



Monroe City R-I School

FULL DAY PRESCHOOL

HANDBOOK

2018-2019

***Board Approved:
4/9/2018***

MONROE CITY R-1 SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

The foundation of the Monroe City R-1 School District's philosophy is to provide a quality education for all students. Mastery of the skills of reading, written and oral communication, mathematics, and the sciences are paramount for success in the world today. A quality education, however, is not complete without an awareness of health and physical fitness along with an appreciation of the Arts.

Each student is recognized and respected as a unique individual. The school acknowledges the dignity of the individual and aspires to offer opportunities for students to develop according to their needs, interests and abilities. On all matters, the highest priority is the best interest of each student.

The school, home and community share the responsibility of developing educated citizens capable to copying contributing in a global society. Student will be capable of meeting the academic and technological demands of the future. They will appreciate the requirements necessary to become a productive member of society and have the realization that for every right and privilege enjoyed in life, there is a corresponding responsibility.

The Monroe City R-1 School District is committed to providing an environment for students that will both foster and accelerate their intellectual, emotional, physical, social and career development. This environment will not only develop their knowledge, but enable them to assimilate the skills which encourage creativity and nurture ideas, attitudes and values. Students will be knowledgeable to events around them, have respect of self and others be self-disciplined and socially responsible, be competent in their chosen areas, be innovative in dealing with challenges, possess a desire to learn, and strive to achieve success.

This philosophy subscribed to by the Board of Education and staff shall be a guide in determining the policies, rules and regulations of the Monroe City R-1 School District.

DISTRICT MISSION

WE BELIEVE ALL CHILDREN CAN LEARN

...AND WE WILL ESTABLISH HIGH STANDARDS OF LEARNING THAT WE EXPECT ALL CHILDREN TO ACHIEVE.

We believe that all students can and must learn at relatively high levels of achievement. It is our job to create an environment in our classrooms that results in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so. We are prepared to work collaboratively with colleagues, students, and parents to achieve this growth.

PROGRAM GOALS

1. Immerse children in a language rich environment filled with a multitude of experiences during their critical rapid brain/language development years.
2. To make sure that all students have the opportunity to enter Kindergarten with prerequisite skills in the areas of pre-academics, social, self-confidence, and positive self assuredness as learners,
 - Phonemic awareness, math, and science
 - Foster emotional growth
 - Develop curiosity, discovery, exploration
 - Foster independence and cooperation
 - Teach acceptance
 - Encourage self-discipline
 - Give opportunity to learn about making choices
 - Learn how to participate as a positive member of group.
3. To include parents as active partners in their child's education by providing an early, positive start...helping to build trust in our school and a sense of ownership in the system.

PROGRAM CURRICULUM

The Monroe City R-1 Preschool will provide students with an active, nurturing, positive and caring environment, encouraging a love for learning through developmentally appropriate curriculum. The preschool program will use the Missouri-based model, Project Construct. The curriculum will provide your child with “hands-on, minds-on” experiences while learning to work together with adults and peers to be life long problem solvers.

PAYMENT SCHEDULE AND POLICY

All parental payments are due on Monday morning in advance of care. Payment is expected for absences but not for scheduled calendar days off. All payments are to be placed in the locked payment box outside of the preschool classroom. Do not bring your child to school until your account has been paid.

ENROLLMENT

The preschool accepts full-time children three and four years old. Students must be 3 years old by August 1, 2018. Parents must apply for the program by completing the necessary forms for the Monroe City R-1 Schools and health records as required by law. **All forms must be returned prior to acceptance and enrollment in this program.**

Children adjust to new environments, activities, and people at different rates. Most will be well adjusted to the change within two months. Occasionally, a child may have difficulty adjusting. If staff identifies a problem in this area, they will request a parent conference to examine the best strategies of alternatives for the child and family.

DISENROLLMENT POLICY

Disenrollment in the Monroe City R-1 Preschool Program may occur if:

1. 90% daily attendance is not maintained during the regular school year.
2. Failure of parent/guardian to comply with the policies of Monroe City R-1 Preschool Program.
3. **Failure to pay co-payments.**

PARENT INVOLVEMENT

Parent involvement and communication between a child’s home and school is important. The child in a family actively involved in education demonstrates higher achievements and aspiration, increased self-esteem, and raised student achievement. Parent participation is welcomed and encouraged. ***Attending parent/teacher conferences is an important way parents can assist in their child's progress.***

ARRIVAL AND DISMISSAL OF STUDENT

The Monroe City R-1 Preschool Program policy is that all children arrive and leave in a safe and secure manner. Bus transportation is available for eligible 4 year olds. Transportation for 3 year olds must be provided by a parent. When your child is absent for health or other causes, please call the school before 8:30 a.m. and leave a message with the secretary.

If someone with whom the staff is not familiar picks up your child, please inform the staff. That person must be named on the release list.

If you need to pick up your child at an irregular time and need our assistance in having him/her ready, please call before you come. We will try to prepare your child for any change in routine. Sometimes this helps eliminate difficulties experienced with change.

HOURS AND DAYS OF OPERATION

The Preschool Program is open Monday through Friday 7:45 a.m. to 3:05 p.m. Non bus riding students may arrive at 7:45 a.m. We will follow the regular school calendar for days in/out of session. Parents will need to pick up Preschool students at 12:50 when students are dismissed early. Bus transportation will be available for bus riders on those days.

The preschool will close during inclement weather (e.g. snow). We automatically close when the public school is out. Please do not call the school or classroom teacher, the general public will be notified through School Reach. You can also check for school cancellations/early releases at:

TV STATIONS

KHQA-CH. 7

www.khqa.com

WGEM-CH.10

www.wgem.com

RADIO STATIONS

KHMO (AM) 1070-Hannibal

KRES (FM) 104.7-Moberly

KWIX (AM) 1280-Moberly

KGRC (FM) 92.9-Hannibal

WGEM (AM) 1440-Quincy

KICK (FM) 97.9-Palmyra

WGEM (FM) 105-Quincy

WTAD (AM) 930-Hannibal

WQCY (FM) 99.5-Quincy

EMERGENCY PROCEDURES When Parents Cannot Be Reached

In the case of an accident or an emergency, parents will be notified immediately. If parents cannot be reached, we will contact the person(s) listed as emergency contacts on the enrollment form. Please keep teachers informed of any changes in emergency contacts and/or phone numbers. The emergency numbers should be local numbers and should be kept current.

GUIDANCE POLICY

The Monroe City R-1 Preschool staff respects each child's individuality. We encourage independence and strive to always be positive and rewarding of desirable behavior. We set clear limits and expectations and make these known to the children. We model appropriate interaction with others and provide cues to the children to remind them of what is expected.

When it is appropriate, undesirable behavior is ignored, usually causing the child to see that attention will not be gained from the action. When redirection is required, we will be consistent, reasonable, and realistic. We will be honest about our feelings, letting the child know how his/her behavior is making us feel.

Discipline problems can be reduced by consistent program planning and evaluation, educationally and developmentally appropriate activities, and an understanding of child development.

No corporal punishment will be used.

Children enrolled in the Monroe City R-1 Preschool must follow the guidelines of the Missouri Safe School Act. Failure to follow these guidelines may lead to disenrollment from the program.

CONFIDENTIALITY OF RECORDS AND INFORMATION

The Monroe City School Preschool personnel respect the confidential nature of a child's records. Information pertaining to the admission, progress, health, or discharge of an individual child is confidential and access is limited to the staff designated by the Preschool Director and Division of Social Services representative unless the parent/guardian of the child has granted written permission for disclosure or dissemination.

NAPS

Naptime is approximately one hour each afternoon. The length of time will depend on the child's needs. Children can bring a favorite blanket and pillow to keep at school. Please do not bring any toys for your child to sleep with. Please mark naptime items with your child's name.

TOILET TRAINING

Children do not have to be toilet trained to be admitted. Our policy is to work closely with parents to determine when a child is developmentally ready to begin. We will discuss which toilet training procedure is most comfortable for all concerned, especially the child. It is important to keep the child's experience at home and at school as similar as possible. A child who is not toilet trained should wear disposable diapers or pull-ups. Parents are responsible for providing the preschool with a supply of diaper/pull-ups for their child as needed.

VISITORS

The Monroe City R-1 Preschool Program has an open door policy for visitors. It is requested that advance notification be given to the classroom teacher. Visitors will need to check in with the Principal's office upon entering the building and with the teachers upon entering the classroom.

CUSTODY/COURT RELATED ISSUES

If a change in custody arrangements for your child should occur, the teachers **must be notified immediately in writing**. If the parent/guardian feels that another party might challenge their custodial rights, a certified copy of custodianship needs to be on file in the preschool classroom. If a parent secures a court order or similar type of document, a copy is to be furnished to the teachers for appropriate filing.

TOYS FROM HOME

Toys should not be brought to preschool. A toy is a personal item that is not easily shared with others. Loss, breakage, and hurt feelings are often the result.

SNACKS AND MEALS

The Monroe City R-1 Preschool Program provides healthy, nutritious meals containing food from each of the four main food groups.

Breakfast is provided beginning at 8:00 a.m. Lunch is usually served beginning at 10:45. Afternoon snack is provided mid-day.

SPECIAL EVENTS

A birthday is a special event for a young child. If your child wants to bring treats, please have them prepackaged. If you are planning to have a birthday party for your child outside of preschool, please send invitations through the mail.

GRIEVANCE PROCEDURE

Parents with concerns regarding classroom issues should contact the teacher by phone or a note to set up a time to discuss the concerns. Please inform the teacher if you have concerns about child care policies, administration, physical environment, or safety. The teacher will arrange a time to meet. If the concern is a safety issue, please inform the teacher immediately.

CLOTHING AND SUPPLIES

Your child's comfort should be considered when dressing him/her for the day. Please bring your child in comfortable and washable play clothes (avoid having your child wear or bring his/her "best" clothing). Children will be involved in messy activities. Please send your child in clothes that they can get dirty. **Every child must have a complete change of play clothes at school, including socks, and underwear. Send clothes in a large zip lock baggie with their name on the outside.**

Hats, mittens, and warm coats are essential for cold weather. To maintain a healthy balance in a child's daily schedule, outside time is a must. Please keep this in mind when you are helping your child choose his/her clothes and outer garments for the day. It is much better to wear too many outer garments than too few.

Children will be involved in outdoor play except in the most extreme weather conditions. Children will not be kept inside upon parental request. If you are determined that your child is ill and should not play outdoors, please keep him/her home. Our policy is if they are well enough to be at school, they are well enough to play outdoors.

Tennis shoes or saddle shoes with rubber soles are the safest shoes for your child to wear. Backless shirts and clothing that exposes the midriff are not acceptable school dress.

When wet or dirty clothes are sent home, parents/guardians are to send a clean set of clothing the next morning of attendance. Each child will have a cubby in which to keep his/her belongings. This includes a shelf or a basket for papers and artwork that are to be taken home and a hook to hang the child's outer wear.

Lost or found items are kept in the classroom. The Monroe City R-1 Preschool Program is not responsible for lost or damaged items.

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 MONROE CITY R-I SCHOOL DISTRICT 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, 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.

The MONROE CITY R-I SCHOOL DISTRICT assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The MONROE CITY R-I SCHOOL DISTRICT assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The MONROE CITY R-I SCHOOL DISTRICT has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed MONROE CITY R-I SCHOOL DISTRICT Central Office, Monday through Friday between the hours of 8:00 am and 4:00 pm.

This notice will be provided in native languages as appropriate.

Monroe City R-I Preschool Program

I received a copy of the Monroe City R-I Preschool Program Parent Handbook.

I understand that compliance of the policies and procedures of the program are essential for my child's enrollment.

Child's Name: _____

(Parents/Guardian Signature) **Date:** _____

(Preschool Staff Signature) **Date:** _____