

Missouri Accredited
Fredericktown R-1
Preschool

323 N Chamber Dr.

573-783-1207

2018-2019



Parent Handbook

Introduction

This booklet has been prepared to serve as a guide to help you familiarize yourself with the school policies we will be following during the school year. There are probably many questions that are not answered within this booklet, Please feel free to ask. We believe an open line of communication between home and school is very important.

Mission Statement

The Fredericktown Preschool believes every child has the right to a vibrant and innovative learning community, where child- focused exploration; creativity and collaboration inspire the curriculum. In our commitment to the learning process, we utilize Project Construct curriculum, which is learner centered approach to teaching. This approach was developed through research. Research has suggested that all learners construct knowledge through interactions with both their physical and social environments.

Educational Goals

The Fredericktown R-1 Preschool strives to prepare children ready to enter Kindergarten. Remembering the uniqueness of each preschooler and his/her particular rate of growth, the Fredericktown R-1 Preschool has established the following goal:

Facilitate the development so that each child can become a unique and competent person.

Provide opportunities for the Preschool facility and home to work together in meeting the needs of the child.

Provide age group situations in which the child can grow physically, socially, emotionally, and mentally.

- a. To facilitate the child's gross (large muscle) motor development, his fine muscle control, and his eye-hand coordination by providing an assortment of experiences and equipment for the child to encounter in the environment.
- b. To provide opportunities for the child to have satisfying experiences in work and play with those his/her own age and with non-related adults.
- c. To help the child develop self-control and to express his emotions fear, anger, love, sadness, etc. in a socially acceptable manner.
- d. To advance the child's functioning knowledge by structuring the environment for creative play and scientific exploration. Providing the opportunity for various methods of verbal, musical, and creative expression.
- e. To encourage a child's natural curiosity and desire to learn.

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Discrimination

The Fredericktown R-I School District does not discriminate on the basis of race, color, and national origin, sex, disability, or age in its programs and activities. Inquiries or concerns may be directed to the Title IX Coordinator, 704 E. Hwy 72, Fredericktown, MO 63645; telephone number 573-783-2570.

Confidentiality

Information about student and parents are confidential with access only for appropriate personnel. Only those persons who are directly involved with a student should have access to that information. **Parents have access to their child's files at any time.**

Our Philosophy

The Fredericktown R-1 Preschool believes that it is necessary to develop the educational, emotional, and physical needs of each child during his/her developmental stage.

We believe children learn through play, and it is a source of fun and pleasure. Play is a way of practicing and perfecting skills. It gives children a chance to use their imagination through creative and dramatic play experiences.

We feel that a good program includes stability and regularity, but must also be flexible. A familiar pattern enables the child to take a part in routines more easily, and it allows for a sense of security. It is also necessary for the teacher to be in tune with the child's needs.

We believe that preschool teachers should view themselves as facilitators and create a supportive climate that encourages self-discovery, experimental learning, freedom of choice, individuality, and cooperation with others.

We believe that the education and growth of children is a result of many separate learning theories. Each theory specializes in a separate area, but when combined, a stage is set for learning. We feel that it is important for a preschool to facilitate the transition from one stage to another. By consolidating knowledge of objects, time, and space, the child builds a foundation, which he or she can grow.

We believe the environment should be safe, clean, organized, and inviting to children. The facility should be arranged to offer challenging and stimulating play. A variety of learning choices should be available in a range of developmental levels. "Interest centers" will utilize and allow the opportunity to explore, experiment, and make choices.

We believe that multicultural education should be an integral component of the curriculum. Welcoming children's individuality, race, gender, socioeconomic class, and ability should be respected in order to build self-esteem and encourage acceptance of others.

We feel that this philosophy will help children develop a sense of independence, responsibility and acquire decision making skills

CURRICULUM

Project Construct is the curriculum approach the Fredericktown R-1 Preschool adheres to.

Project Construct was based on the theory that children learn most readily when they are actively and directly involved in experiences that are meaningful for them. Thus, it is the teacher's responsibility to create a learning environment in which children can pursue their interest and come up with a variety of ideas. Children need sufficient time and numerous opportunities to act on the environment and to reflect on their actions. They need more time for experimenting, creating, and imagining, than for filling in workbooks, drills, and ditto sheets. When teachers plan learning experiences based on children's current understandings and interests, they foster those dispositions that make all learning possible - curiosity, creativity, confidence, and initiative. A constructivist learning environment has an ample supply of materials that encourage problem solving and numerous activities from which to choose. Both the materials and the classroom activities represent a range of difficulty designed to accommodate children of different interest and capabilities. Within this environment, children are encouraged to be physically and mentally active, whether working individually or in small groups.

Project Construct is an approach to teaching based on what we know about how children learn. Project Construct embraces teaching strategies that are consistent with validated theories of learning and development. Through "hands-on-minds-on" learning experiences, students in Project Construct classrooms attain deep understandings in the core content areas while they also learn to work collaboratively with adults and peers and to be life-long problem solvers.

The children will have a chance to participate in many types of learning areas.

Structured, teacher-directed activities are an important vehicle for learning. Children gain not only concepts, but listening, memory and discrimination skills. They also learn how to relate in a large group setting.

Limits provide children a safe environment in which to learn. Through effective discipline children learn what acceptable and unacceptable behavior is. As children learn why behavior is unacceptable, they gradually develop their own framework for self-discipline.

Open communication gives children a rich climate for acquiring speech and language skills. Through open communication, children also gain an important awareness and understanding of feelings, not only their own, but also each other's.

The school based curriculum program uses is Frog Street Press, where letters, colors, shapes, and numbers are introduced through songs and activities.

It is in alignment with Reading First and the Missouri Pre-K Standards.

They also work on listening, lining up, following directions, writing, and letter recognition skills, where letters and sounds come together and the students are preparing for kindergarten.

2018-19 Fredericktown Preschool Faculty and Staff

Superintendent
Mr. Brett Reutzel
573-783-2570

**Principal / Preschool
Director**
Mr. Joe Clauser
573-783-3477

Preschool Secretary
Cindy Owens
573-783-1207

3 yr. group Teachers
Juli Counts
Teacher
Allison Underwood
Teacher Assistant
573-783-1207

4 yr. group Teachers
Tami Wright
Teacher-on site Director
Debby Bone
Abby Stephens
Teacher Assistant
573-783-1207

4yr. group Teachers
Paula Sawyer
Teacher
Misty Umfleet
Teacher Assistant
573-783-1207

Early Childhood Special Ed.
Heather Ganime, ECSE Teacher
Lisa Bradford, Teacher Assistant
Shelly PreVallet- Speech
573-783-1207

Nurse
Stacey Hinkle
573-783-3477

Parents as Teachers
Cheyenna Heifner
783-3477

Our school community consists of a qualified and compassionate faculty. We value professional development and the implementation of the best current practices in early childhood education. We are licensed by the state of Missouri and are Missouri Accredited. Our teachers attend professional development conferences four times a year. They also have the opportunity to visit other preschools. Our staff is active within our school community as well as the local community. Serving on various committees and volunteering for charity events.

The Fredericktown Preschool, values open, continuous communication among our collaborative parents. Our parents are our most important partners. Parents are actively involved in the daily life of our school. Parents serve as room parents, guest readers, field trip assistants, and classroom participants.

Parent Advisory Committee

The Parent Advisory Committee will play a vital role in planning an evaluation of the program. Members of the committee will be selected annually. The committee will meet twice a year to discuss:

- Suggesting program improvements or concerns
- Identifying topics of interest for parent meetings
- Suggestions for disseminating information about our preschool

ELIGIBILITY

The Fredericktown R-1 Preschool serves children ages three, four, and five. In order for students to be eligible for enrollment, they must be three/ four by August 1st. Your child must be reliably potty trained.

ENROLLMENT

Applications are available in the preschool office. **No verbal requests for applications made to staff members accepted.** Since many more applications are received than there are spaces available, applications will be placed on a waiting list according to the date they are received.

Names of children not enrolled remain on the waiting list for further consideration as vacancies occur. The waiting list is revised regularly, and names of children no longer interested in enrollment are eliminated.

If a parent does not accept a place in the program, when offered, the application date automatically reverts to the current date.

PARENT INFORMATION

In order for your child to attend Fredericktown Preschool we must have the following documents on the very first day he/she attends:

- *Copy of up-to-date immunization record.
- *Copy of social security card
- *Copy of Birth Certificate
- * Completed application, with emergency contacts listed

The following documents will be needed within the first week of preschool:

- *A completed Medical Examination form
- *Health information form
- * Medication form
- *Fredericktown Preschool Contract (on the back of this handbook)

If you are a single parent with physical custody of your child, know that we have to release the child to his/her other parent unless we have a court order to the contrary.

HOURS OF OPERATION

The center is open Monday thru Friday, from 7:00 A.M. until 5:30 P.M. **Children who are left past the 5:30 closing time will be charged a sitting fee of \$5.00, per 15 minute interval. Children MAY NOT be brought to school prior to 6:50 a.m.**

OPEN HOUSE

Fredericktown Preschool will have an Open House the same day the district's open house. Bring moms, dads, grandparents, or anyone who would like to come see your new school. New students can meet the teachers, tour the building, and try out the playground. Mid-year new students are allowed the same, to come and visit before attending.

Fredericktown Preschool maintains an Open Door policy. Parents are welcome here at any time.

ARRIVAL/DEPARTURE

Classes start at 8:15 a.m. each day. Unless your child has an appointment or is ill, please be sure he/she is at school on time. Your child could miss an important part of that day's lessons.

For safety reasons, we ask that you always accompany your child into the classroom and make sure the teacher acknowledges they are here before you leave. If your child rides the bus, a staff member will meet the bus. Children will only be released to persons named on the enrollment form. Please be prepared to show identification, and remember to sign them out.

When it's time to leave have a "**good-bye ritual**" planned in advance and don't hesitate. Give your child a kiss and leave. If your child has separation anxiety problems, and this happens at all ages and stages, please listen to your child's teachers and remember consistency is vital. The anxiety will pass and is usually harder on the parent. The majority of the time we will redirect your child and have him/her engaged in something before you leave the parking lot.

ATTENDANCE

Students are expected to attend on a regular basis. Parents are requested to call the teacher whenever their child will be absent. Weekly tuition remains the same, regardless of the number of days your child attends. We allow 5 sick days each year for which there is not a fee.

Fredericktown Preschool is an all day, full week program. Regularity in attendance is important in the development of your child, and necessary for the proper management of the center. Students are **REQUIRED** to attend a minimum of four out of five days per week. Extenuating circumstances must be discussed with the school's secretary. **We are a Preschool not a daycare.**

The program has a limited number of slots available for students. When a class is filled, no other student can be added until a vacancy occurs. A waiting list of eligible children is maintained.

During the regular school year, a child who misses 5 consecutive days without notifying the teacher will be dropped from the program. Any student who is dropped may re-apply during the next school year and will be considered for eligibility, but enrollment is not guaranteed.

TERMINATION

It is the goal of our program to make preschool a positive experience for each child.

Termination of enrollment may take place if:

- The child does not attend class for 5 consecutive days **without** notification.
- Tuition becomes **more than two weeks** delinquent,
- Any child who cannot make the adjustment to preschool environment.

WITHDRAWAL

Please give notice that your child is being withdrawn from Preschool. You will continue to be charged tuition without notification.

TOLIET TRAINING

Students must be completely toilet trained in order to attend the Fredericktown Preschool. We understand accidents do occasionally happen, so we ask that parents provide a complete change of clothing that will be left at school.

TUITION

Tuition is **\$70.00** per week. This is due in advance, on **Friday** before the upcoming week.

Tuition is always paid in advance. It can be paid by the week or by the month. There is no reduction for fees regardless of attendance. If you choose to not send your child to school, we will still charge for that day. On the days the main school is closed and we remain open, you will only be charged if your child attends preschool. No fees will be charged for the days the center is closed, such as holidays or snow days you cannot get to school. ***If fees become two weeks delinquent, your child will not be accepted into care.*** It is important to discuss any financial problems with the program's secretary, so arrangements can be made.

Child Care Assistance is available to those who qualify through the local Department of Social Services. The sliding fee assistance is based on paying up to \$10.00 per day. Preschool tuition is based on \$14.00 per day. The parent is then responsible for the remaining balance of the tuition.

You may be eligible for possible tax benefits derived from the tuition you pay for early childhood education for your child. Fredericktown Preschool Tax ID # is 430897963.

CLOSINGS

We will be closed on all Federal holidays.

New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, & Christmas. Any other closings, whether it is for an unscheduled holiday or insufficient attendance, will be announced in advanced. Refer to the yearly calendar for other closings.

ALERT NOW NOTIFICATION SYSTEM

The Fredericktown R-1 School District notifies parents of school closings and other announcement through their automated phone system Alert Now. Preschool will be included in these announcements.

INCLEMENT WEATHER

When the R-1 School District is closed for snow or inclement weather, Fredericktown Preschool will also be closed. You will not be charged for any of these days.

You will be notified by the **Alert Now** system telling you if preschool will be closed, please listen to the whole message. Or, listen to the radio J98 and TV KFVS12 for announcements.

SAFETY

We are required to conduct fire drills once every month and tornado and earthquake drills once every three months. When conducting a fire drill, the students and teachers will exit the building and move to the pavilion on the playground.

When conducting a tornado drill, the students and teachers will move to the interior hallway, kneel down with their face down and hands over their heads until the all clear sounds. In the case of a real tornado warning with advanced notice, we will bus the students to the Middle school.

When conducting an earthquake drill, students will crawl under the tables, cover their heads with their hands until the shaking stops (or told to), then the students will exit the building and move to the lot across from the parking lot.

DIAL IIII

At the beginning of each year the our students are given the Dial 4 (Developmental Indicators for the Assessment of Learning). They will be given this same test at Kindergarten Screening. These scores allows the Preschool the track each child's development.

CHANGE OF INFORMATION

It is the responsibility of the parent or guardian to notify the center of any changes of address, phone number, emergency numbers, child's diet, allergies, releases, etc. Parents must notify the center in writing of any updates.

ILLNESS

Children may not remain at the center:

- 1) With a temperature of 100*/higher. (It is recommended your child be fever free for 24hrs).
- 2) Vomits more than once.
- 3) Pinkeye-tears, redness of eyelid lining or whites of the eye, discharge of pus or crusting of the eye.
- 4) More than one loose stool or diarrhea.
- 5) An infected skin patches.
- 6) If your child is found with head lice or nits. If your child has lice or nits, you must have them examined by the school nurse or by the health department before they will be allowed back in school.
- 7) Any student with a medical or religious immunization exemption will be notified immediately if a preventable disease occurs.

Please do not send your child to school if you know that morning he or she has a fever or is ill.

The parent/guardian will be called to pick up the child as required by State Code of Regulations, Sec; 19CSR 30-62.192.

Please notify the center when your child will be absent.

We will allow 5 days per year for sick days, in which you will not be charged.
Please notify Ms. Cindy, if your child is sick and you wish to use a sick day.
Unused sick days will be credited at the end of the school year.

ACCIDENTS/INJURIES

If a minor accident or injury occurs at preschool, first aid will be administered. Parents will be notified if their child has a fever or has become ill at school.

Parents will also be notified in the event of a head injury regardless of severity.
First aid and Injury procedures are on pages 18-22.

MEDICATION

Prescription medication will be administered according to directions on the bottle, **only**. Medicine **must** be in the original container with the child's name on it. Pharmacists will put your child's medication in two bottles if you ask. The center staff will administer medication **only** when the parent has given dated, written instructions on the medication form.

WEEKLY NEWSLETTERS

Each week a newsletter will be sent home. It will have information regarding the next week's theme, activities, things that need to be brought from home, or upcoming festivities.

REPORT CARDS/PROGRESS REPORTS

Parent / Teacher conferences will be held in October to discuss each child's progress. Report Cards will be sent home twice a year. If you feel the need to talk with your child's teacher, please ask her. We would be glad to conference with you at any time.

TOYS, BOOKS, ETC

We do not allow children to bring books or toys other than for a show and tell purpose. Anything brought from home should have the child's name on it.

FOOD

A well-balanced, nutritious meal is served at lunchtime. We will be sending a monthly menu, if your child does not like what we are serving, he/she will have the option of having a peanut butter sandwich. Students may also bring their lunch. A morning snack is served as well as an afternoon snack. Drinks, gum or candy is not allowed. Do not bring sippy cups with your child in the mornings; due to sanitary reasons they are not allowed, per health inspector.

CLASS TREATS

Please do not send hard candy, suckers, and gum to school for your child to share with classmates since children can easily choke on them. Due to health concerns, all treats (birthday, Halloween, Christmas, Valentine's etc.) brought to school to be distributed to your child's classmates **must be commercially packaged**. We will have class parties for these occasions.

CLOTHING

We strongly suggest that children dress in play clothes. For safety reasons, tennis shoes or sandals that strap should be worn. Jackets, coats, hats, etc... should be marked with your child's name. **Each child must have a change of clothes in a zip lock bag with his or her name, including extra under clothes.** These clothes should be weather appropriate, and changed with each season.

SLEEPING ITEMS

The center will provide individual cots for nap time. Parents are required to provide a "small" pillow (**travel size is perfect**) and blanket. These items must be marked with the child's name. A soft animal or "blanket" may be brought for nap. These items must be taken home for washing every Friday and returned on Monday.

PHOTOGRAPHS

Pictures are taken frequently. We display them everywhere. Some of them may be used in our preschool presentation. If you do not wish your child's photo to be in public, please notify his/her teacher in writing.

FIELD TRIPS

Preschool may take educational field trips throughout the year in order to enhance learning experiences and bring the real world into the classroom. Parents will be notified of all impending trips a head of time. Parents will be required to give written consent for their child to go on any field trip.

OUTDOOR PLAY

State licensing requires at least one hour of outdoor play each day for children in attendance at our center. We do not go outdoors in rainy weather. The temperature/wind chill must be between 32°F to 90°F. Preschool refers to the Child Care Weather Watch chart that is recommended by the state.

SPECIAL PROBLEMS OR CONCERNS

Please notify the staff if there is a change in your child's normal routines, such as an illness, birth, death, divorce, or any life changing events that disrupt your child's normal routine.

If you or your child has a problem concerning the staff, program, or center policies, please contact the Preschool office or see the Mr. Clauser at the Elementary School immediately. If a meeting cannot be arranged at that time, an appointment will be made for a conference.

PARENT PARTICIPATION

Parents are welcome participants in the program. Come and share your talents; just let your child's teacher know you would like to participate. Parents are welcome to provide the snack for their child's birthday. If you wish to do so, please let his/her teacher know so they may plan the menu accordingly.

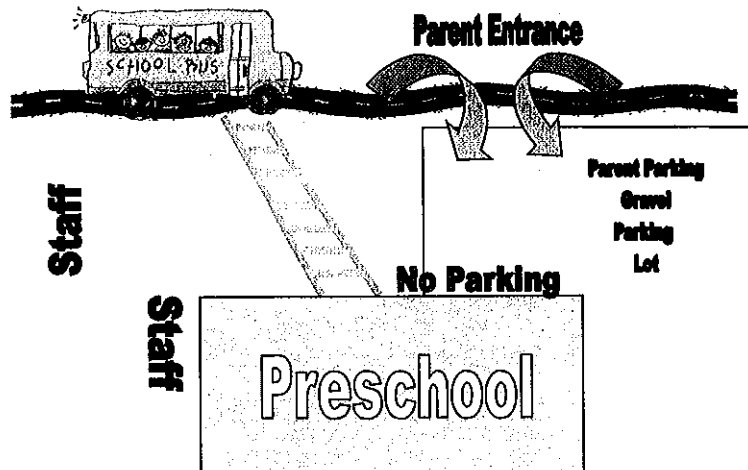
Parents are a wonderful resource for providing children the optimal learning environment. Through participating in classroom activities and on field trips, parents and teacher together strive to help the child reach his/her potential.

PARENTS AS TEACHERS

The Fredericktown P.A.T. program is located at the Primary building. If you would like services for your family or know of a family that may be interested, please feel free to stop by their office. They can provide you with a lot of activities that you and your child can engage in at home. The program also hosts several family events.

PARENT PARKING

Parent parking is on the North side of building, the gravel parking lot. Staff parking is on the south side of the building. This is so we do not have any traffic directly in front of the building, to interfere with bus loading and unloading. There is NO Parking directly in front of the building.



GUIDANCE

Our goal is to encourage children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices as well as accepting the consequences of such choices.

Guidance takes several forms:

1. **Environment-** A place designed for children where everything is developmentally appropriate. Children will be provided with many hands-on experiences that keep them challenged and interested.
2. **Logical Rules-** Examples include: keeping our hands to ourselves, walking in the classroom, and taking care of our classroom and our things.
3. **Curriculum-** A developmentally appropriate curriculum based on children's interests and levels of readiness is implemented.
4. **Positive Behavior** – We reinforce the behavior we encourage. We always try to catch them being "good" and give them praise for the desired behavior.
5. **Redirection-** We change the child's attention from something we do not approve of to something we want him/her to a different area to play in order to eliminate a potential difficulty.
6. **Positive Reminders-**We ask the child to do what we want him/her to do rather than using "no" or "don't".
7. **Time Away-** Occasionally a child needs to be removed from the situation for a brief time allowing him/her to consider alternate behavior. Time away will generally occur in the classroom, but away from other students. In severe cases; the child may be removed from the classroom.

Students will not be allowed to intimidate/harm themselves or others. Students will not be allowed to willfully leave the classroom or destroy property. In order to maximize the learning opportunities for all students, a child that cannot control his/her behavior may be dismissed from the program. This would only happen after teacher and parent intervention strategies had proven unsuccessful.

DISCIPLINE POLICY

Children will follow simple, understandable rules. We use constructive, age-appropriate methods of discipline to guide your child's behavior. We use firm, positive statements or re-direction when possible. When necessary, there may be a brief separation from the group. No form of physical punishment is allowed.

We use the following method:

- 1 Talk to the child and discuss alternate behaviors
- 2 Remove the child from the situation
- 3 If a problem persists, the parents will be called and a conference will be scheduled.
- 4 If your child injures another child, he/she may be suspended by the Elementary Principal from the program.
- 5 The Elementary Principal reserves the right to suspend for other circumstances pending the safety of all children.

POSITIVE BEHAVIOR SUPPORT

The Primary Elementary and Preschool have adapted this behavioral plan. These are some of our expectations:

I am....	Responsible	Respectful	Learner
for all settings	<ul style="list-style-type: none"> ☞ sit quietly ☞ use kind words ☞ keep hands and feet to yourself 	<ul style="list-style-type: none"> ☞ take care of school things ☞ take care of your own things 	<ul style="list-style-type: none"> ☞ look & listen to the person speaking ☞ try your best
in class	<ul style="list-style-type: none"> ☞ Maintain personal space 	<ul style="list-style-type: none"> ☞ Be honest ☞ Take care of yourself 	<ul style="list-style-type: none"> ☞ Follow directions
during lunch and snacks	<ul style="list-style-type: none"> ☞ Eat your own food ☞ Keep your hands to yourself 	<ul style="list-style-type: none"> ☞ Clean up after yourself 	<ul style="list-style-type: none"> ☞ Use good manners
on the playground	<ul style="list-style-type: none"> ☞ Respect the trees ☞ Use kind words ☞ Line up at the first whistle ☞ Allow other to play ☞ Keep hands, feet, body to yourself 	<ul style="list-style-type: none"> ☞ Rocks stay on the ground ☞ Take care of playground equipment 	<ul style="list-style-type: none"> ☞ Practice playground rules
in the hallway	<ul style="list-style-type: none"> ☞ Walk quietly ☞ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ☞ Walk in a straight line ☞ Stay to the right of the stairs 	
in an assembly	<ul style="list-style-type: none"> ☞ Be quiet ☞ Be a good listener ☞ Say thank you by applauding 	<ul style="list-style-type: none"> ☞ Sit on your bottom 	<ul style="list-style-type: none"> ☞ Look and listen
on the bus	<ul style="list-style-type: none"> ☞ Stay seated on your bottom until the bus comes to a complete stop ☞ Stay seated toward the front at all times ☞ Keep yourself and other objects inside of the bus ☞ Keep the aisles clear ☞ Walk to the bus and from the bus ☞ When arriving to school, do not walk to the preschool alone. 	<ul style="list-style-type: none"> ☞ Get to the bus on time 	<ul style="list-style-type: none"> ☞ Understand and practice all of the bus expectation

Fredericktown Preschool

2018-2019 Yearly Calendar

AUGUST 09 New Teacher Orientation
 13 Staff Development
 14 Teacher Workday/Open House in the evening
 15 Teacher Workday
 16 OPEN
 31 No School -- End 1st Month -- 11 Days

SEPTEMBER 03 Labor Day -- No School
 28 End 2nd Month -- 19 Days

OCTOBER 01 No School -- Staff Development
 12 End of 1st Quarter -- 39 Days
 18 Teacher Conferences for K - 5 -- No School
 18 Staff Development for grades 6 -- 12, No School
 19 No School
 31 End of 3rd Month -- 20 Days

NOVEMBER 05 Staff Development -- No School
 12 No School -- Veteran's Day Holiday
 21 No School
 22-23 Thanksgiving Vacation
 30 End of 4th Month -- 17 Days

DECEMBER 19 End of 2nd Quarter -- 40 Days
 19-31 Christmas Vacation
 31 End of 5th Month -- 12 Days

JANUARY 01 New Year's Day -- No School
 02 No School
 03 Classes Resume
 21 No School -- MLK Holiday
 31 End of 6th Month -- 20 Days

FEBRUARY 18 No School -- President's Day
 28 End of 7th Month -- 19 Days

MARCH 04 Staff Development K - 5 -- No School
 04 Parent/Teacher Conference 6 -- 12 -- No School
 08 End of 3rd Quarter -- 44 Days
 29 End of 8th Month -- 20 Days

APRIL 18-23 No School -- Spring/Easter Break
 30 End of 9th Month -- 18 Days

MAY 16 SCHOOL CLOSE
 16 End of 4th Quarter -- 45 Days
 16 End of 10th Month -- 12 Days
 17 Teacher Workday

<u>DAYS MISSED</u>	<u>SCHOOL CALENDAR ADJUSTMENT (Tentative -- Subject to Change)</u>				
One	May 17	Day Five	May 23	Day Nine	May 30
Two	May 18	Day Six	May 24	Day Ten	May 31
Three	May 21	Day Seven	May 25		
Four	May 22	Day Eight	May 29		

Daily Schedule

Free play

Morning Snacks

Circle /Story Time

Thematic Centers

Outside Recess

Large Group

Lunch

Quiet/Rest Time

Afternoon Snack

Large Group/ Closing

Possible Learning Experiences

Individual, shared, group
Reading, pretend play, writing

Distributing supplies, food
experiences

Class meetings and Discussions,
music, shared reading, shared
writing, working with data

Creating with materials, exploration
and experimentation, pretend play,
food experiences, group games,
writing, Reading

Exploration and Experimentation,
Group Games, Movement
Music, Movement, Read Aloud

Distributing supplies, food
experiences

Soft Music, Rest

Distributing supplies, food
experiences

Read aloud, Music, group games,
classroom discussions, movement

FREDERICKTOWN R#1 SCHOOL DISTRICT
HEALTH SERVICES

BASIC FIRST AID AND STANDING ORDERS

BURNS

1. Remove or cut away clothing. (DO NOT remove clothing or material which sticks to burn).
2. Immerse area in cool water.
3. If burn is minor apply Cool Gel or Generic Substitute and cover with dry dressing.
4. If burn is severe and area is extensive, secure immediate attention. DO NOT apply anything to burned area. Wrap area in bandage or a clean dry sheet.
5. seek medical advice.

CUTS AND ABRASIONS

1. Wash with mild soap and water. May also use antiseptic to cleanse area.
2. May apply antibiotic ointment to area.
3. Apply bandaid or sterile dressing depending on size of wound.
4. Puncture wounds or extensive wounds should be referred to a physician.

ANIMAL BITES

1. Treat as for cuts and abrasions above.
2. Get good description of animal and name of owner if known to report to Madison County Sheriff's Office and Department of Health.
3. Emphasize referral to physician because most animal bites require antibiotic from the beginning.

COLDS

1. Recommend exclusion if nose and eyes continuously discharging, persistent cough, sore throat, headache, and general malaise are present or if temperature is above 100 degrees F.
2. If mild symptoms with no fever are present, may give generic Tylenol, generic cough drop as deemed necessary and as per standing orders for over-the-counter medications. If child complains of same symptoms for more than two consecutive days, recommend exclusion and doctor's appointment.

FOREIGN BODY IN EYE

1. DO NOT allow child to rub eye.
2. Suggest closing eye for a few minutes to allow tears to wash out foreign body.
3. If particle can be seen, remove if possible, by touching lightly with cotton tipped applicator.
4. May also irrigate eye using eye wash bottle and eye wash solution.
5. Cover eye with sterile dressing and refer to physician if pain continues longer than one hour.
6. Refer to physician if unable to remove foreign body.
7. If acid or alkali solution enters eye, wash immediately with plenty of tap water for at least 20 minutes. Notify parents/guardians.

NOSEBLEEDS

1. Have child sit in chair, with head slightly forward while pinching the nostrils together.
2. Apply cold compresses to the bridge of the nose.
3. Can also apply pressure to the upper lip under the nose.
4. Avoid wiping or blowing nose.
5. After bleeding has ceased, if possible, have child lie down before going back to classroom.
6. Need to hold nose for 5 to 10 minutes without letting up. Do not tilt head back to prevent swallowing blood which may cause vomiting.

VOMITING

1. Have child rest.
2. Water may be used to wash out mouth, but not large amounts swallowed.
3. Notify parent/guardian to take child home.

ABDOMINAL PAIN

1. Have child rest.
2. Ibuprofen, Midol, or Tylenol may be given according to protocol.
3. If pain persists - notify parent/guardian to take child home.

SKIN INFECTIONS

1. Exclude from school unless infection is limited and area can be covered, or unless treatment renders child non-infectious.
2. Exclude until scabs fall off and skin appears healed or in about 3 days.

HEAD INJURY

1. Student should be taken to a quiet place to lie down. Keep head slightly raised if color is normal or flushed, but feet elevated if face is pale.
2. Keep child's body warm but apply cool compresses to head.
3. DO NOT move if neck injury is suspected.
4. Give only sips of water by mouth.
5. Maintain airway, watch for vomiting.
6. If consciousness was lost at any time, contact help immediately.
7. Notify parent/guardian.

FAINING

1. Place in lying down position with feet elevated.
2. Allow plenty of fresh air or air circulation.
3. Loosen clothing.
4. Give nothing by mouth while unconscious or until stable.
5. Notify parent/guardian and recommend child be taken home.

SHOCK

May follow injury. Child is pale, feel cold, have chills, be dazed or unconscious, skin cold, and clammy, pulse rapid and weak, nausea and vomiting may occur

1. Call for emergency help.
2. Keep child lying down and warm with feet elevated.
3. Loosen clothing.

SEIZURES

1. Do not restrain, but protect.
2. Place on floor away from other children.
3. Loosen clothing.
4. Maintain airway and clear mouth of foreign matter if any.
5. Turn on side after seizure is over in case of vomiting.
6. Notify parent/guardian immediately.
7. If seizure persists, child may need emergency medical assistance.
8. Always document length of seizure and where trembling or shaking began (arms, head, legs, one side of body or both, etc.).

FRACTURES

1. Avoid moving child or manipulating affected area until medical care is secured.
2. Assist child in keeping area immobile.
3. Use splints or padding on affected area.
4. Keep child lying down if possible as this tends to prevent shock.
5. Give nothing by mouth.
6. Notify parent/guardian.

INSECT BITE

1. Remove stinger, use sting kill swab and apply ice.
2. If history of allergy child should receive immediate medical attention.

3. Some children have epi-pens in the school nurse office. Use as directed

HEAT EXHAUSTION

1. Take child into cool environment as quickly as possible. If unable to transport child, send for assistance immediately.
2. Loosen clothing.
3. Cool child's body temperature by placing cool cloths of forehead and chest if possible. Fan the body.
4. Only allow sips of water at first.
5. Notify parent/guardian and recommend taking child home. *or to ER*
6. Loss of consciousness call for medical help (911)

BROKEN TEETH

1. Find the tooth or partial tooth. DO NOT attempt to clean tooth even if dirty.
2. Place tooth in Save-a-Tooth container/solution or if not available, place in a carton of milk.
3. Notify parent/guardian and send tooth and child to dentist as soon as possible.

THESE STANDING ORDERS WILL BE REVIEWED AND UPDATED AS NEEDED
OR AT LEAST AT THE BEGINNING OF EACH SCHOOL YEAR.

APPROVED BY:

Martina McQuinn

DATE: *8/12/13*

Fredericktown R-1
Nursing Department

Dear Parent of _____ Date _____

Your child needs to be watched for any signs of possible head injury from hitting his/her head at school today. If your child has any of these signs call your doctor or emergency services right away.

- Increased headache
- Nausea and or vomiting
- Double vision, blurred vision, or pupils of different sizes
- Loss of balance or coordination (falling, walking strangely, or staggering)
- Any unusual behavior such as being confused, breathing irregularly, or dizziness
- Seizure or convulsion
- Bleeding or discharge from and ear or nostril
- If your child had any of the above signs or symptoms you should check for symptoms periodically, to be sure he/she can be awakened and seems normal
Headache, confusion, personality change or weakness of an arm or leg that starts even weeks after and injury needs to be checked by a physician.

If you have any questions regarding your child's injury, please do not hesitate to call your child's teacher or the school nurse.

Teacher/Nurse

Phone number

Accident & Injury Report

Fredericktown R-1 Preschool
405 Henry
Fredericktown, MO 63645

Student Name:

Date:

Time:

Description of the Injury:

Treatment:

Comments:

Caregiver: _____

Parent: _____



Tornado Procedures

1. Staff and students will be alerted of the possibility of a tornado threat by a verbal alarm from the director of the preschool or secretary.
2. Students in classrooms one and two will move to classroom three along the North and Northeast corner of the room.
3. Students in classrooms four and five will line up in Hallway B and the staff and student bathrooms.
4. Once you reach your location, kneel on the floor with your head face down as close to your body as possible. Put hands over head. If you have a book, open it and place it over your head for protection.
5. Teachers will stay with the class assigned to them until all students have been accounted for and the all clear sign has been given.

Emergency #'s

Hospital: 911 or 783-3341

Fire: 911 or 783-3398

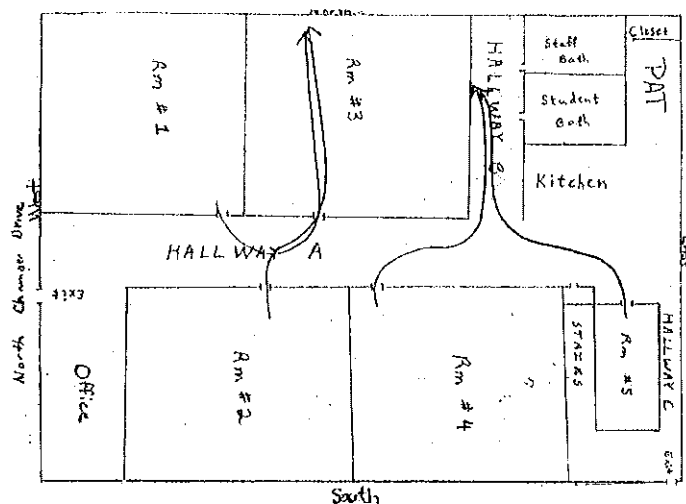
Police: 911 or 783-3660

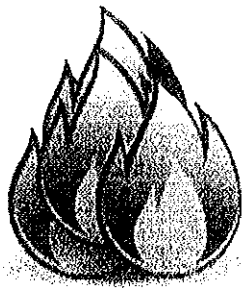
Student Emergency Information

Cindy Owens

Student Check-Out to Parent or Guardian

Cindy Owens





Fire Procedures

1. In case of fire or alarm from smoke detectors, teachers will evaluate all students outside the building to a safe predetermined site.
2. Teachers will remain with their assigned class until all students are accounted for.
3. Never enter a burning building.

Evacuation Routes:

If possible, rooms one and two should evacuate students out of the front door on the west side of the building, while rooms three, four, and five exit the back door on the southeast corner of the building.

Evacuation site will be the fenced playground area on the east side of the preschool. In the event of a fire, this site may have to be altered for the safety of all.

Emergency #'s

Hospital: 911 or 783-3341

Fire: 911 or 783-3398

Police: 911 or 783-3660

Sheriff: 573-783-6140

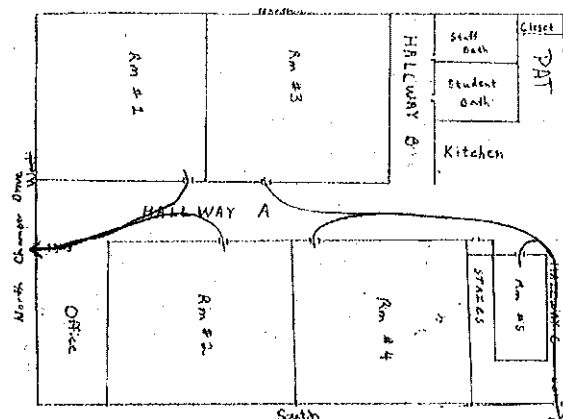
Student Emergency Information

Cindy Owens

Student Check-Out to Parent or Guardian

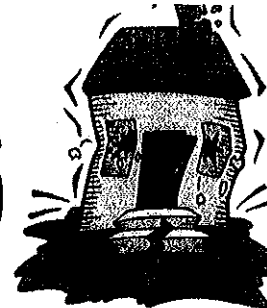
Cindy Owens

First Aid Kit: Paula Sawyer





Earthquake Procedures



1. Move away from windows, shelves, and heavy objects that may fall.
2. Take cove under a table, desk, or counter.
3. If a desk, table or counter is not available, move to inside wall or corner. Turn away from windows, kneel along the inside wall.
4. Bend head close to knees, cover side of head with elbows, and clasp hands firmly behind neck.
5. If notebook or jackets are hand, hold these over your head for added protection from flying glass and ceiling debris.
6. If under a desk hold the legs as steady as possible to keep the desk standing.
7. When the quake is over, student will be directed outside the building by the nearest teacher once a safe evacuation route has been established. Always watch for falling debris, leaking gas pipes, and downed electrical lines.
8. Teachers will stay with class assigned to them at the evacuation site until all students have been accounted for. Once all students have been accounted for, they may be signed out by their legal Parent/Guardian.
9. If possible, rooms one and two should evacuate students out the front door on the west side of the building while rooms three, four, and five exit the back door on the southeast side of the building.

Outside:

1. Move to an open area away from all buildings, structures, and or power lines.
2. Drop to the ground and cover head with hands until earthquake is over.
3. Move to safe evacuation site with assigned teacher until all students have been accounted for and checked out by legal Parent/Guardian.
4. Never enter a building or structure after an earthquake.
5. If on school bus during an earthquake, stay on it.

Evacuation Site:

Evacuation site will be the fenced in playground area on the East side of the Preschool. In the event of an earthquake, this site may have to be altered for the safety of all.

Emergency #'s

Hospital: 911 or 783-3341

Fire: 911 or 783-3398

Police: 911 or 783-3660

Student Emergency Information

Cindy Owens

Student Check-Out to Parent or Guardian

Cindy Owens



Bomb Threat Procedures

Calling Procedures

In the event of a bomb threat, the person receiving the call will:

1. Get all the details as accurately as possible.
2. Refer the call to the Director of the Preschool.
3. Immediately notify the building administrators of the call.
4. The administrator will contact the school resource officer and the superintendent.

Depending on the threat, a decision will be made to evacuate the building, or search the building or both.

Notification Procedures

If a decision to evacuate is made, school staff and student will be notified by:

1. The staff will be notified in person of the need to evacuate the building to designated areas.
2. The designated areas will be determined and assigned after a threat is received.

Evacuation Procedures

In case of a bomb threat the principal or secretary will tell each staff member directly and say a special key phrase for the staff to acknowledge what is going on. The key phrase is "Special Fire Drill." Once this is announced all teachers are to follow this procedure.

1. Keep the incident very low key, do not discuss this matter with the students.
2. Organize you class and escort them out of the building, using existing emergency kit, and attendance log.
 - The secretary will be responsible for all medication, the office emergency, and attendance log.
 - Each teacher should take their classroom emergency kit.
3. Once evacuated and roll call is checked, proceed to the designated areas:
 - Evacuation site will be the fenced in playground area behind or East of the Preschool.
 - In case of rain, all students will be bused to the elementary gym.
4. All available teachers, aides, counselors, and special area teachers should report to the parent pick up area to assist with the checkout of students.
5. A list of students checking out will be maintained at the parent pickup area. The secretary will be responsible for student being able to leave with adults who are designated on the emergency card.
6. Do not allow any media to talk to students and no comments should be made for faculty/staff regarding the issue. Forward any questions to the building principal.
7. Once an "All Clear" has been announced, proceed back to your classrooms with the class you brought out and wait for further directions.

It is very important that the staff remains calm during the situation, your demeanor will have an immediate impact on the behavior of students.



Intruder in the Building Emergency Procedures

The first person to notice the intruder (person with a weapon or a person who is upset and acting out of control) will notify the Principal.

The Principal or a representative will sound the following planned alarm

1. "Teachers: Lock down your rooms."

When the alarm is sounded: Lock the classroom door and turn out the lights. DO NOT allow students to leave the classroom, seat everyone on the floor next to an interior wall away from the windows and doors until further notice.

Teacher should take an accurate count of the students.

The staff should communicate to the office any information regarding the intruder.

The Principal will determine the need to notify the police and the school superintendent of any emergency situation.

Fredericktown Preschool's Contract

(Please return before the end of the first week of school)

I have read the Fredericktown Preschool's Handbook. I understand these rules and regulations will help make my child's educational experience a safe and happy one. If at any time throughout the year I have questions regarding any section of the handbook, I will promptly contact my child's teacher or preschool director.

(preschooler)

(parent/guardian)

(date)

For a copy of Missouri's Licensing Compliance/ Inspection Reports and Regulations Handbook:
Visit <http://www.sos.mo.gov/adrules/csr/current/19csr/19c30-62.pdf> or
<http://health.mo.gov/safety/childcare/lawsregs.php>