

Daly Elementary Preschool
Fayette R-3 School District

Parent Handbook



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Mission Statement

- The mission of the Fayette R-3 School District is to educate all students to be ethical, successful citizens.
- The mission of Daly Elementary School is to provide a foundation which equips all students with the essential skills for learning.

Educational Beliefs

We believe:

- that all students can learn.
- that every student deserves appropriate educational opportunities in a positive learning climate. We are dedicated to educating them in their intellectual, physical, social, and emotional growth to our best abilities.
- in holding high expectations for all students.
- in developing habits, attitudes, understanding and skills necessary for a productive and satisfying life in society.
- that education is a responsibility shared by parents, the school, and the community.

Program Goals

- To increase social skills by giving the child a chance to be his/her own person and the opportunity to communicate with others as individuals and as a group.
- To increase language skills by allowing the child to talk and express his/her own ideas.
- To provide opportunities to enable children to be expressive and creative through the use of language, physical activity, play materials, art, and music.
- To develop in each child an active curiosity about the world and an enthusiasm for learning based on his/her own personal satisfaction and involvement.
- To ensure that parents and teachers work together to serve the best interests of each individual child.
- To prepare the child for elementary school.

Enrollment requirements

A child must be at least three years of age before August 1 to be eligible for Preschool. Registration for preschool is held in the springtime during the screening process. Children may be eligible for preschool when the following requirements are met and returned to the elementary office:

- Completed enrollment packet
- Current immunization record
- Copy of child's birth certificate
- Copy of child's social security card

- Proof of residency
- Child is expected to be toilet trained
- DIAL screening (recommended but not required)

Multiple criteria are used to identify children for participation in our preschool program. Data from Parents as Teachers screenings, the DIAL screening tool, First Step referrals, special education needs, and the child's age are all taken into consideration to determine students most in need of preschool services. Any students not selected will be put on a waiting list for future openings.

Curriculum

The preschool curriculum represents a shared set of expectations for preschool children. These expectations were developed by current research on how young children learn. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. We integrate the Missouri Early Learning Goals into The Emerging Language and Literacy Curriculum. The Emerging Language and Literacy Curriculum prepares preschoolers for success in kindergarten and gives them a strong foundation in oral language and literacy. It is comprehensive program emphasizing foundational knowledge and skills in the areas of communication, social skills, pre-academics skills, and child experiences.

Daily Activities Examples

- Arrival Activities: Children independently select books to read with their peers and/or explore educational manipulatives/toys and sign in.
- Fine motor/Journal Time: Children will explore writing or activities to promote fine motor skills at this time; practicing holding writing utensils correctly, write letters, numbers, draw, lace, and/or build.
- Circle Time: Children will come together as a large group and discuss what is happening at preschool. This provides the children a chance to talk together as a group. Calendar, songs, poems, big books, picture books and interactive writing will be a part of this time. This time allows for specific concepts, vocabulary, language forms, and information to be communicated by the teacher and students.
- Choice Time/Learning Centers: Children are given a chance to explore the room and choose an area to play in. Areas include Art, Writing, Language and Literacy, Construction, Dramatic Play, Sensory Center, Library, and Math and Science. This time allows children to interact with peers in associative and cooperative play.
- Clean Up: Children will learn when it's time to stop an activity, self-help skills, and good manners.

- Snack: Snack time encourages communication between children, self-help skills, and good manners.
- Outside Recess: Children will have the opportunity to explore gross motor/movement activities.
- Small Group Time: Teachers read to children in large and small groups; enhancing listening skills, memory and stimulating thought provoking questions. Focused instruction will be a part of this time. The small group time is specifically dedicated to teaching letter/sound correspondence and phonological awareness as well as many math concepts.

Attendance

In order for your child to benefit from the program, he/she should arrive on time and attend school each scheduled day. Frequent absences from regular classroom learning experiences disrupt the continuity of the instructional process and the benefits of classroom instruction. Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Fayette R-3 preschool. The Daly Elementary attendance policy for excused and unexcused absences will be followed. Please contact the preschool if your child will not be attending on a particular day or days. In the event of five unexcused absences or excessive excused absences, a conference will be arranged to discuss how to improve the student's attendance. A child who misses five consecutive sessions without notifying the teacher or exceeds five unexcused absences for the semester will be dropped from the program. An appeal can be made through the elementary school principal.

Transportation

Transportation to and from preschool is not provided by the district. Parents/guardians are required to find daily transportation. It is extremely important for your child's teacher to have updated transportation information on file. The classroom teacher requires a list of names and contact information for any person(s) picking up your child. In case of an emergency or change in routine contact the elementary office.

Change of Procedure

Parents/Guardians are asked to send a note if a child is to do something other than his/her normal routine. We need to know where your child is going, how they will get there, whom they are going with, etc. Because we want our students to be safe, we will not deviate from the normal routine without written or verbal consent.

Emergency Information

Each student is required to have on file at the school office the following information:

1. Parent(s)/Guardian(s) name(s);
2. Complete and up-to-date address;
3. Home phone, cell phone and parent(s)/guardian(s) work phone;
4. Name, address and phone number of a person to contact in case parent/guardian cannot be reached;
5. Medical alert information.

It is very important for emergency and administrative reasons that every student maintains up-to-date records at the school office. Notify the school immediately if you have a change of address or any other important information such as phone number, emergency contact, marital status, etc. during the school year.

School Calendar:

Other than the start and stop date of the preschool program, we follow the elementary school calendar. On early release days, the afternoon class will not be in session. On late start days, the morning class will not be in session.

Early Dismissal/Cancellation Policies

For announcements about late start/school cancellations/early releases, please refer to the following outlets of information: KOMU, KMIZ, the Fayette R-3 Daly Elementary Facebook Page and/or Falcon Alerts.

Falcon Alerts

The Fayette District encourages parents to sign up for Falcon Alerts for important information about our district. The alert is sent as a text message directly to your mobile phone. To register your phone, please go to www.fayette.k12.mo.us and scroll down to the right hand side of the page to find the Falcon Alerts! icon. Click and enroll for emergency information, school closings, late starts and school event reminders. Falcon Alerts is a free service sponsored by Commercial Trust Co.

Clothing

Please dress your child in comfortable, practical, and washable play clothes so he/she may enjoy the activities provided. Since these activities may include messy play, clothing might get stained or dirty! While we do our best to protect clothing by using paint shirts/smocks, expect your child to get messy while at school exploring and learning. The children will play outdoors every day except in cases of extreme cold or rainy weather. So please dress your child in

appropriate clothing according to the weather: coats/jackets, mittens, hats and boots. Also, YOUR CHILD SHOULD WEAR CLOTHING THAT HE/SHE CAN MANAGE IN THE BATHROOM. We encourage our children to be as independent as possible. Tennis shoes are best for gross motor activities and playing on the playground.

Extra Set of clothes

Please send an extra set of clothes (shirt, pants, underwear, and socks). This extra set of clothing should remain in a zip-lock bag inside your child's backpack all year long. If you want to swap clothes as season's change, that would be great.

What to bring to school

Your child should bring a backpack to school every day with the extra change of clothes inside the bag and his or her communication folder. Please label your child's backpack. We will check the communication folder daily and would like for you to check your child's folder daily as well. We will be sending home notes, newsletters, and/or projects regularly. A suggested school supply list will be provided at the beginning of August.

Newsletters

You will receive newsletters from your child's teacher letting you know what is going on in the class, important dates, etc.

Field Trips

In the event of a field trip during the school year, information will be sent home prior to the day of the event. A field trip permission slip must be completed and signed by the parent or guardian of each child going on the trip. Some trips may require bus transportation, but some may be walking field trips. Parent volunteers are welcome!

Show and Tell

Children will be given the opportunity to share something from home with the class. The item they select *must fit* in their backpack unless prior arrangements are made with the teacher. A calendar will be sent home at the beginning of September to notify you of your child's sharing day. Unfortunately, NO Pets!

Snacks/Birthdays

A small snack will be offered daily to each class. Keep in mind that this is not a full meal and your child should eat breakfast or lunch at home prior to coming to preschool. When your child has a birthday, we like to celebrate. If you would like to bring in treats for your child's classmates, you are welcome to do that. We will

only serve purchased items that have been approved by the classroom teacher due to food allergies. NO homemade items will be allowed. Please send a note to school or visit with the classroom teacher ahead of time so the day will be properly planned. IMPORTANT: If your child has a food allergy, please notify the teacher and school nurse immediately upon the start of school.

Health Considerations

Immunizations are required by Missouri State Law for students to be enrolled in and attend school. The parents or guardians of each student entering preschool shall furnish satisfactory proof that the student has been adequately immunized. All medication a student needs to take during the day needs to be given directly to the teacher by the parent. All prescription and nonprescription medication must be in the original container and labeled with the child's name, instructions for administration, including the times and amounts of dosages, and the physician's name.

When your child is sick

When your child is sick please keep him or her at home. Students with a fever (temperature of 100 degrees or higher), a bad cough, colored discharge from nose, or vomiting should stay at home. In the case of a fever, your child may not return to school until they have been fever free for 24 hours without fever reducing medication.

Head Lice

Students with live head lice will be sent home until the situation has been resolved. According to policy, any student found to have nits only may stay, but parents will be contacted and nits must be treated and removed. Children may return to preschool when they have been treated. Parents will be instructed to do daily lice checks for two weeks. If live lice reoccur, students will be excluded from school per policy and treatment measures should continue until no live lice are found.

Discipline Plan

Discipline can be defined as the idea of correcting an undesired behavior. In the event that an undesired behavior arises, then a conflict resolution approach will be used in an attempt to correct the conflict. The children will be responsible for verbally expressing their thoughts and feelings with each other. If a problem persists, then a teacher will step in to assist in correcting the behavior. Children will be provided a quiet area when they need some time alone to think about their actions. In extreme cases, parents or guardians will be contacted to discuss the behavior of the child.

Parent involvement is an important component to remediate and/or correct unacceptable student behavior. Daly Elementary has implemented three school-wide expectations to explicitly teach positive behavior:

1. Be Safe
2. Be Respectful
3. Be Responsible

To provide a safe and positive learning environment, the staff will assist each child in becoming familiar with classroom rules and expectations. When a child's behavior does not meet acceptable standards, staff members will consider the following:

- The child's age and developmental level
- The child's past behaviors and pattern of behavior
- The child's attendance
- The seriousness of difficulty/problem/harm

Methods of discipline may include:

- Positive reinforcement for appropriate behavior
- Redirection or temporary separation from an area
- Discussion with all involved, with an appropriate solution rendered

There are certain behaviors that are clearly unacceptable. Disciplinary action will be taken when a child:

- Fails to recognize the authority of an adult and is disrespectful verbally or physically
- Hurts another adult or child
- Uses inappropriate language
- Destroys school property
- Harms self or others over a period of time

When a child's behavior does not meet acceptable classroom expectations, the following procedures will be followed:

1. The teaching team will objectively document behavior by the child and the child's response to intervention. Efforts will be made to detail the full range of the behavior, the context in which the behavior occurs, and any other relevant information.
2. The teaching team will request a meeting with the principal to discuss these observations. In some cases, adjustments to the classroom arrangement or routine may be sufficient to alter inappropriate behaviors. Consultation with the superintendent may also occur.

3. When necessary, family members will be contacted in person, by phone, or by note, so that they may be informed of concerns. In many instances, family intervention can have a positive impact on behavior. First contacts should be made by the teacher, who has greater knowledge of the child than the administrators.
4. The teacher may request a conference with the family to share information and to develop appropriate strategies for addressing the issues. During this period of time, families will be informed by phone to pick up their child immediately when unacceptable or unsafe behaviors occur.
5. When physical safety of other children or staff continues to be compromised or when the learning environment continues to be disrupted, the child may be suspended from the preschool for up to five days.
6. The inability to resolve the concerns with the child's behavior or lack of full cooperation with the above policies and procedures may result in a child's dismissal from the program.

These guidelines are provided to secure the safety and welfare of children and staff. Children, parents, and staff are expected to show mutual respect in resolving unacceptable or unsafe child behavior.

Parent/Teacher Conferences:

The preschool participates in two formal conferences during the school year (October/February). Letters will be sent home just prior to the dates regarding scheduling appointments with your child's teacher. We invite you to share your thoughts with us at any time, and we will make every effort to keep you informed about your child's growth at school. Formal progress reporting for preschoolers will be reported 3 times in the school year (October, February, May).

Parent Right-to-Know

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Public Complaints

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of

the entire Board. The Board will address each concern or complaint in an appropriate and timely manner. The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education. The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability. Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC found on the Fayette R-3 District website under Board Policies.

Nondiscrimination Policy

The Fayette R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Fayette R-III School District will provide a free and appropriate public education to all students with disabilities who are residents of this school district, including those attending private/parochial schools, beginning on the child's third (3rd) birthday and through age twenty (20), regardless of the child's disability. The term "students with disabilities" as used in this statement includes all students defined as "handicapped" and "severely handicapped" in accordance with 162.675(1) and (3) RSMo and the Individuals with Disabilities Education Act (IDEA). Students with disabilities are students in the above age group that have been evaluated and identified in accordance with provisions under public law 94-142.

To review the Fayette R-III School District's Prohibition Against Discrimination, Harassment and Retaliation which includes the process for making a complaint and the procedure for investigations of discrimination, harassment and retaliation, please see Board Policy AC, available on the District's website.

Inquiries or concerns regarding the Fayette R-III School District's programs and activities or civil rights compliance should be directed to: Title IX Coordinator/Compliance Officer, Dr. Tamara Kimball at 705 Lucky St. Fayette, MO 65248; telephone: 660-248-2153. Inquiries and complaints may also be directed to the Kansas City Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone: 816-268-0550; FAX: 816- 823-1404; TDD: 877-521-2172; e-mail: OCR.KansasCity@ed.gov.

Classroom Information

Daly Elementary Preschool
Fayette R-3 School District
704 Lucky St.
Fayette, MO 65248

Daly Elementary School Office 248-3800
Special Education Office- 248-3200

- Tamara Kimball-Superintendent
- Cheri Huster – PreK-8 Principal chuster@fayette.k12.mo.us
- Melissa Duren-Special Services
- Jill Wiseman-Director of Curriculum & Federal Programs
- Kelly Beeler-School Nurse
- Micky Burton-Physical Therapist
- Jan Sterns-Occupational Therapist
- Jesse Bohlmeier-Speech and Language Pathologist
- Becky Pearman – Preschool Teacher rpearman@fayette.k12.mo.us
- Stephanie Friebe – Preschool Teacher sfriebe@fayette.k12.mo.us
- Hope Ashby – Paraprofessional
- Casey Vroman - Paraprofessional

Hours of operation

AM Session 7:55 am -10:40 pm
PM Session 12:15 pm – 3:00 pm
Monday – Friday

Classroom activities start promptly at the beginning of the session. Your child will miss valuable learning time if they arrive late. It is important that you are prompt when picking up your child at the end of his/her session as well. Teachers often

have obligations such as IEP meetings or other school meetings immediately after school or over lunch. In order to meet those obligations, prompt pick up is required. Thank you for your cooperation.

Arrival and Pick-up Policies

Upon arrival, you may park in the front parking lot and walk your child in through the front doors. The Preschool classroom doors will be opened 5 minutes before the beginning of each school day. Children may begin arriving at preschool at 7:50 a.m. for the morning class and 12:10 p.m. for the afternoon class. **Please arrive no earlier as supervision is not in place before these times.** Remember you need to remain with your child until a teacher is present. A child should never be left unattended.

At dismissal, please wait in the front parking lot for your child's teacher to bring the class to the front entrance. The teachers will dismiss each child individually after making visual contact with his/her pick up person. Your child will need to high-five the teacher on his/her way out. If you need to pick up your child early, please ring the doorbell as the district keeps all outside doors locked during regular school hours. Then, please check in at the office. The office will notify a preschool staff member to bring your child to the office for pick up.

If there is a change in the usual transportation routine of your child, please send a note with your child to give to his/her teacher. Any changes that need to be made after the student arrives at school may be made by calling the school before 10:00 am for the morning session and 2:30 pm for the afternoon session. Parents must provide notification; a student cannot make transportation changes on their own.

*If for some reason other arrangements need to be made, please contact the classroom teacher.

Classroom Schedule Example (times may vary within each classroom)

A.M/P.M

7:50/12:10 Drop off/Sign-in

7:55/12:15 Learning Centers

8:20/12:40 Clean-up

8:25/12:45 Attendance/Pledge/Calendar/Weather/Show & Tell

8:35/12:55 Recess

8:55/1:15 Circle Time

9:05/1:25 Story time

9:15/1:35 Literacy or Math Activity

9:30/1:50 Learning Centers
9:55/2:15 Clean-up
10:00/2:20 Writing Activity or Music and Movement
10:15/2:35 Snack
10:25/2:45 Story time
10:35/2:55 Prepare for dismissal
10:40/3:00 Dismissal

Fayette R-3 Preschool: Parent-School Learning Contract

Teacher:

We understand the importance of the school experience to every student and our role as teachers. We agree to carry out the following responsibilities:

1. Be aware of the needs of your child.
2. Provide ongoing communication to you regarding your child's progress.
3. Hold regularly scheduled parent meetings.
4. Provide a safe, positive and healthy learning environment for your child.
5. Respect the differences of children and their families.
6. Provide developmentally appropriate learning experiences.
7. Participate in professional training opportunities to better meet the needs of your child.

Parent/Caring Adult:

To assist in the learning and success of my son/daughter in preschool, I will:

1. Communicate special needs/concerns about my child to the teacher.
2. Attend parent teacher conferences.
3. Read with my child at least 15 minutes per day.
4. Make sure my child gets an adequate night's sleep.
5. Make sure my child arrives at school on time each day.
6. Make sure my child receives a nutritious meal before arriving at school.

Parent Signature and Date

Teacher Signature and Date

Verification of Receipt and Compliance

_____ is the Parent/Guardian of
(Parent/Guardian Name)

_____. I hereby certify that I have
(Child's Name)

received a copy of the Preschool Handbook and that I understand the
information contained herein. The handbook guidelines will be followed
to the best of our ability so as not to result in dismissal.

(Signature of Parent/Guardian)

(Date)