

Tigers Learning Center

Smithton Preschool

Student

Handbook

2017-18

Tigers Learning Center



Dear Families,

Welcome to the Smithton Preschool Program. We are happy that you have chosen our program for your child's preschool enrichment. We look forward to providing a year filled with exciting and rewarding experiences to all our preschool friends.

We hope the information provided in this handbook will help you to gain an understanding and appreciation for your child's preschool experience. The aim of preschool is to provide a basic foundation for your child's education and to make each child's first experience with school a successful and happy one. Our handbook includes many of the tidbits of information you will want to know about our preschool, including some School Board Policy. You can view the full listing of the School Board Policy on our school website.

Enjoy your year with us! We know we will enjoy the year getting to know all of our friends and families!

Sincerely,

Lana Strange
Preschool Teacher

Glenita Montgomery
Preschool Teacher

Sara Bryan
Preschool Teacher

Dawn McNeeley
Elementary Principal

Encourage  Engage  Educate

JUST PLAYING

When I am building in the block room,
Please don't say, "I'm just playing."
For, you see, I'm learning as I play
About balance and shapes.

When I'm getting all dressed up,
Setting the table, caring for the babies,
Don't get the idea I'm "just playing".
I may be a mother or a father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or molding and shaping clay,
Please don't let me hear you say, "He's just playing"
For you see, I'm Learning as I play.
I'm expressing myself and being creative,
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm, "just playing"
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs,
Or packing my pockets with choice things I find,
Don't pass it off as "just playing".
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle,
Or "plaything" at my school,
Please don't feel the time is wasted in "play"
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play"
For, you see, I'm learning as I play
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say "I played",
Please don't misunderstand me
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.



Author Unknown

Tigers Learning Center

Hours

3 year old class is from 8 AM to 11 AM Monday through Thursday.

4 year old class is from 12 PM to 3 PM Monday through Friday.

Finances

Preschool tuition will be \$100.00 per month for 4 year old class and \$80 per month for 3 year old class (unless otherwise discussed). Tuition is payable on the 1st of each month. Payment will need to be made prior to the 10th of each month. **After the 10th, a student will not be able to continue coming to preschool until payment is up to date. Please be aware that after the 10th of the month, there is a possibility that your child's spot may be filled by another student.**

Procedure to Access Child's File

We know your child's progress is important to you. We are always happy to answer questions and if you would like a conference, please talk with the teacher to set one up. You are entitled to view your child's personal information anytime, just ask the teacher and we will assist you.

The Curriculum – High Scope Preschool Curriculum

The HighScope Preschool Curriculum is based on the principles of active learning and positive interactions with adults and peers. Longitudinal studies show that the High Scope Preschool Curriculum promotes children's development and provides lasting benefits into adulthood.

Play is at the heart of the active learning curriculum. Children engage in active learning when they construct knowledge through interactions with materials, people, events, and ideas. Nurturing adults help children explore, make decisions, and get excited about learning.

The Key Developmental Indicators (KDI's) define the important knowledge and skills children gain in eight content areas: Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; and Social Studies.

Adult-Child Interactions: Teachers act as partners with children, scaffolding children’s learning and using a six-step approach to conflict resolution that allows children to express emotions safely, come up with solutions, and become confident and capable problem solvers.

Daily Routine: HighScope classrooms follow a consistent yet flexible daily routine that includes High Scope’s unique plan-do-review sequence, in which children plan their own activities, carry them out, and reflect on what they did and learned. Through this purposeful behavior, children acquire executive functioning, which includes memory, problem solving and self-regulation.

Learning Environment: To create a predictable and active learning environment, teachers arrange and equip the classroom with diverse, open-ended materials that reflect children’s home cultures and languages. The room is organized and labeled so children learn important concepts while they independently carry out their intentions.

HighScope is a comprehensive educational approach that strives to help children develop in all areas. Our goals for young children are:

- To learn through active involvement with people, materials, events, and ideas
- To become independent, responsible, and confident — ready for school and ready for life
- To learn to plan many of their own activities, carry them out, and talk with others about what they have done and what they have learned
- To gain knowledge and skills in important academic, social, and physical areas

HighScope’s educational approach emphasizes “active participatory learning.” Active learning means students have direct, hands-on experiences with people, objects, events, and ideas. Children’s interests and choices are at the heart of HighScope programs. They construct their own knowledge through interactions with the world and the people around them. Children take the first step in the learning process by making choices and following through on their plans and decisions.

Teachers, caregivers, and parents offer physical, emotional, and intellectual support. In active learning settings, adults expand children’s thinking with diverse materials and nurturing interactions. Through scaffolding, adults help children gain knowledge and develop creative problem-solving skills.



Evaluating Students through High Scope

HighScope assesses children's development with comprehensive observations rather than narrow tests using COR Advantage, HighScope's research-validated child assessment tool that spans from infancy through kindergarten. Observing a broad range of behaviors over several weeks or months gives us a more accurate picture of children's true capabilities than tests administered in one-time sessions.

Using the content areas as a framework, teachers record daily anecdotes describing what children do and say. Two or three times a year, they review these anecdotes and rate each child at the highest level he or she has demonstrated so far on 34 items in eight areas of development — Approaches to Learning; Social and Emotional Development; Physical Development and Health; Language, Literacy, and Communication; Mathematics; Creative Arts; Science and Technology; and Social Studies — plus 2 items for English Language Learning.

Children's COR Advantage scores help teachers design learning opportunities tailored to their level of development. COR Advantage is also used to explain children's progress to parents during conferences. Instead of only giving parents abstract scores, teachers share anecdotes illustrating what their children are doing now and how they will continue to grow.

Conflict Resolution

Conflict resolution is the use of appropriate and nonaggressive strategies to settle interpersonal differences. Conflicts happen because children have not yet learned more acceptable ways to express their needs.

We use a multistep approach to conflict resolution:

- Step 1: Approach calmly, stopping any hurtful actions.
- Step 2: Acknowledge children's feelings.
- Step 3: Gather information by using open ended questions to the students involved.
- Step 4: Restate the problem.
- Step 5: Ask for ideas for solutions and choose one together.
- Step 6: Give follow-up support as needed.

Volunteering

Parents are welcome in the classroom. All people volunteering in the Smithton R-VI School District must pass a background check. Please see the staff in the Superintendent's Office for more information.

Volunteering in the classroom would entail working with all of the children. As you can imagine, your child may want a lot of your attention when you are in the classroom. Please discuss this matter with your child, and we will also reinforce this in the classroom. You will need to make other arrangements for your other children on the days you volunteer.

Resources Available to Parents

Smithton School District contracts with the Children's Therapy Center for speech and language therapy. We also work with Parents as Teachers to insure as many children as possible are receiving the educational services they offer. We have resources in our room that deal with childhood struggles that you can check out. Let the teacher know what you are looking for and she will be happy to assist in finding materials. The school library is also available to parents to increase the availability of literacy material.

Communication with Staff

While staff welcome and value the opportunity to meet and talk with parents, it is difficult for the staff to speak with parents when class is beginning or ending or while it is in session.

Therefore, parents are encouraged to communicate through email:

strangel@smithton.k12.mo.us or montgomery@smithton.k12.mo.us or call the Elementary Office at 660-343-5317 and a message will be given to the teacher.

The teacher communicates classroom activities and events through weekly newsletters and schedules. Please check your child's backpack on a daily basis to ensure you are updated. Please provide a backpack to transport books, notices, art projects, etc. A weekly newsletter will be sent home on Fridays.

Parental Involvement

- Parents and students will attend an orientation at the beginning of the school year where each family will be informed of the expectations and guidelines of the program.
- All parents will be surveyed to see who is willing to serve on the Parent Advisory Committee (PAC) for the school year. A committee consisting of the teacher, principal, and superintendent will select three parents to form the PAC. The PAC will meet in the fall and in the spring.
- All parents will fill out parent questionnaires and attend parent/teacher conferences at the end of first quarter. The teacher and/or parents reserve the right to schedule a conference whenever necessary.
- Newsletters will be sent home on a regular basis to keep parents informed about preschool activities.



School Health

The major goal of our school health program is to protect and promote the health of children within the preschool environment. School health records provide a confidential record of each child's health status.

Health Requirements

1. Medical examination reports shall be on file at the preschool within 30 days of the first day of attendance. The forms will be given to you at enrollment.
2. All students are required to have an up-to-date immunization for diphtheria, whooping cough, tetanus (DTP/DT/TD), measles, mumps, rubella (MMR), polio (OPV or IPV) and chicken pox (varicella).

Illness Guidelines

Here are some guidelines that might be helpful in keeping your child as healthy as possible. As you know, preschoolers do not have the same kinds of self-care skills for a cold or infection as school-age children do. Also, young children can be in very close contact with each other while they play. This information will assist you in making decision about when to send your child to school if they are not feeling well.

- A Fresh Cold – Continuous nasal discharge, cough, watery eyes which has developed within the past 24-48 hours is considered contagious
- Fever – Must be fever free for **24 hours** before returning to school (children will not be allowed to attend for 24 hours of having a fever of 100 degrees or higher
- Vomiting/Diarrhea – Keep at home for **24 hours after symptoms have resolved** and the child can keep food and fluids down
- Strep Throat – Must wait **24 hours after antibiotics have begun**
- Conjunctivitis – If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should not return to school for 24 hours
- Head Lice – Until treated and has been checked by our school nurse

If a child appears ill at school, the school nurse or staff will call you to come pick up your child as soon as possible. We can't prevent all illness, but if we work together we can minimize the spread of germs. It is very important to keep the nurse and classroom teacher aware and up to date on any medical conditions, and/or medications your child is taking. Please contact Mindy Beebe, School Nurse, or the classroom teacher with any questions or concerns regarding your child's health at school.

Accident or Illness

Responsibility: All teachers are expected to supervise their class all of the time. If an accident or illness happens, the following steps will be taken.

When a student is injured, the following procedure is to be followed:

1. Depending on the severity of the injury, the teacher, employee, or whoever witnesses the student's injury should determine the severity and will either notify the nurse or will contact the parents directly. If an injury is minor and can be handled by the teachers, they will handle it on premises and a note/contact will be made with parents.
2. If a doctor's attention is required, the nurse shall contact the parents and: 1) determine which doctor shall be called according to the student's file; 2) if parents or guardians cannot be contacted and immediate treatment is needed, a doctor will be contacted in accordance with emergency information on the student's emergency card.
3. In case of minor injury or illness, the teacher/nurse shall exercise their judgment in deciding whether or not the student may return to class or be sent home for the remainder of the day.

Transportation

Parents must provide transportation to and from preschool for their child. From time to time, the students will be taking short field trips. Transportation for these field trips will be the responsibility of the parent to transport their child.

Grievance Policy

A parent may discuss a grievance with the teacher, the counselor, or the elementary principal. If the grievance is solved satisfactorily to both parties, no further action will be taken. If further action is needed, the elementary principal will take the necessary action.

Visitors

If you have a scheduled meeting with a staff member or are volunteering in the school, you are required to sign in. If you have an important message or something to deliver to your child during the school day, please contact the classroom teachers or the elementary secretary. This policy is meant to keep disruption to children's learning to a minimum as well as for safety.

Dismissal of School for Inclement Weather

When it becomes necessary to dismiss school before the regular dismissal time, radio stations KSIS (1050 AM), KDRO (1490 AM), KSDL (92.1 FM), KPOW (97.1 FM) KMMO (1300 AM) and KIXX (105.7 FM) in Sedalia will be asked to broadcast the school intentions along with specific times for dismissal. In the event the decision to cancel school is made the night before, Channel 5 and Channel 13 will also be notified so that this information may be telecast. A phone call will also be made to all parents of students in the Smithton R-VI School District using School Messenger.

Fire and Tornado Procedures

We regularly practice fire and tornado drills. Once the warning has been issued, the occupants of the building will report to pre-assigned areas. Faculty and school employees have detailed information dealing with procedures to follow in emergencies.

General Information

Calendar: Smithton Preschool will follow the Smithton School District academic calendar. A copy is included in the enrollment packet.

Arrival and Dismissal: The 3 year old class will be Monday –Thursday from 8 AM – 11 AM. The door will be unlocked at 7:55 AM and will start the regular scheduled day at 8 AM for the 3 year old class. The 4 year old class will be Monday-Friday from 12 PM-3 PM. The door will be unlocked at 11:55 AM and will start the regular scheduled day at 12 PM for the 4 year old class.

We ask that every effort be made to be prompt at arrival and dismissal times as a courtesy to all children and teachers.

Absences: Research has shown that regular attendance is vital for the success of our students. If a child is going to be absent, please call the Elementary School by 9:00 AM to let us know.

If someone other than the parent is picking up the child, their names should be included on the release form (in the enrollment packet) unless accompanied by a note to the teacher.

Clothing: Children should come to school comfortably dressed in play clothes (paint, glue, etc. may stain clothing). Please dress your child for outdoor play (warmer clothing/cooler clothing) as the weather changes. We would like to encourage closed toe shoes for safe playground access and participation in active gross motor play. We also encourage each child to have a change of clothes at school.

Sign In/Out: There is a sign in/out sheet by the door that you will need to sign each day.

Book Orders: Book orders will be sent home monthly (great opportunity to order books to expand your home reading library).

Parties: There is a fall, winter, and spring party. When we have parties, we will put out a sign-up sheet for the items that are needed.

Show and Tell: A schedule for show and tell will be sent out throughout the year. Please send only one item for show and tell.

Weekly Theme/Schedule: There is an information board hanging in the back of the room that shows our theme and schedule for the week.

STUDENTS

Student Welfare - Reporting Student Abuse

School Board Policy JHB (full policy on the district website)

The Smithton R-VI School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who, in good faith, reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

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