

Preschool Parent Handbook

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MASON COUNTY BOARD OF EDUCATION

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“Changing the future...One Child at a time”

Dear Parents/Guardians,

Welcome to Pre-K! Those of us who work and learn in Mason County Preschools are proud of our long-standing tradition of success as we strive for excellence for all Mason County children. Mason County Pre-K teachers are dually certified in Pre-K and special education to meet all student needs. All teachers serving Pre-K students are certified in Pre-K whether in public school or Day Care centers. All Pre-K sites also receive Speech, OT and PT services to meet all student needs.

Your child will experience meaningful opportunities in our Pre-K program. He/she will be offered opportunities to grow in his/her problem solving skills, communication, physical development, and creative imagination and academic progress. Enjoy this time in your child's life as he/she enters the world of education!

Sincerely,

Mason County Collaboration Team

ATTENDANCE

Even though Pre-K enrollment is voluntary, when a child is enrolled, the parents agree to adhere to the Mason County Attendance Policy. This policy states that doctor excuses and parent notes are accepted as excused absences. Each child is allowed seven parent notes a year. **It is the parents' responsibility to send a written excuse stating the dates of absence and reason(s) upon the child's return to school.** If your child is going to be absent, please contact the school. Children who are absent and have not called the school will receive a well check call from their teacher.

WV Policy 2525 states that faithful attendance is necessary for Pre-K attendance. In cases of excessive absenteeism, a SAT meeting will be called involving the teacher, principal, parent and Attendance Director to address issues and assist with student attendance. Disenrollment can occur in instances of chronic absenteeism. Parents will receive notification in such cases.

BIRTHDAY PARTIES

Due to food allergies of many students, birthday party celebrations in classrooms will not be held using food. Each school will determine the method of birthday celebrations for their students

CONFERENCES

Two formal parent/teacher conference dates will be scheduled each year. Parents will receive a Child Accomplishments Summary at each conference. This will summarize the progress and next steps for each individual child. Teachers are always willing to arrange an appointment for parents when such a meeting would be in the best interest of a student.

EMERGENCY INFORMATION

In case of an emergency, each students is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone and parent(s) work phone
- Emergency phone number of a friend or relative that will assume temporary care of the student if the parent cannot be reached
- Physician's name and phone number
- Medical alert information

FIELD TRIPS

Learning opportunities outside the classroom can enhance student experiences. From time to time, parents may be invited to chaperone these educational trips. Parents or guardians wishing to chaperone must be an approved volunteer by the Mason County Board of Education.

Please complete the Parent Volunteer sheet that is given out at the beginning of the school year. You may not accompany the students on any field trip unless previously board approved. Due to liability and limited space, siblings may not attend field trips.

FOOD/MEALS

Pre-K classrooms are under the guidance of the Nutrition and Wellness Policy WWDE 4321.1. Breakfast and lunch are available for all Pre-K students **at no cost to the family**. Parents may choose to prepare their child's breakfast or lunch at home. Please be sure to pack a well-balanced, nutritious meal. This is important to your child's success in class. Glass containers should not be sent to school for safety reasons. Students may purchase milk at school. We try to discourage fast food and soda from being packed in breakfasts or lunches. All Pre-K meals are served family style as per state policy 2525. Family style meals are used as instructional time to deliver many of the state Pre-K standards. Teachers, staff and therapist all sit and interact with the children making meal time a total learning experience.

POSITIVE BEHAVIOR

To ensure the safety, health and well-being of all students, the Mason County Collaborative Pre-K (MCCP) is committed to the development of a preschool program which emphasizes positive guidance techniques and research based educational strategies that encourage and support student learning and development. Mason County Schools have developed a child guidance policy that defines best practices through positive behavioral supports and an expectation that staff will follow these guidelines when working in the preschool program in keeping with the *West Virginia Board of Education Policy 2525 and Policy 4373*.

Staff will utilize Positive Behavior Support (PBS) principles to help provide positive guidance that is appropriate to each child's developmental level, understanding, and circumstances. The goal of developmentally appropriate guidance is to help children learn to make socially acceptable choices. A positive behavioral approach will aim to support social competence and address challenging behaviors by promoting: positive social skills; emotional support; positive self-esteem, and a nurturing, safe environment.

WEATHER

In case of school cancellation due to weather, the Mason County Notification System will call families when a cancellation or delay has been implemented.

Health Guidelines for Parents

<i>Keep your child home if...</i>	<i>Your child can return to school when...</i>
*Your child has a FEVER of 100 degrees Fahrenheit or more	*He/she is fever free for 24 hours <u>without</u> Tylenol or Advil.
*Your child has VOMITING within the previous twelve hours, has persistent DIARRHEA or severe abdominal pain	*He/she has not vomited or had an episode of diarrhea for 24 hours after last episode.
*Your child has RED EYE(S) with discharge	*After he/she has been seen by the doctor. If the student is diagnosed with pinkeye, he/she must be treated with antibiotic for 24 hours before returning.
*Your child has an EARACHE	*He/she is fever free, not complained of an earache and has been treated by a physician, if needed.
*Your child has an undiagnosed RASH	*He/she has been diagnosed by a physician and found <u>not</u> to be contagious to others. Written documentation will be needed from the doctor; and, it will need to be sent to school.

<p>*Your child has LICE</p>	<p>*He/she has been treated accordingly, home treated, etc. The student will need to be brought to school by the parent/guardian and checked by the school nurse or other designated personnel. Student may also be taken to the Mason County Health Department and they will provide a written note for the child to reenter school.</p>
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Your child will be sent home from school if:

- *He/she has a temperature of 100 degrees Fahrenheit or more
- *Lice
- *Rash
- *Red eyes with discharge
- *Diarrhea (2 loose bowel movements within 2 hours)
- *Vomiting

MEDICATIONS

Medications cannot be given at school without the authorization of the child’s doctor. Medications may only be given at school by trained personnel.

Medications cannot be given at school without the correct paperwork being completed by parent and physician. Please contact the school and speak to your school nurse for further information.

Classroom Assignments

Pre-K classroom assignments consider the parent's top three choices for school location as a priority. Parents submit their top three choices through the registration process. A committee using a random pull places children in classrooms with the following guidelines used as determinates when spaces are limited:

- Medical conditions requiring a nurses services
- Students with IEP's
- Military hardship due to deployment
- Previous classroom assignment as a returning student
- Siblings in the same classroom
- Number of boys vs girls ratio

As required by federal laws and regulations, the Mason County Board of Education does not discriminate on the basis of sex, race, color, religion, disability or national origin in employment or in its educational programs and activities. Inquires may be referred to the Title IX Coordinator and Section 504 Coordinator, Mason County Board of Education, 1 Education Lane, Point Pleasant, WV 25550, telephone: (304) 675-4540, or to the United States Department of Education, Director of the Office of Civil Rights