

Clinton County R-III Preschool Program

600 West Frost
Plattsburg, MO 64477
(816) 539-2187

Student/Parent Handbook
2023-2024



Mission

Students will graduate college, career, and life ready.

Vision

Tiger Legacy!

PHILOSOPHY & PROGRAM GOALS

It is the philosophy of the Clinton County R-III Early Childhood program that children be encouraged to learn and grow through a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment.

We believe that each child is a unique individual and that all children can learn. Our preschool program provides inclusive settings that recognize children's varied abilities, interests, needs, and learning styles.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

We will enhance each child's cognitive, creative, fine motor, gross motor, social, and emotional skills through learning, imagination, and exploration. Each child will be treated as a special individual and will be taught to respect others. Your child will be taught how to play together as a group. We will encourage your child not to be afraid, but rather to be curious and explore the different areas of life. He/she will be encouraged to strive toward his/her goals and dreams.

Our goal at Clinton County R-III Early Childhood Program is to teach your children (child) the necessary skills in life. We want them to feel more independent, which builds self-esteem. In addition to their self-help skills, we want to prepare them for the next level of learning and develop their social skills. We want them to "Believe in Your Dreams" and enjoy being a child.

DAYS AND HOURS OF OPERATION

4 day school week

8:00 am - 3:45 pm

Contact Info:

Superintendent: Sandy Steggall, sandy.steggall@ccr3.k12.mo.us

Elementary Principal: Rachel Turner, rachel.turner@ccr3.k12.mo.us

Elementary Secretary: Lindsie Lloyd, lindsie.lloyd@ccr3.k12.mo.us

School Nurse: Jessica Fish, jessica.fish@ccr3.k12.mo.us

PK3 Teachers:

Jill Mead, jill.mead@ccr3.k12.mo.us, Candace Reed, candace.reed@ccr3.k12.mo.us, Emilie Hall, emilie.hall@ccr3.k12.mo.us

HEALTH POLICY

Your child must be healthy every day he/she attends school. The following are symptoms that are set up by the Division of Health and Senior Services and the Health Department. If your child has any of these symptoms, he/she will need to be symptom-free or no longer contagious for 24 hours before returning to school. State regulations prevent us from providing care for children who are ill. Remember if you honor this regulation, you will deter other children from getting sick.

FEVER: Any elevated temperature over 100 degrees.

SEVERE COUGHING

PINKEYE

DIARRHEA: more than one abnormally loose stool.

VOMITING

UNUSUAL SPOTS OR RASHES

SEVERE ITCHING OF BODY OR SCALP, SCRATCHING OF THE SCALP OR SIGNS OF NITS OR VISIBLE

INSECTS: These may be signs of lice or scabies.

If any of these symptoms of illness should occur while at school, we will contact you immediately. He/she will be kept isolated until picked up by you or someone designated by you. It is imperative that children be picked up promptly under these circumstances. If you are called to pick your child up due to illness, they may not return to school the following day. If children are given medications to reduce fever before being dropped off at the school, you will be asked to take your child home until they are well, or called to pick your child up. Unfortunately, this medication wears off and then exposes the other children, causing the illness to spread and cycle. Your child may return after he/she is free of symptoms for at least 24 hours and or no longer contagious.

If your child exhibits behavior not normal for him/her such as increased irritability or fatigue or complaints of pain or discomfort, we will call you to discuss the situation. We may require that the child be picked up.

MEDICATION AUTHORIZATION

When your child needs to receive medication administered by our staff during school hours, please provide the medicine with the prescription label from the doctor and fill out a medication authorization form. A beginning and ending date must be stated with the time. All medications must be in their original container. Only prescription drugs are allowed. NO over-the-counter medicines will be given with the exception of diaper creams, and sunscreens unless it is a special medical need.

Please remember if your child is healthy enough to be at school, they are healthy enough to go outside. We are not able to keep children inside when their group is scheduled to be outdoors.

ACCIDENTS

In the event of a non-emergency accident, the following procedure is followed: Comfort and first-aid are given to the child. An accident form is filled out, copied, and signed by the teacher present and the nurse or principal. When you pick up your child, the report will be provided to you. Please read and sign the report. You keep a copy and the original copy goes on file with the school. If your child has a head injury of any kind, biting injury, or injury that requires first aid, you will be notified immediately by phone. There will be a report also filled out for your signature at the time of pick-up.

EMERGENCIES

Every effort is made to reach a parent in case of an accident or other major emergency. The enrollment form requests the names of two people we might contact if we cannot reach you. These people should be authorized to take your child from school. If you will be away from your regular phone all day, it is wise to leave contact instructions with the school. In some cases, if you are not immediately available, emergency medical help will be sought as authorized on the back of your enrollment form. Please be sure your phone numbers and those of your emergency contacts are always kept current.

MEALS & SNACKS

Breakfast and lunch are available for purchase at school. A healthy snack will be provided to all students free of charge.

Please notify us of any food allergies or special diet restrictions, both permanent and temporary.

CLOTHING

Many of the daily activities are messy. If your child wears comfortable washable play clothes, this will avoid ruining nice clothes. If you have something special scheduled after school, plan to take a few minutes to change when you pick your child up rather than expect him/her to keep special clothes clean all day. Each child will be outside (as weather permits) so please bring your child appropriately dressed for the weather conditions. Even if the weather forecast is predicting warm weather, please send a jacket for the coolness of the morning or late afternoon. You will be called to bring a coat for your child if one is needed and they don't have one at the school.

While all preschool students should be potty trained prior to the first day of school, we understand that accidents do occur. Please provide a complete change of clothing in a plastic bag with your child's name on it. This includes shirt, pants, underwear, and socks. If we use the extra set of clothes, please be sure to bring a replacement the next day. During the cold months, please bring an extra set of gloves/mittens and a hat for your child to leave at the preschool. These items also need to be labeled with the child's initials. The children need to bring boots during the winter months but also need to have a pair of shoes for the classroom. For girls, they should have a pair of pants to put on when they are outside during the winter months if wearing a dress. Please remember cubbies

are for clothing and storing naptime soft animals/dolls. Please leave all other toys at home unless it is show-and-tell day. Preschool students should be potty trained prior to the first day of school.

BIRTHDAYS & OTHER HOLIDAYS

The staff may from time to time plan the celebration of a special holiday. If there are special holidays deriving from your cultural heritage that you would like to share with the children, please notify the Teacher. We reserve the right to discuss the historical roots of common holidays, although we will not promote the belief in any particular religion. Parents are welcome to bring birthday treats for their child's group. Please let the teacher know the week prior, so snacks can be planned accordingly.

PERSONNEL QUALIFICATIONS

The preschool employees are well qualified and also meet the requirements of the State. The preschool hires employees that will give the needed love and support to the children. We feel that when we employ quality people, the children will enjoy coming to the preschool and will also look forward to returning to school every morning.

SUBSTITUTES

There will be times that an employee will not be able to be at the preschool, therefore we will have qualified substitutes fill in at that time.

BEHAVIOR MANAGEMENT

In the Clinton County R-III Preschool Program, we believe that if you have interesting age-appropriate activities available, discipline problems are minimal. The teachers consistently reward appropriate behavior in many different ways. We try to encourage independence by making each child responsible for their own property and their own behavior. An all-encompassing rule we try to establish is to treat others the way you wish to be treated.

In the Clinton County R-III Preschool Program we try to encourage appropriate behavior through positive reinforcement. When inappropriate behavior occurs, the child is redirected to use appropriate behavior. If the inappropriate behavior continues the teacher moves the child to a safe spot of the teacher's choice, generally a chair or mat away from the other children.

In all cases, the child is spoken with and has it clearly explained why a given behavior is not acceptable and helped to problem-solve finding an appropriate behavior.

PROGRAM PLAN

Circle Time: This is the time a child is allowed to share and interact with the teacher and the other children in a group setting. Activities can include calendar, theme introduction, interactive games, shown-n-share, sharing a big book, etc.

Story Time: This is the time a child can enjoy books, flannel stories, puppet stories, books on tapes, etc. This is the time a child is allowed to share and interact with the teacher and the other children in a group setting. Activities can include calendar, theme introduction, interactive games, shown-n-share, sharing a big book, etc.

Music: This is the time a child can express himself through rhythm and song. Activities can include songs, finger plays, musical instruments, rhythm sticks, etc.

Movement: This is the time a child develops strength in the large muscles of the body, builds self-confidence and learns good sportsmanship. Activities can include parachute play, movement tapes, ball games, beanbags, relays, games including running and jumping, etc.

Creative Arts: This is the time a child is allowed to create with a variety of mediums. Activities can include painting, cutting, gluing, coloring, play dough and shaving cream play, etc.

Science and Math: This is the area where children can go to find and examine new materials and explore familiar materials in new ways. Activities can include sensory experiences (water, beans, rice, sand, etc.), learning box, collections of materials (rocks, feathers, leaves, etc.), examining materials with magnifying glasses, colored paddles or mirrors, experimenting with magnets, gears, wheels, etc., weighing or measuring objects, sketching objects such as leaves, fish, shells, etc.

Dramatic Play: This is the area where children exercise their imaginations, role-play and interact with other children. Some ideas for dramatic play include bakery, doctor's office, fire station, camping, etc.

Blocks: This area is arranged for children to build and construct their environment. Props can be added to this area to add interest, such as hats, a road for cars to drive on made out of masking tape, pictures of buildings, etc.

Manipulative: This area allows the child to practice fine motor and manipulative skills as well as eye-hand coordination. Activities can include stringing beads, pegboards, lacing cards, Legos and other connectors, etc.

Computers: This area allows the child to experiment with technology, learn keyboarding and mouse skills, explore educational software, and play computer games.

VISITS, OBSERVATION, AND PARENT-STAFF COMMUNICATIONS

Your child's staff will be talking with you informally about your child quite frequently. Your child's teacher does a quarterly progress report on your child. These are always available to you upon request. At any time you have special concerns or interests, we will be glad to set up an appointment for a conference. We may also request a conference occasionally. Please inform us of any change at home that may affect your child in any way. Some examples might be the absence of a parent for more than a day or two, illness or death in the family, special visitors, or finding out a new sibling is on the way. All information will be regarded as confidential.

SEESAW & PARENTSQUARE

Online activities and communications will be provided via SeeSaw & ParentSquare. Please be sure to have both of these online applications readily available.

TRANSPORTATION

Children must be five years old to ride the school bus. Please contact the Transportation Director at 816-539-3333 to make arrangements.

Additionally, children who attend the Preschool Program who have a documented delay in one or more of the following areas: cognition, motor, speech/language, social/emotional skills, or adaptive behavior may receive transportation services. Please contact the school's Special Education Director for details at bethany.clark@ccr3.k12.mo.us.

DROP OFF & PICK UP

Students should be dropped off and picked up at the Northeast doors. A CCR3 staff member will meet you there to assist with the transition process.

STAFF RESPONSIBILITIES

- Treat children and parents with respect
- Provide a safe, warm environment
- Provide a variety of interesting activities
- Keep parents informed
- Keep accurate records
- Be a good role model for the children
- Discourage any play with toy weapons as well as discourage children from making replicas of weapons

PARENT RESPONSIBILITIES

- Maintain open communication with the employees and volunteer any information.
- Stay involved in your child's activities and functions.
- Notify the school if your child is sick or will not be here for any other reason.(816-539-2187)
- Pick up your child on time. Call if someone else is picking up your child and be sure that this person is named on the enrollment form.
- Keep meal balance paid
- Do not allow your child to bring candy, gum, money, or toys with them to the school.
- If you would like to send a treat for a special occasion, please notify the Teacher. We cannot take responsibility for items brought to school that will be explored by other children.
- Check your child's backpack daily for artwork, papers, notes, clothing, etc... Make sure your child has clean, dry clothes appropriate for the season.

ATTENDANCE POLICY

Please note, that the CCR3 Preschool has several students on the waiting list; therefore, your child's attendance will be monitored closely. In the event your child's attendance becomes a concern, understandably, your child's preschool spot may be given to another student who can attend regularly. The final decision will be made by the Elementary Principal.

We would like to thank you for your support and for trusting us with the most precious resource there is. It is our pleasure to have you as part of the Clinton County R-III Preschool Program.

Please sign, date, and return this Acknowledgment page.

Thank you!

POLICY ACKNOWLEDGEMENT

I have reviewed this handbook and agree to the policy and procedures.

Signature of Parent

Date