Orrick R-XI

Little Bearcats Preschool Handbook

20192020

**Little Bearcats Preschool**

100 Kirkham St

Orrick, MO 64077

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[orrick.k12.mo.us](http://orrick.k12.mo.us)

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**District Mission Statement**

**Focusing on Student Success**

**Orrick Preschool Philosophy**

 The Orrick Preschool exist as part of the Orrick School District to provide a safe, child-centered environment that builds self-esteem, self-discipline, and the essential skills for lifelong learning. This is accomplished through positive interactions among school staff, students, and parents. The school fosters a climate that is productive for learning. This is accomplished through encouraging students to have positive self-images and develop self-control. Providing opportunities for students to grow cognitively, connect learning experiences to prior knowledge, and promote physical development will also foster productive learning.

**Orrick Preschool Goals and Objectives**

The goal of the Orrick Preschool is to promote growth cognitively, physically, socially, and representationally.

**Objectives to obtain goal:**

**Cognitive Domain**

* Students will know personal information such as their first and last name, phone number, birthday, and address.
* Students will be able to write their first and last name.
* Students will recognize and count numbers 0 through 20.
* Students will be able to name the letters in the alphabet.
* Students will be able to classify objects.
* Students will be able to sequence.
* Students will be able to make predictions.
* Students will be able to complete and create a pattern.

**Socio-Moral Domain**

* Students will be encouraged to have a positive self-image.
* Students will develop self-control.
* Students will have positive interactions with peers and adults.
* Students will be encouraged to have good manners.
* Students will be introduced and expected to follow rules.

**Representational Domain**

* Students will be encouraged to use self-expression through play, movement, art, and music.
* Students will develop individual and group problem solving skills.
* Students will represent ideas and feelings.
* Students will recognize and identify sounds, symbols, and signs.
* Students will use language for a variety of functions.

**Physical Domain**

* Students will expand fine motor skills (cutting, writing, etc.)
* Students will participate in daily exercise through recreational play.
* Students will participate in healthy eating habits.
* Students will follow proper hand washing techniques along with other healthy living practices.
* Students will expand on gross motor skills (hopping, throwing, etc.)

**Attendance Policy**

All children are expected to attend preschool on a regular basis. Parents are requested to call the teacher or elementary office whenever a child will be absent. A child who misses 5 consecutive sessions without notifying the teacher will be dropped from the program.

**Breakfast/Lunch**

The cost of breakfast and lunch is not included in the tuition and will be charged separately. Breakfast will be served from 7:50-8:10am. For children eating breakfast they should be at school by 8:00 a.m. because we eat breakfast as a class. Students who arrive after 8:10 will not be allowed breakfast. Students are NOT required to purchase a school breakfast.

Hot lunches cost $2.20 per day.
For those choosing to eat breakfast at school the cost is $1.55 per day.
Extra milk is $.40.
Meal prices are subject to change each July.

Breakfast and lunch calendars may be accessed via the school Parentlink App or the Elementary School Website at orrick.k12.mo.us. Parents must pay weekly, monthly, or quarterly. Money will be put into your child’s lunch account, daily charges are not accepted. Money should only be sent to school in an envelope with the child’s first and last name, date, amount sent, and its purpose. Checks can be made payable to Orrick Elementary. Forms are available for parents/guardians to fill out for eligibility for free and reduced lunches.

THE ORRICK SCHOOL DISTRICT IS A NUT/PEANUT PRODUCT FREE SCHOOL. PLEASE DO NOT SEND ANY NUT PRODUCTS WITH YOUR CHILD TO SCHOOL. THANK YOU FOR YOUR COOPERATION

**Change of Information**

The parent/guardian should notify the preschool immediately of any changes in telephone numbers, employment, address, or person(s) to notify in case of emergency. We need up-to-date information in case an emergency or illness should arise. Please also notify the school of any changes in transportation to or from school. A note is necessary indicating where your child should be dropped off or who is picking the student up if it is different from their regular routine.

**Clothing**

Since children are being placed in a creative environment, they are bound to get messy. Please dress children in clothes that can be easily washed. Some of our activities will include, paint, sand, water, play-doh etc. Try to provide clothes that are not difficult to get in and out of to encourage independence. Soft soled shoes, like tennis shoes are best for active play and days we have P.E. class. We will also be going outside (when weather permits), so please dress children in clothing that is appropriate for weather conditions. Please also send a complete set of clothes in a gallon size baggie or plastic bag with their name on it. This will stay in your child’s backpack.

**Cubbies**

Your child will be provided with a cubby at preschool. This cubby should be used to store items brought from home. Coats, hats, backpacks, etc. may be hung on the coat hooks. It is strongly encouraged to leave toys, especially expensive or treasured toys, at home. The preschool is not responsible for lost, stolen, or broken items that are brought to school. At no time are children allowed to bring toys associated with violence including toy guns, knives, swords, etc.

**Curriculum**

The Little Bearcats Preschool curriculum is designed around the Missouri Early Learning Standards. To access a description of these standards, please go to <http://dese.mo.gov/early-extended-learning/early-learning/missouri-early-learning-standards>. The Missouri Early Learning Standards are comprised of Literacy Standards; Math Standards; Physical Development, Health and Safety Standards; Social and Emotional Standards; and Science Standards.

**Guidance/Discipline**

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 consequences.

Guidance in the preschool classroom takes several forms:

* Environment-Everything in the preschool classroom is developmentally appropriate. Children are provided with many hands-on experiences that keep them challenged and interested.
* Routines-Having classroom routines and procedures are essential for children to feel secure, build the classroom community and increase independence.
* Logical Rules-Rules are discussed with the children as well as why the rules are needed. Examples include: using walking feet, keeping hands and feet to yourself, etc.
* Curriculum-A developmentally appropriate curriculum based on children’s interests and levels of readiness is implemented.
* Positive Behavior-We reinforce children who are following the rules and doing the right thing. Praise is always given to desired behaviors.
* Positive Reminders-We tell the children what we want them to do, avoiding the words “no” or “don’t.”
* Redirection-We change the child’s attention from something we do not approve of to something that we do approve of. We might send the student to a different area or suggest another activity for the student.
* Choices-We remind children that they have choices. We guide them to choose positive choices and behaviors.
* Time Away-Occasionally a child may need to be removed from the situation for a brief time allowing him/her to cool down and consider alternate behavior. Time away will generally occur in the classroom away from other children. In severe cases, the child may be removed from the classroom.

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

**Enrollment Procedures**

Open enrollment is held during the spring for the following school year. Students enrolling must be 3 years old BEFORE August 1st. In order for children to attend they must have the following:

* Completed enrollment forms
* Copy of up-to-date immunization record

Please be sure that all of the above information is 100% accurate and notify the preschool immediately of any changes.

**Illness/Medication**

Parents/guardians have the responsibility of keeping a child home if he/she has had any symptoms of sickness within the previous 24 hours.

If a child becomes ill (fever of 100+, vomiting, diarrhea, severe cough, any suspicion of communicable disease, etc.) or injured during the school day, the parent/guardian will be notified and must come and pick up their child. This is why it is so important to have current emergency contacts. Please list several numbers including cell phones, pagers, grandparents, etc. Students should not return until symptom free for 24 hours. A school nurse is on staff to assist in handling ill or injured children.

All medications that you want your child to take must be sent from home in the original bottle along with a signed parental authorization form. All medication must be age appropriate and kept in the health office. The permission and instructions will be kept in a notebook as well as a record of when the child receives it. When the container is empty, it will be sent home with the child. Any “remainder” will be sealed and sent home at the end of the school year or can be picked up by the parent.

The school assumes no responsibility for medical treatment of students. We act in good faith and try to treat all children as if they were “our own.”

**Off-site Learning Experiences**

We may go on off-site learning experiences throughout the year in order to enhance learning and bring the real world into the classroom. Parents/Guardians will be notified of all impending trips ahead of time. Parents will be required to give written consent for their child to go on the field trips outside of the district. Parent/Guardian volunteers will be asked for when needed for any off site trip.

**Parties**

The Orrick R-XI School District recommends healthy eating habits for our students. We encourage families to choose items off of the USDA Smart Snack list but will also allow other foods to be brought in with the exception of soda or energy drinks. Also, food will not be allowed as a daily reward for students in the district.

Classroom parties and birthday celebrations are held in the classroom. The classroom teacher is in charge of how the parties are handled. Please contact your child’s teacher if there are any questions regarding parties or sending in birthday treats. HOME-BAKED ITEMS ARE NOT ALLOWED BY THE STATE HEALTH DEPARTMENT.

According to board policy JHCF, **peanuts, tree nuts, and peanut products or tree nut products are prohibited in the schoo**l, including before or after-school activities. These guidelines apply to foods provided for celebrations at school.Throughout the year we also have holiday parties.

**Parent Communication**

Communication between home and school is an important tool for a positive school experience. Please check your students take home folder for notes from the classroom or from the school. A preschool newsletter will be sent home monthly.

**Progress Reports/Conferences**

Parent/Teacher conferences will be held twice during the year to discuss each child’s progress. If you feel it necessary to discuss your child for any reason outside of conference time, please contact the teacher.

**Rest Time**

Full day preschool students will participate in rest time every day. This time provides children with a time to relax from our busy day. Children are not required to sleep but must rest **QUIETLY** so others may sleep if desired. Rest time will last for 45 minutes to an hour. Please send a crib sheet or twin sheet for the bottom of the cot and a blanket to cover with. Sheets and blankets will be sent home on Fridays to be washed and returned to school on Monday.

**Safety**

Children will participate in fire, tornado, intruder, and earthquake drills as part of a safety precaution. Students will be supervised at all times.

Our facility and playground area have met state licensing and health requirements. Visitors are welcome to observe in the classroom, however, in order to ensure children’s safety and protect our instructional time, all observation visits must be scheduled 24 hours in advance.

**School Closings/Snow Days**

The preschool will follow the Orrick R-XI school calendar. The preschool will not be in session on the days that the elementary building is closed for in-services and holidays. If bad weather has occurred, please watch the television or listen to the radio for the Orrick R-XI School closing. During winter months there is always a chance for early dismissal. Be sure the preschool has current contact information and have a plan for the care of your child.

**School Hours and Arrival/Departure**

**Full Day Preschool:** 8:10 a.m. to 3:10 p.m. Monday through Friday with an option of coming at 10:00 a.m. on Wednesdays. (Our District has a 10:00 late start each Wednesday and for some families it may work out best to bring preschool children when bringing other children to school.)

**Morning Preschool 3 year olds:** 8:10-11:30a.m. Monday through Friday.

**Full Day/Morning students** MAY arrive at any time between 8:00 and 8:10; however, preschool students MAY NOT arrive prior to 8:00 a.m. Staff members are not on duty prior to 8:00 in the morning, and cooperation is greatly appreciated. **Afternoon students** should not arrive prior to 11:55a.m. as the preschool children and staff will be in lunch.

Parents should notify the teacher by note or phone if there is to be a change in the normal routine. The note should include the child’s first and last name, the date, your signature, and the specific instructions. Although a note is the preferred method, we understand that plans may change during the day. Please call and notify us before 2:00 pm if a child is to be picked up in a different way than usual in the afternoon. A.M. only children will need to be picked up at 11:30 in the classroom.

If someone other than a parent or guardian will be dropping off or picking up your child please have it cleared with the teacher. Please help us protect our instructional time by bringing and picking up your child on time every day. For safety reasons, we ask that you **ALWAYS** accompany your child into the classroom and make sure the teacher has noted their arrival before you leave. Teachers are not available to supervise children before or after school. Therefore, please be prompt in picking up your child. If you are going to be late, please call. Continuous late pick-ups may result in a late fee or suspension of services.

There will be bus service for preschool children within certain boundaries for morning pick-up and afternoon drop off subject to availability and space on the buses. Bus seats for K-12 students will be filled first before we can offer to our preschool children. Students on a half day schedule will only be eligible for one of the bus times. Please speak with the office secretary to set up bus services and also notify teacher if your child will be riding the bus.

**Student Dismissal Precautions**

Orrick Elementary is legally responsible for the safety of its students during the school day. Therefore, students will not be excused before the end of the school day without a request for early dismissal by the student’s parent/guardian. Telephone requests for early dismissal will be honored only if the caller can be positively identified as the student’s parent/guardian.

In the case of children of separated or divorced parents/guardians, the school will release the child to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent.

If no court order concerning custody is on file, the student will be released to either parent.

If a court order providing for joint custody is on file, the student will be released to the parent whose address has not been designated as the address for educational purposes. In such a case, when no prior notice of the early removal has been given, the school will attempt to contact the educational-purposes parent. The purpose of this contact is not to notify the parent/guardian and not to seek permission. This procedure will also apply where the court order indicates joint custody but does not designate the child’s address for educational purposes. The parents/guardians may, in writing, waive these courtesy calls.

Parents are encouraged to provide the school with any orders restricting or establishing parental rights.

**Termination**

Termination of enrollment may take place if:

* The child is not toilet trained.
* The child does not attend class for 5 consecutive days without notification.
* Tuition or other fees are not paid.
* Discipline issues cannot be resolved.

**Toilet Training**

Students must be completely toilet trained in order to participate in the preschool program. They must be able to *independently* use the restroom when needed. The staff will not do diapering. If a child has more than one accident in a day, the parent/guardian may be contacted and asked to pick up the child. Any child having accidents three consecutive days may be dismissed from the program. We understand that accidents occasionally happen and that is why we ask that parents/guardians provide a complete change of clothing that will be left at preschool. If an accident does occur, the dirty outfit will be sent home and the parent/guardian will be asked to bring a new outfit to leave at the school.

**Toys/Show-N-Tell**

Please keep ALL toys at home unless special permission has been granted by the teacher. Toys brought from home may present problems during the school day. If a toy is brought from home, the child will be asked to leave it in their backpack/cubby until share time. The teacher will let parents know if/when Show-N-Tell will occur in the class.

**Tuition**

2019-2020 TUITION RATES

SNACK FEES ARE INCLUDED IN TUITION

FULL DAY PRESCHOOL STUDENT’S MONTHLY TUITION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **# of school days** | **Full Lunch Pay** | **Reduced Lunch Pay** | **Free Lunch Pay** |
| August | 13 | $192 | $101 | $32.50 |
| September  | 20 | $290 | $150 | $50 |
| October | 22 | $318 | $164 | $55 |
| November | 17 | $248 | $129 | $42.50 |
| December | 15 | $220 | $115 | $37.50 |
| January | 19 | $276 | $143 | $47.50 |
| February | 18 | $262 | $136 | $45 |
| March | 17 | $248 | $129 | $42.50 |
| April | 21 | $304 | $157 | $52.50 |
| May | 10 | $150 | $80 | $25 |

HALF DAY PRESCHOOL STUDENT’S MONTHLY TUITION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **# of school days** | **Full Lunch Pay** | **Reduced Lunch Pay** | **Free Lunch Pay** |
| August | 13 | $91 | $45.50 | $16.25 |
| September  | 19 | $133 | $66.50 | $23.75 |
| October | 22 | $154 | $77 | $27.50 |
| November | 17 | $119 | $59.50 | $21.25 |
| December | 15 | $105 | $52.50 | $18.75 |
| January | 19 | $133 | $66.50 | $23.75 |
| February | 18 | $126 | $63 | $19.25 |
| March | 17 | $119 | $59.50 | $21.25 |
| April | 21 | $147 | $73.50 | $26.25 |
| May | 10 | $70 | $35 | $12.50 |

**Types of Programming**

Our Little Bearcats Preschool offers two options for parents enrolling their children in our program. Families may choose to bring their children to preschool for our full day program running from 8:10-3:10 in the afternoon. Parents may also choose a half day program for their children. Half day children who are age 3 on August 1st of the upcoming school year will be enrolled in the morning program.

**Video recording and Pictures**

Videotaping and picture taking will occur in the preschool classroom. If you do not wish for your child’s photograph to be public, please notify the teacher in writing.

Some areas they could be used in include:

* Class/District Newsletters
* Bulletin Boards
* Centers

**Volunteers**

We encourage all parents/guardians, grandparents and friends to volunteer their time and talents to our preschool. Please let the staff know if you are willing to help in the classroom. Holidays are especially busy times and extra hands are always appreciated. Please let us know if you are willing to help out with class parties or would like to be in charge of organizing class parties.

**Little Bearcats Preschool Handbook 2019-2020**

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand the Orrick Elementary Preschool Parent Handbook.

\_\_\_\_\_I give permission for my child to have their picture taken and/or video recordings. These will be used for educational purposes and to document the learning program. (Please initial if you give permission)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

Please sign and date and return to preschool teacher.