

Grundy R-V
Preschool Handbook
2021-2022



ADMISSONS POLICY

Any child whose third birthday occurs on or prior to July 31 will be considered for admission. Priority will be given to children based on age, with the oldest being admitted first. Admission will be capped at 10 students. New pre-kindergarten enrollees are required to submit immunization records, proof of age, and proof of residency.

While accidents may happen, students are required to be potty-trained in order to be admitted into preschool.

ATTENDANCE AND ABSENCES

When a student is unable to attend school, parents should call as early as possible that day. Parents should give the student's name and the reason for the absence. Because Grundy maintains a waiting list for students whose parents wish to enroll then, children who are chronically absent (attending less than 70% of the time), will be subject to removal from the program. A child's success in school depends on regular attendance.

CHANGE OF ADDRESS/TELEPHONE/OTHER PERSONAL INFORMATION

Parents are to notify the school immediately if there is a change of address, telephone number, or other personal information during the school year. This helps us contact you as quickly as possible should an emergency arise.

TRANSPORTATION

Transportation to and from school is the home responsibility.

SCHOOL SCHEDULE

Preschool runs from 7:45-3:15, Tuesday through Friday (or following Grundy R-V School calendar). For a complete list of school holidays, please see the Grundy R-V School Calendar. Doors open at 7:30 for the, Breakfast will be available for students in the classroom at 8:00.

BREAKFAST AND LUNCH

Breakfast and lunch will be offered to students. Currently both of these are free for all due to a federal program. If this should change, we will let you know the price. Breakfast will be offered in the classroom at 8:00 and lunch will be served in the cafeteria at 11:00. A form will be sent home with your child for you to indicate whether they would like to eat school lunch or breakfast the next day. If your child chooses not to eat school lunch, please send them with a lunch that is easy for them to open. Students will not be allowed to have carbonated beverages in their lunch. Students will also not have access to a microwave.

ARRIVAL AND DISMISSAL OF STUDENTS

Although most students are very eager to get to school early, we ask parents to bring their children at the designated times. The school lobby is open at 7:30. We also ask that your child is picked up at the end of class each day consistently and promptly. If your child is to be picked up before the end of class, please come to the office and sign him/her out of school. If you have questions, or need to make special

arrangements, please contact the school office. Pick-up at the end of the day will be in the parking lot on the west side of the school building.

At the beginning of the year, you will be asked to list the people that have permission to pick up your child. If for any reason a person not on that list needs to pick up your child, we will need a written note or a telephone call from the parent to release the child. The school reserves the right to refuse to dismiss a student to any person who cannot provide adequate identification. We will not release a child to anyone other than the parent/guardian without your permission.

AFTER SCHOOL CARE

Extended care will be offered from 3:15-4:30 on days school is in session for a fee of \$50/month. This fee must be paid BEFORE the start of each month (or the first day that month that your student stays). Students who have not paid yet for the month, will not be able to stay. It is important that your child is picked up before 4:30. For each minute after 4:30, you will be charged \$1/minute. If there are multiple instances of the child being picked up late, they may be suspended or removed from being able to utilize this extended care service.

EARLY DISMISSAL

Due to inclement weather it is sometimes necessary to dismiss school early. Should this occur, it will be announced on local radio stations, through the district textcaster, and on the district Facebook and other social media pages.

EMERGENCY PROCEDURES

The school has a written emergency plan that is followed in case of Fire, Tornado, Earthquake, and Student Defense Initiative that might threaten the safety of the students in the building. Staff members have a copy of the procedures and have been instructed in the plan. Practice drills are held periodically. If circumstances warrant, students will be dismissed as soon as this can be accomplished safely.

STUDENT SAFETY

The safety of students is the school's major concern. Parental cooperation is needed to develop safety habits on the part of students. After 8:00 a.m. school doors will be locked. The only entrance will be through the front door. All visitors need to check in at the office for assistance. Parents need to closely supervise children upon entering and exiting the building in order to avoid an accident.

BEHAVIOR EXPECTATIONS

We believe that all children need to learn to become self-disciplined individuals. Children learn self-control when adults treat them with dignity, and use discipline techniques such as guiding, valuing mistakes as learning opportunities, redirecting, listening when children talk about their feelings, and reminding children of rules. If children are having difficulties following the classroom rules the teacher will help remind them of the rules. If they continue to have difficulties, they may be asked to sit by themselves and calm down. The teacher will discuss the behavior with the student and make a plan on how to improve this behavior. If the behavior still continues they may be removed from the classroom and go the Principal's office to calm down. They will discuss the behavior and make a plan to correct this behavior. If a child becomes violent and out of control, the parent may be called to pick up the student.

Children should come to school expecting to learn in a safe environment. We strive to meet this expectation through our one rule: Our classroom is a “safe room.” In a safe room: 1. We keep our bodies safe. No one hits anyone else, or touches him or her in places they want to keep to themselves. 2. We keep our feelings safe. No one says hurtful things to anyone else. 3. We keep our equipment, furnishings, supplies and other people’s belongings safe. We use these things as they are intended.

PARENT-TEACHER CONTACTS

The teacher is available every day to discuss your child’s progress, share ideas and suggestions, review behavior issues, or listen to concerns you may have. Teachers value their instructional time and interrupting class time results in the teacher having to spend extra time to refocus the class back on the lesson at hand. Therefore, we ask parents to make arrangements to speak with the teacher during non-instructional hours. You are welcome to schedule an appointment if you believe the conversation will take some time.

CURRICULUM

Pre-Kindergarten is designed to be a positive introduction to school. Students are involved in a wide range of hands-on activities while in preschool. Activities are planned to meet each child’s individual needs. The time in pre-kindergarten is divided into different segments. There is a center time, small group time, snack time, and gross motor activities. Pre-Kindergarten children will be introduced to basic concepts centered on their developmental learning skills. The basic concepts introduced include:

- Personal development in building confidence, pride and attitude;
- Social interaction, working in groups, and the concept of sharing;
- Language development;
- Listening;
- Story telling;
- Development of large motor skills;
- Development of fine motor skills;
- Color recognition;
- Shape recognition;
- Number recognition;
- Seasonal changes and events;
- Learning sequences
- Writing first name

SPECIAL EDUCATION SERVICES

Children ages 3-5 with identified disabilities or developmental delays may be eligible for special education services (serviced through Grundy R-V or Pleasant View R-VI). If you suspect that your child may have a disability or developmental delay that could be adversely affecting your child's ability to learn and make progress in general education, please discuss your concerns with your child's teacher. All parents have the right to request evaluation for special education services. Parents may make such requests through verbal or written means. If you would like more information, please contact Jennifer Dyer, Director of Special Services.

HOMELESS STUDENT EDUCATION

The Homeless Education Program (HEP) supports homeless students and their families through the funding of the McKinney-Vento Act. The McKinney-Vento Homeless Assistance Act requires the enrollment of children and youth experiencing homelessness. If you are experiencing homelessness, please visit with Mrs. Shiflett, homeless coordinator, for further information and assistance.

SNACKS

Snack time will be a part of the daily schedule. We ask that each student bring in a snack once a month for the class. The snack should be enough to feed 10 students. Examples of snacks are: goldfish, teddy grahams, animal crackers, etc. Please send this with your child at the beginning of each month. More information will be send home with the teacher when the school year begins, as well as reminders throughout the year. If you are unable to afford to provide snack once a month, please let the teacher know.

PARTIES

Holiday parties may be help throughout the year. Information will be sent home, and parents are encouraged to sign up to help. Periodically there will be parent/child activities offered to students and their parents as well. Visitors to the classroom will be limited if these parties are held on a school day and not a parent involvement day.

***Snacks - When snacks are necessary, they must be pre-packaged or store bought. Snacks baked/made at home are not allowed to be distributed to students.

***Special Invitations - Personal invitations to any event, other than school events, may not be handed out at school – unless there is one for each student in the class. (Examples: birthday parties, skating parties, etc.).

***Gifts — Gifts brought to school or delivered to school must delivered to the office and the child will receive them when they leave school.

SCHOOL DRESS

Please dress your child in comfortable clothing. The children will participate in movement activities and many art activities such as painting. Appropriate shoes are also important. It is difficult to climb on playground equipment, run, kick a ball, and participate while wearing flip-flops. Pay close attention to the weather, and dress your child accordingly. We play outside if weather permits ("feels like" temperature is 25 degrees F or above), so make sure to send a coat, hat, and gloves as needed.

HEALTH POLICIES

An immunization record must be presented at the time of enrollment. Immunization against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Hepatitis B is required. Missouri school law prohibits any student to attend school unless the required immunizations are in effect. The school has the responsibility for the health and welfare of all students. Grundy R-V School District policy mandates that students with a contagious disease or those suspected of having a contagious disease are excluded from school as outlined in the State's Health Standards Practices. School personnel can request a doctor's excuse prior to the re-admittance of a student to school if there is a suspicion of a communicable disease. Please make sure that you leave a phone number for our file in case of emergency. In accordance with Missouri state statutes: "It is unlawful for any child to attend public school in Missouri while afflicted with a contagious or infectious disease, or while liable to transmit such disease after having been exposed to it."

Students will be sent home if:

- They are running a fever
- They have vomited
- They have diarrhea
- School personnel cannot determine the cause of a student's sudden physical or emotional distress.

BEFORE RETURNING TO SCHOOL, STUDENTS MUST BE FREE OF TEMPERATURE AND FREE OF VOMITING AND/OR DIARRHEA FOR 24 HOURS, WITHOUT THE AID OF FEVER REDUCING MEDICATIONS.

HEALTH PROCEDURES:

Injury at School:

o If a minor injury occurs, first aid will be administered. If the injury is serious, parents or someone designated by the parent, will be notified. The parent or designee will be asked to assume responsibility for securing further treatment for the injured child.

Serious Illness:

o If a student is infected with any acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest version of the Missouri Department of Health publication, Prevention and Control of Communicable Diseases, or until a physician certifies the student is no longer able to transmit the disease. Any student who is known to have a chronic infectious disease such as AIDS, ARC, or HIV infection who is permitted to attend school must do so under specified conditions. An assessment will be made to determine those conditions which will be least restrictive to the student and which will not endanger his or her health or the health of other students, teachers, or staff.

Head Lice:

o Any child found to have evidence of head lice infestation (Lice or Nits) will be dismissed from school. School personnel will be responsible for recommending re-admission of the child after removal of all evidence of infestation.

Bathroom Accidents

o If your child tends to have wetting accidents, you may want to send a change of clothes. We encourage children to change their own clothes when this happens. If a child has a soiling accident, we will call you to come get your child, unless the child has a chronic issue documented in their medical records or IEP. We NEVER punish children for having accidents.

Medication:

o Non-Prescription Drugs: The district may administer over-the-counter medications to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packing and will only be administered in accordance with the manufacturer's label

o Prescription Drugs: If the medication is to be given at home and school, please ask the pharmacy for a second labeled bottle that can stay at school.

o All prescription must be labeled with the student's name, the name of the medication, the dosage of medication, the name of the doctor, and specific instructions for administering the medication.

o All long term (10 days or more) and emergency medications must have a medication authorization completed by the physician and parent/guardian. This is to be completed and returned to the school nurse. Forms are available in the school office.

o Short-term medications (10 days or less) such as antibiotics must have the parent section of the medication authorization completed. The prescription label will be considered an equivalent of the physician's written order. The school will not give a 3-a-day antibiotic at school. Please give before school, after, and at bedtime.

o Inhalers will be kept in the office.

NONDISCRIMINATION NOTICE

The Grundy R-V Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities.

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Grundy Schools are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the Compliance Coordinator listed below, who oversees the District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

If you are interested in attending any school activity and will require assistive aids or accessible facilities please contact the building principal or the District's Compliance Coordinator:

Jennifer Dyer, Director of Special Services

223 Jones St. Humphreys, MO 64646

Phone: 660-673-6314

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Chillicothe R-II School District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in its programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District should contact the Compliance Coordinator, whose contact information is listed in the District’s Notice of Nondiscrimination. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs and activities. However, the ADA does not require the District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the District’s Compliance Coordinator listed above. In addition, as stated in the District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

SECTION 504 PUBLIC NOTICE

School districts that receive federal financial assistance have the affirmative responsibility to annually undertake to locate and identify all students with disabilities located in the District's jurisdiction; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The school districts listed below assure they will provide a free appropriate public education (FAPE) to each qualified disabled person in the Districts' jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The school districts listed below have developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the districts' Special Services Office/Central Office between the hours of 8:30 am and 2:30 pm when school is in session.

This notice will be provided in native languages as appropriate.

CHILD FIND PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The public school assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

PLEASE SIGN THIS FORM TO CONFIRM YOU HAVE
RECEIVED THE
2021-2022
PRESCHOOL HANDBOOK AND HAVE REVIEWED ITS
CONTENTS

Parent/Guardian Signature

Child's Name