

Jefferson C-123  
PRESCHOOL  
HANDBOOK  
2018-2019

*Developing Lifelong Learners and  
Productive Citizens*



37614 US Hwy 136  
Conception Jct., Missouri 64434  
Phone: (660) 944-2316  
Home of the Eagles!

## **Jefferson Preschool Handbook 2018-2019**

The purpose of this handbook is to help parents understand the rules that govern the way in which the Jefferson preschool operates. The handbook contains information that may help to answer any questions you have. Each parent is encouraged to read the handbook to get a better understanding of the expectations of our preschool. For further information, please contact the school at 944-2316.

### **Enrollment**

Children are eligible to enroll in our preschool program when they are 4 years old by August 1 of the current school year and are toilet-trained.

### **Student Supply List**

1 Large Box of Kleenex	1 complete change of clothes
Clean gym shoes to be left at school	1 Sleep Mat for nap time
2 boxes of snacks (at least 12 individually wrapped per box)	
Optional: Blanket	

### **The School Day and Costs**

School at the elementary begins at 8:10 and is dismissed at 3:01. Kids cannot arrive prior to 7:45am.

Full day preschool: Monday-Thursday -- 8:10am – 3:01pm

The tuition price for preschool does not include lunch or the optional snack milk. All Preschool fees are due by the 15<sup>th</sup> of each month starting in September. Failure to meet the deadline will result in the student not being allowed to attend the next day. May payment is due by May 1<sup>st</sup>. A payment reminder with your owed amount will be sent home prior to the due date. Tuition is calculated on 139 days of school and is due in full regardless of a child's attendance.

Tuition is figured at a rate of \$8.00 per day. A student paying full price will pay a total of \$1,112 for the year. We ask parents to pay nine monthly payments of \$123.55 beginning September 15<sup>th</sup>. Free and reduced lunch prices are honored for tuition. If a family received reduced lunch the preschool fee will then be \$6.00/day for total of \$834 for the year or a monthly payment of \$92.60. If a family receives free lunches the preschool tuition is \$4.00/day for a total of \$556 for the year or a monthly payment of \$61.75.

Please make checks payable to Jefferson C-123 Schools.

### **School Breakfast and Lunch**

A breakfast program is available to all students each morning and school lunch will be available to your child. The costs for the breakfast and lunch programs are sent out in the district newsletter before school starts. Money for breakfasts and lunches should be sent to school in an envelope with the words "Lunch Money" and your child's name on the front. Should you wish to eat lunch with your child, please contact your child's teacher in advance.

You will receive forms in the district newsletter prior to school starting for participation in the free or reduced lunch program. These forms need to be filled out and returned to the school as soon as possible as they are an important figure in determining our school's state aid.

### **Morning and Afternoon Snack Time**

Each day, students will have the option of morning and afternoon snack. Every morning, students will eat a snack, which parents provide their child that day. Water will be offered with the morning snack. In the afternoon, students will all eat the same snack contributed by parents at the beginning of the year. White milk or water will be offered for afternoon snack. If your child does not like the snack offered, they may choose to have white milk only. The teacher will contact parents if the snack supply is running low to bring another box. Milk is 40 cents and will be charged to your child's lunch account if your child chooses milk during afternoon snack. Please contact the teacher regarding allergies.

### **Attendance**

Each student is expected to attend each day of school except for illness, injury, funeral, or some other condition preventing attendance. If your child is absent, you will be charged tuition for the day, however if school is closed no additional tuition will be charged because the days will be made up on designated make-up days.

Please contact the school as soon as possible when your child is absent. If the school is not contacted, we ask that you send a note with your student upon returning to school stating the reason for their absence. If you know ahead of time your child will be absent, please contact your child's teacher. If the student needs to leave school early, please send a note ahead of time. Whoever comes to pick up a student early from school will need to sign them out at the main office.

### **Health and Safety**

Your child's health is very important to us. We will need a health form and a listing of immunization data for each child. This is a requirement for all children entering school in the state of Missouri. These forms should be filled out at registration. All forms are available at the elementary office.

### **Emergency Consent Forms**

It is very critical to your child's welfare to have an up-to-date listing of person(s) we can contact in the event of illness or injury. If we cannot reach you or the designated person, we will contact the physician and will take emergency steps if needed.

At the beginning of the school year, emergency consent forms must be signed by the parents or guardian of each child. It is your responsibility to keep the form updated.

### **Arrivals and Dismissals**

We ask that students not be dropped off before 7:45 a.m. When your child arrives at school, they should sit in the hallway next to their classroom door. The bell rings at 8:10am. If your child arrives after 8:10am, if you need to pick up your child early, or your child will be absent please contact the school at 944-2316.

Dismissals due to inclement weather/emergencies will be sent out via Textcaster. To sign up for Jefferson Textcaster contact the office or visit our website at [www.JeffersonC123.org](http://www.JeffersonC123.org). Arrangements for your child to go **to an alternative after-school location should be emailed, sent in a note or called in to the office.** Please keep all information updated.

### **New School Entrance Procedures**

We have installed a new access system on the front door of the school. Doors will be unlocked at 7:40 in the morning for the arrival of students. At 8:15 the doors will lock. During the day, visitors will need to push the button and be granted access to get into the building. The doors will remain locked until the end of the school day.

Students who are arriving earlier in the morning for tutoring will be let in by the teacher providing

tutoring. For after school activities, the doors will be unlocked so parents may enter the building to pick up students.

### **Dropping Off / Picking Students Up at School**

The procedure for when students are dropped off at the beginning of the school day are as follows. Parents will circle around so that they are facing south toward the Kitchen door to drop their student off at the front door. For parents wanting to walk their student into the building, we ask that cars be parked North of the New Gym or in the parking lot. This will prevent the bus lane from being blocked.

The procedure for students being picked up after school. The school doors will remain locked until school is dismissed. We ask the drivers to line up on the North side of the new gym facing east. This will give the buses room to pull around the front. After the buses leave drivers may pull around the front and students will be dismissed to be picked up. We ask that whoever is picking the students up from school to please wait outside. If a parent wants to come inside, please wait until the buses have left.

### **TRANSPORTATION AND BUS BEHAVIOR**

Bus transportation is provided to and from school each day for all students living within the school district.

#### **Bus rules:**

1. When boarding the bus, students should find a seat and **remain in that seat** until arriving at their destination.
2. Unnecessary conversation with the bus driver is prohibited.
3. No standing in a moving bus.
4. No throwing items in the bus or out of bus windows.
5. No fighting or horseplay will be allowed.
6. No excessive noise.
7. No littering on the bus or out windows.
8. No defacing or damaging the bus.
9. Hands and arms are to be kept inside the bus.
10. Elementary students are not allowed to have pop or juice on the bus.
11. Elementary students are to sit in the front half of the bus.
12. The bus driver is in charge so students are to obey and follow his/her directions.
13. If students are to be left at a location other than the usual stop, a written note signed by the parent must be given to the classroom teacher. The classroom teacher will notify the bus driver.

### **Illness at School/Medicines**

Students should stay home from school when they are ill. If they've had a fever they should stay home for 24 hours after the fever has subsided to allow a complete recovery and prevent a relapse. If the student returns to school after recovering from an illness or injury and should not participate in recess or P.E., a note is required from the parent.

When children become ill at school they are sent to the school nurse or one of the nurse designees. Students with a fever of 100° or more are contagious and are sent home. Other signs of illness are also taken into consideration, such as vomiting, chills, stomachache, etc. when determining if a child should go home. If they are too ill to do school work and/or are contagious, they will stay in the sick room and kept as comfortable as possible until a parent or a designated adult is able to come and pick them up. Parents are notified as soon as possible if their child has had a head injury and/or an information sheet about head-injury symptoms is sent home with the child.

Parents are asked to complete a form giving permission for specific over-the-counter medications to be administered to their child. If a child needs to take a doctor prescribed medication, a signed form must be sent explaining the need for the medicine and when it is to be given. The medication must be in its original bottle. The nurse or a nurse's designee will be responsible for administering it.

## **EMERGENCY MEDICATION**

- A. Emergency medications require orders from an authorized Prescribers prior to their administration.
  - (a) “In Case of an Emergency” orders will be obtained at the beginning of the school year.
  - (b) Emergency medication and orders shall be kept in a secure location, easily accessible to qualified designated personnel.
  - (c) For information regarding orders obtained as a written standing order of written protocol, see above.
- B. All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode.
  - (a) Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.
  - (b) The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

## **CONTAGIONS**

As with any school where children are in close contact, the chance of getting a contagion, such as lice, ring worm, pink eye, impetigo, etc., is possible. Students who have a contagion should stay at home until it is no longer contagious. If the contagion is discovered at school, the parents will be contacted immediately and the student will be isolated until the parent picks him/her up. The student may come back to school as soon as the contagion is visibly healed or a note from the doctor says the child is no longer contagious.

## **What to Wear**

Wear play clothes that are comfortable and washable, and that your child can manage by him/herself. This will help foster his/her independence! Preschool activities can be messy! Please wear shoes that are safe for climbing.

The children will spend some time outside every day the weather permits. Be sure your child has appropriate warm clothes. Please label outer garments such as coats and boots with your child’s name – we have many look-alikes!

The Board of Education expects student dress and grooming to be neat, clean, and in good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardians, within the following guidelines: 1) will be clean and in keeping with health, sanitary and safety, 2) wear shoes, boots, or other types of footwear, 3) will not disrupt the teaching/learning process, 4) appropriate for the age of the child, covers the torso, and not have any wording inappropriate for elementary students such as alcoholic advertising. When, in the judgment of the principal, a student’s appearance or mode of dress disrupts the education process or constitutes a threat to health or safety, the student may be required to make modifications. When the weather is cold students should wear a heavy coat, gloves, and something for their head since they go outside for recess whenever possible.

## **Birthdays**

Birthdays are special and worth celebrating! If your child’s birthday lands on a school day, you may bring enough treats for the entire class. We will celebrate during afternoon snack time. If your child’s birthday is in the summer, the class will celebrate your child’s half birthday. If your child’s birthday lands on a weekend, you may bring treats either the Thursday before or the Monday after the weekend. Please do not bring invites to birthday parties to school. Please notify the teacher beforehand if you plan to bring or send treats.

### **Toys from Home**

We kindly ask that all toys/memorabilia/electronics/items from home be left at home. In the event of a special occasion where a specific item is welcome due to the nature of a lesson, the teacher will notify the parents via classroom newsletter.

### **Parent Visitation**

Parents are always welcome and encouraged to be active in their child's educational journey. Parents are always welcome to visit the classroom. We do ask that you notify the teacher beforehand and check into the office upon arrival.

### **Conferences**

Conferences in relation to your child's progress will be arranged upon request. School-wide conferences will be scheduled in the fall and spring semesters.

### **Curriculum**

Children will be coached on various social skills such as manners, self-help/life skills, sharing, taking turns, transitions, following a schedule, following directions, peer relationships, separation from parents, raising their hand, self-control, problem solving, and fine/gross motor dexterity. Along with social skills, they will be coached on academic skills such as shapes, colors, tracing, cutting, pencil grip, listening and answering, letter identification and sounds, recognizing their name, writing their name, handwriting, number identification, rote counting, one-to-one corresponding, rhyming, and sight words. Preschool at Jefferson will nurture your child's natural sense of adventure and curiosity, help your child develop his or her own understanding of the natural world, and introduce your child to basic elements of scientific reasoning (seeking evidence; testing predictions). All of these skills will be integrated into engaging, thematic, hands-on lessons that promote physical, emotional, social and academic growth.