play in sand and water, and play outdoors daily, weather permitting, therefore clothing should be sturdy, washable, comfortable, and seasonally appropriate. Clothing not allowed by the CPSD handbook will not be allowed by SCPC either. Parents should be sure clothing is easy to pull up and down for bathroom needs. Jackets/Coats should be worn in cool weather, light clothing worn in warm weather. A seasonally appropriate change of clothing should be kept in your child's cubby in case of accident. It is a good idea to label your child's clothing with his/her name, in pen or marker, on the inside tag.

FLIP FLOPS are unsafe for preschoolers and may not be worn by students at school. Children coming to school in flip flops will be sent home to change into safe play shoes.

Field Trips

Field trips may be taken within a safe walking distance from our campus with adequate adult supervision. We will not use bus transportation for preschool field trips.

Campus Parking

Parents will park in the back parking lot for classrooms on the rear of the building. Parents from the front classrooms will park in the front parking spaces or on the street. At no time is parking allowed by parents in the drive through lanes in the front or the back. Violators will be cited. "IN A HURRY DROP OFF" is offered at 7:55-8:10 when there is no inclement weather. You will be given more information about "IN A HURRY DROP OFF" when you are accepted to the Program. Also note that South Blvd is a one way street during arrival and departure times. Officers can and will ticket offenders.

Parent Involvement

We encourage parent participation to ensure the best possible educational experiences for your child. We believe that you are your child's first teacher and we hope that cooperation between home and school will benefit the child, the family and the program.

Parent Support Association

A Parent Support Association will be created and officers should meet monthly to help staff enhance our educational opportunities. This association will also assist in planning and executing parent involvement activities.

Toileting

Parents should provide an extra set of clothing in case of accidents.

Reporting Child Abuse/Maltreatment

Act 1208 of 1991 defines abuse as any non-accidental physical or mental injury, or any injury which is a variance with the history given. This includes welts, bruises, cuts, burns, scratches and broken bones. Sexual abuse and emotional abuse are also reported and investigated. Neglect is defined as abandonment, lack of food, utilities, shelter, health services or lack of supervision. ABC Preschool staff members are mandated reporters of child abuse and maltreatment. If a mandated reporter does not report abuse, he/she can be found guilty of a Class C misdemeanor. Should a staff member suspect abuse, he/she will contact the program coordinator, if they are not available, he/she will notify the Arkansas Hotline number and inform the program coordinator as soon as possible. Staff members will place all documentation in a confidential folder.

Interviewing of Staff/Students by DHS Employees

Preschool staff and students are subject to be interviewed by Child Care Licensing, DCFS Special Investigators and law enforcement for investigative purposes and/or for determining compliance with licensing regulations.

Children of parents and/or guardians refusing to furnish the required information will be deemed ineligible for participation. (ABC Reg 4.05)
Children will not be allowed to attend class until ALL documentation is submitted.

Student Transportation

The CPSD ABC Preschool Program does not provide transportation for preschool students. It is the responsibility of the parent/guardian to transport the child to and from school at the designated times.

Authorized Persons/Sign In and Sign Out

It is district and state policy that, upon arrival to school, the parent/guardian must bring the child inside the building to sign them in and make their presence known to the appropriate staff members. Parents must also come inside to sign their children out at the end of the day. Parents must accompany their children out of the building. Children will not be allowed to leave the building unattended. Children riding day care vans in the morning or afternoon must also be signed in and out in an appropriate manner by the day care representative.

It is important that the registering parent/guardian notify the school office in writing of all persons authorized to pick up their child. Anyone picking up a child should be prepared to show proper picture identification before the child will be released. In the case of divorced parents, it is important that the registering parent indicate on the enrollment application who has legal custody and who may pick up child from school. Legal documentation will be required as proof of custody.

The sign in sheet is used to verify student attendance and ensure child safety. To remain in the program, parents or designated adult (18 year old) must sign the child in and out. Parent cooperation ensures the safety of all children.

Failure to Pick up Children After School

Children must be picked up on time after school. If a parent cannot pick up the child at the appropriate time, arrangements must be made with day care or other authorized person to pick up child. If a child is not picked up on time, staff will begin calling parent/guardian and emergency contacts until someone is reached and the child is picked up. Children waiting more than 15 minutes may only be signed out through the front office. If a parent/guardian consistently picks up a child late, will result in a conference with the Program Supervisor.

Physical Examinations and Immunizations

CPSD and ABC require age appropriate immunizations and well child check up for each student in the ABC Preschool Program.

It is mandatory that all preschool students have a current well child check up with his or her primary care physician. Written documentation of this check up, *including height and weight (and if possible, vision and hearing)*, is to be submitted to the preschool office.

Written documentation of required immunizations must be presented before the child is admitted to class and each time the child receives additional immunizations. Age appropriate immunizations for a 4 year old child would include 5 DTP/aP, 4 Polio, 3 Hep B, 2 Hep A, 3 Hib, 1 MMR, 1 Varicella and 3 Pneumococcal. **Students who claim exemption from vaccinations must have a written exemption from the state to place in their file.**

Preschool Instructional Program

Staffing— Every class is staffed with a licensed early childhood education teacher and an instructional assistant with a minimum of a CDA (Child Development Associate) credential.

Class Size— Every class is limited to 20 students with a ratio of one adult for every ten students. The only time this ratio changes is during naptime when it can be one adult for every 20 students.

Instruction—The CPSD ABC Preschool Center uses a learning center approach to help children become independent thinkers, self confident learners and highly skilled individuals. This approach provides opportunity for children to engage in respectful interactions in a language-rich environment with professionals available to help them develop socially, emotionally, academically and physically.

- ◆ Conway Pediatrics comes each year for a puppet show and lesson for students to learn how to care for their teeth. They also provide toothbrushes and toothpaste.

PLANNED MONTHLY ACTIVITIES:

- ◆ August 11 - Open House, 5:30-7:00
- ◆ September 24-Conscious Discipline Training for parents 5:30-7:00 PM
- ◆ October 21-22-Parent-Teacher Conferences 4:00-7:00 PM
- ◆ November 10-19-Classroom Event-date/time set by teachers
- ◆ December 14-17-Winter Break parties-date/time set by teachers
- ◆ January 6-28- Classroom Event- date/time set by teachers
- ◆ February 4 & 8-10-Valentine parties-date/time set by teachers
- ◆ March 17-18- Parent-Teacher conferences 4:00-7:00 PM
- ◆ April 15-Wellness / Literacy/Math Night, 5:30-7:00 PM
- ◆ May 24- Field Day Activities (If rain, alternate day is May 25)

2020-2021 Class Schedule First Group

8:00-8:15 Arrival, Wash Hands, Check Jobs, Sign In, Centers
8:15-8:50 Gross Motor Outside, Wash Hands
8:50-9:30 BREAKFAST
9:30-11:00 Centers, Large and Small Group Time
11:00-11:30 Gross Outside, Wash Hands
11:30-12:00 Centers, Large and Small Group Time, Wash Hands
12:00-12:40 LUNCH
12:40-1:15 Centers, Large and Small Groups
1:15-2:30 Nap Time
2:30-3:00 Centers, Large Group Time, Prepare for Departure

2020-2021 Class Schedule Second Group

8:00-8:15 Arrival, Wash Hands, Check Jobs, Sign In, Centers
8:15-9:30 Centers, Large and Small Group Time, Wash Hands
9:30-10:00 BREAKFAST
10:00-10:30 Gross Motor, and 11:40-12:10 Gross Motor
10:30-12:30 Centers, Large and Small Group Time, Wash Hands
12:30-1:10 LUNCH
1:10-2:30 Nap Time
2:30-3:00 Centers, Large and Small Group, Prepare for Departure
3:00-3:15 Departure
3:15-4:00 Planning Time for all teachers

Some teachers will do their centers before nap time.

Classroom Learning Centers

2. Parents are encouraged to submit photos taken during program events for the Preschool Facebook Page. Parents have the opportunity to help put books or other activities together for the classroom teachers.
3. Parent Handbook-Parents will supply feedback for additional information to add to the parent handbook each year. This book is also available in Spanish.
4. We have a preschool Facebook Page and the Conway public Schools Website has information under the Program's tab about the Preschool. Our district provides a 'push person' from our staff to send out messages for our Program.
5. Each month families may participate in a class activity. We plan to have these activities with an equal amount of daytime and nighttime activities so that all families will have the opportunity to attend.
6. Literacy backpacks are available for students as needed. The backpacks may include: books, games, and a family guide. These are available in Spanish and English.
7. During the month of August, we encourage parents to take the time to come and play with their child in centers so they can see the abundant opportunities for child development.
8. Parents are invited to read to the classes during various times of the day and year.
9. Parents will help decorate various things with their children throughout the school year. Our Program provides the supplies for these activities.
10. We have an end of the year Field Day where parents help set up and man stations outside. Each station represents a set of standards. Many centers are involved. Everyone is served a lunch to eat outside together if the weather permits.
11. To inform parents of their child's progress we have Parent-Teacher conferences. Additional conferences are scheduled as needed by the teacher or by parent request.
12. Daily interactions, communication folders, newsletters, behavior notes, emails, Remind 101, phone calls, and Preschool Facebook Page are ways the teacher or Program provides information to our families.
13. Our district provides our Preschool program with a school nurse. The nurse is always on our campus and available to the students and parents.
14. There are local health units who are also in our building:
 - ◆ Lions Club helps students with vision screenings and with those who may need glasses.
 - ◆ Educational Audiology/Speech Pathology Resources for Schools (EARS) perform hearing screenings and make referrals as needed.

Block Center—provides basic muscle development skills and creativity necessary to solve problems. This center will give children the opportunity to explore, sort, make comparisons, and build structures.

Dramatic Play Center—is used to help children develop social interactions as they explore new and different ways to play. A variety of props will be available for children to role play.

Art/Music Center—develop small muscle skills and hand to eye coordination. Creativity is encouraged.

Language Development Center—is where children begin to understand that books are exciting friends that can be enjoyed. They begin to notice that letters are symbols for the words they say. They learn to tell stories and events in sequence. They learn to "read" pictures. The children are developing their listening, speaking, reading and writing skills.

Manipulative Center—is one in which the children work with activities that develop small muscles and eye-hand coordination. Putting a puzzle together involves problem solving and configuration (seeing the shape of things and how they fit together). In this center, children learn how to work independently, classify objects, put materials together and to take them apart.

Nature/Science/Math Center—is a DOING center rather than a "look but don't touch" center. The children develop the thinking process and sensory experiences. They develop concepts of shape, color, size, number, classifying and sequencing.

Sand/Water Play Center—allows children to explore the properties of sand and water.

Centers have a focus on literacy and language development.

Attendance

DHS—Division of Child Care and Early Childhood Education, the monitoring agency for preschool, is in agreement with the CPSD on the value of daily attendance. DHS supports the district's stance that children who will be on time and in attendance every day to take advantage of the learning provided in the preschool environment should take precedence over those who perceive preschool as just daycare.

Parents are advised that excessive absences, tardiness or failure to pick up a child on time may result in a conference with the Supervisor.

CPSD believes that the instructional program is the essential part of formal education and that the students realize greater benefits when they attend regularly. When students are absent, they miss an integral part of instruction; therefore, regular attendance is necessary.

The following procedures will be used to report and monitor absences:

1. Parent or guardian must notify the office by noon if the student will be absent. Failure to do so will result in the absence being listed as **unexcused**.
2. Full or part day absences will be excused for illness, emergency or any cause found acceptable by the preschool supervisor.
3. After 3 or more unexcused absences in one semester, the parent/guardian will be notified by telephone or mail.
4. After 6 unexcused absences in a semester, a conference will be scheduled with the parent/guardian to discuss the absence pattern, its effects, and appropriate interventions.
5. After 10 unexcused absences in a 9 week period a conference will be held to determine if there is enough parental interest in the program to continue enrollment. Any student who is absent 10 consecutive days with no contact will be dropped completely.

CCDF families are limited in covered absence days. After a student has missed the maximum allowable days, parents will be responsible for payment of any additional missed days to the preschool.
See further details on page 26.

The discussions shall be so that they are objective and academically informational and do not advocate any particular form of religious practice.

Instructional activities in the schools that are contrary to a pupil's religious beliefs or teachings shall be optional.

The teacher in charge of each classroom may, at the opening of school each day, conduct a brief period of silence with the participation of all students in the classroom who desire to participate.

Students and employees may engage in personal religious practices, such as prayer, at any time, and shall do so in a manner and at a time so that the educational process is not disrupted.

*Legal Reference: A. c. A. 6-10-115

Date Adopted: March 14, 2006

Last Revised:

PARENT INVOLVEMNT PLAN

The Conway public Schools ABC Preschool Program encourages parental involvement in all facets of a child's education. The following is a brief summary of the Preschool's Parental Involvement Plan. If you have any questions about these Preschool goals, please contact Brenda Mason, Preschool Supervisor at (501) 450-6693.

1. The Preschool will foster effective parental involvement Strategies and support partnerships among school, parents, and the community to improve student achievement.
2. The Preschool will provide coordination, assistance, and support necessary to assist schools in planning and implementing effective parental involvement.
3. The Preschool will build strong parental involvement.
4. The Preschool will partner with parents to conduct ongoing evaluation of the content and effectiveness of parental involvement initiatives so as to increase parental participation.

Below is a list of the activities and strategies used by the ABC Preschool to engage families.

1. Parental Support Association (PSA)-Representatives from each classroom discuss program components and make suggestions for that school year. They also help with our family and teacher events.

CONWAY PUBLIC SCHOOLS ABC PRESCHOOL TRANSITION PLAN

By laws, schools are required to document that they have provided all parents with a copy of the kindergarten readiness indicators checklist which was prepared by the Arkansas Department of indicators, identifies skills and knowledge that will help your child be prepared for that special day, going to kindergarten!

For children entering kindergarten, transition activities are initiated which involve sharing information about the public school, registration dates, and entrance requirements. Transition conferences are conducted annually for students who are in kindergarten need of possible continued special education services in kindergarten. Representatives from the ABC program, school district, education cooperative, and parents attend these conferences. Transition activity backpacks are provided for each child who will attend kindergarten. Ongoing collaboration with the school district personnel helps to prepare children for future school success.

The Work Sampling System is an ongoing assessment of student performance. Data is collected throughout the school year which reflects progress monitoring and finalized and reported three times per school year. A digital portfolio/or a filed portfolio is maintained for each child showing evidence of their progress. In addition, copies of the portfolio is prepared and provided to each child's parent.

5.10 - RELIGION IN THE SCHOOLS

The First Amendment of the Constitution states that "Congress shall make no law respecting the establishment of religion, prohibiting the free exercise thereof..." As the Supreme Court has stated (Abington School District v. Schempp, 374 U. S. 203) the Amendment thus, "embraces two concepts—freedom to believe and freedom to act. The first is absolute but, in the nature of things, the second cannot be." Therefore, it is the Board's policy that the school system, as an agency of the government, shall be neutral in matters regarding religion and will not engage in any activity that either advocates or disparages religion. The District shall assume no role or responsibility for the religious training of any student.

The need for neutrality does not diminish our school system's educational responsibility to address the historical role of religion in the development of our culture. Since we live in a diverse society, the District's goal shall be to address the subject of religion objectively in such a way that it promotes an understanding of, and tolerance for, each other's religious or non-religious views.

Discussions concerning religious concepts, practices, or disciplines are permissible when presented in a secular context in their relation to an inclusive study of religion or to the study of a particular region or country.

Tardiness

When students are tardy, they miss a portion of the instruction and disrupt the classroom dynamic. Your teacher will open the classroom doors for 15 minutes every morning. After that 15 minutes, students must check in at the front office. **If your child will be tardy, you must call our office by 9:30 AM to order a lunch for your child. Otherwise, a nutritious lunch from home is required.**

There are generally no excused tardies. Exceptions will be made if the student is late due to illness, medical appointment, official school business, or a cause acceptable to the supervisor of the preschool program. Students will be considered tardy 30 minutes after class begins. All classes will start at 8:00 and end at 3:00 PM counting students as tardy at 8:31. Students checking out more than 1.5 hours prior to their normal departure time will also be counted tardy.

The following procedures will be used to report and monitor **unexcused tardiness** per semester:

1. Tardies will be recorded by the classroom teacher.
2. After 3 tardies, the teacher will report tardies to the parent and the coordinator, who may decide to schedule a conference with the parent to discuss the tardies, their effects, and appropriate interventions.
3. After 5 tardies, a parent conference with the coordinator will be mandatory to discuss the tardies, their effects, district policy, and appropriate interventions.
4. After 10 **unexcused** tardies in one semester, the child may be removed from the program and placed on the waiting list until another spot becomes available.

Every moment at preschool is a learning experience. We do not want your child to miss any of it.

Discipline Policy

Corporal punishment WILL NOT be used as a disciplinary measure in the CPSD ABC Preschool Program by any staff member at any time.

Discipline in the CPSD ABC Preschool Program will be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior. Staff will offer positive guidance that is consistent and individualized for each child. If a child continues to demonstrate inappropriate behavior, separation of the child for a calm down break may be necessary to resolve the undesired behavior. Parent/teacher conferences may be needed to determine if other circumstances are contributing to the situation and to develop a plan of action. The following procedures have been approved by DHS/ABC.

General Behavior Concerns—include those listed as age appropriate occasional behaviors (expected from time to time with this age group). These may include, but aren't limited to: following directions, horseplay or disruptive behaviors. The following steps will be taken in response to these general concerns:

1. Prevention—trying to keep the inappropriate behavior from happening.
2. Redirection and Skill Building—encourage another activity, role playing appropriate behavior
3. After Three Incident Reports signed by parents—Teacher will communicate concerns with **Preschool supervisor**.
4. Parent/Teacher Conference— will be scheduled within 2 Days of discussion with teacher's concerns. If a parent cannot attend the conference, the student will not be allowed to attend school without permission until the parent attends a conference.

School Breakfast/Lunch Program

Breakfast and lunch are a part of our school day, as the only cost to the parent. Families qualifying for free meals will not be charged for breakfast or lunch. Families qualifying for reduced meals will be charged .40 cents daily for lunches and .30 cents daily for breakfast. Payments must be in cash for exact amount. Must call before 9:30 am to eat with child. **These prices are subject to change.** We prefer that all children eat the same meals prepared by the cafeteria. If your child needs a special diet, please speak to someone in our office about making special arrangements. Please do not send food from home without speaking with a staff member for the state mandated guidelines.

***** ATTENTION *****

Call our office before 9:30am to order a tray if your child is going to be tardy. If you do not call ahead, you will be responsible for a lunch brought from home that meets DHS requirements.

Outdoor Play

Outdoor play is required by DHS for one hour each day, weather permitting. All school days, taking into account for wind chill, heat index, and precipitation will be outside play days. Please do not ask for exceptions. If a child is too sick to go outside, the parent needs to keep the child home. Our school is not staffed to offer one on one supervision to children who cannot go outside.

Use of Sunscreen

Children may need to be protected from overexposure to the sun. As a result, sunscreen may be used as needed and as directed by the parent. Parents will be required to sign a sunscreen permission slip if so desired.

Toys at School

The CPSD ABC Preschool Program will not be responsible for lost, broken or stolen toys, so we ask that students do not bring these personal items from home. Our center is equipped with many age and developmentally appropriate toys for student use in the classroom and on the playground.

Bringing a toy weapon to school will result in confiscation of the toy with no return to the student and a parent conference with the Supervisor.

Medical Care Plans

Sallie Cone Preschool has a full time licensed nurse supported by the Conway School District. Any student who has a special medical need or condition shall provide a written explanation from their medical professional with a detailed plan of action to be followed by preschool personnel. This plan shall be kept in the office and in the classroom. Parents will be encouraged to make suggestions to aid in the implementation of the plan and may request a conference with the teacher, nurse, and/or supervisor at any time.

Medications

Preschool staff will not administer any medications other than those needed in life threatening emergency situations, such as rescue inhalers and EPI pens. Parents must fill out required paperwork with the front office before leaving any of these medications on campus. Transporting medication between home and school by preschool students is not permitted. All medications must be in original container with written prescription in the child's name with dosage information on the label. Medications will be kept under lock and key in the front offices and administered by nurse or office

Emergency Drills

Emergency drills are held monthly to acquaint the children with evacuation procedures and severe weather procedures. Each class is equipped with smoke detectors and the building is equipped with fire alarms and fire extinguishers. These drills may make quite an impression on students at first but, with time, students become familiar with each drill and the procedures to follow .

Naptime

After lunch, a rest period of no less than one hour and no more than two hours will be offered. Children will not be required to sleep but will be required to observe a period of calm and quiet to allow those children who will sleep the opportunity to do so. The program will provide a sanitized cot and clean bottom sheet for each child. Parents will be asked to bring a small blanket for their child as covering. Coverings will be sent home on Fridays to be laundered and shall be returned to class on Monday for the following week.

5. Conference Requirements—

1. Parent, teacher and **supervisor** in attendance
- 2 Get input from parent and teachers about behavior concerns
3. Develop a behavior plan
4. Daily communication between parent and teacher. Parent signature is required.
5. Schedule a 2 week follow up conference, If parent is unable to attend, they will get in touch with the **supervisor**. If these strategies are working, continue as needed.

Dangerous Behavior Concerns— cause harm to others, the student, or physical aggression to the staff, and will be brought to the immediate attention of the program supervisor. These behaviors are not appropriate or acceptable and can be described as "assault" and "battery".

The supervisor will contact ABC/DHS for approval to remove the child from the program for 24 hours or until a parent/school conference can be held. The child will not be kept out of the program for more than 24 hours unless the parent requests a delay to the conference. The parent/school/agency team will develop a behavior plan to prevent recurrence of dangerous behavior. Teacher will request Behavior Help online offered by ABCSS.

The child may not return to the classroom prior to a parent/school conference. Failure to participate in such a conference and resulting behavior plan may result in dismissal from the program.

At no time will any person be given information regarding any child other than their own. This would be a violation of the Family Educational Right to Privacy Act, a law that protects all students and their families.

Recurring Behavior Requirements

1. Ask for ABC Behavior Help Online Support for the classroom Teacher.
2. Get a referral to Arch Ford for an observation by behavior specialist.
3. Development of a behavior plan with a team approach. (Team would consist of parent, teacher, supervisor and/or outside agencies)
4. Parent agreement signed and followed for an Individualized Behavior Support Plan.
5. Begin an alternative daily schedule.
6. Daily individualized lessons for social emotional techniques outside of the classroom with student.
7. Parent will attend a weekly 15 minute follow up training to help with behavior techniques at home.
8. Daily communication between teachers and parents. Parent signature required.
9. Reflection meetings by pertinent parties to discuss strategies that are working and changes that need to be implemented.

The CPSD ABC Preschool Program discipline procedures meet the licensing requirements as set forth by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education licensing requirements. We have incorporated the 7 Skills of Conscious Discipline into our program. The state of Arkansas has adopted this method as the preferred method for preschool children.

Educational Care Plans

Any student who comes to us with an **existing educational care plan** shall provide a written explanation from their educational professional with an individualized education plan to be followed by preschool personnel. All children are screened by the preschool program, and referrals for additional screening, if necessary are made to the Arch Ford Ed Coop. Should a child qualify for and accept services from Arch Ford, the Arch Ford team, including the child's parent/guardian and teacher shall develop an individualized education plan to be kept in the preschool office and classroom. Parents are encouraged to take part in their child's plan and may request a conference with the teacher, coordinator or Arch Ford personnel at any time.

Illness

Children with these symptoms are **NOT** permitted at school:

1. Temp higher than 101 within a 24 hour period
2. Vomiting within a 24 hour period
3. Diarrhea within a 24 hour period
4. Symptoms of communicable disease

If any of these occur, the parent will be notified immediately to pick up the child. For the safety of the child and others, they must be symptom free for 24 hours without medication before returning to class. **Children who are too sick to participate in daily activities, such as outdoor recess, should be kept home.**

Injury

Staff members make every effort to ensure safety of students and staff, but unfortunately minor accidents may occur. In order to keep you informed, your child's teacher will provide you with an accident or incident report for any minor occurrence. In case of serious injury we will make every effort to contact you for instructions. If we cannot reach you we will call the person(s) you have indicated on the emergency form to make medical decisions for your child. Please keep these numbers updated. Your signed medical consent form will also assist us in getting prompt medical attention for your child, if needed. In case of emergency evacuation, students will be transported by CPSD bus to a safe location where parents will be phoned to pick up.