

# **Randolph County Pre-K Parent Handbook**



## **Randolph County Collaborative Preschool**

### **Our Vision:**

The Randolph County Collaborative Preschool goal is to provide the best educational opportunities possible for the children of Randolph County, as well as supporting potential family interests and needs within the community.

### **Our Mission:**

The mission of the Randolph County Collaborative Preschool is to provide a safe, healthy learning environment that promotes cognitive, physical, social and emotional development. It is our commitment to encourage pro-social behavior that will assist children and families in reaching their fullest potential. We collaborate with the community to provide resources that enable children, families, and staff to meet the challenges of today and the changes of tomorrow.

# *Randolph County Pre-K Handbook*



## **WV PRE-K Sites in Randolph County:**

Beverly Elementary School  
Coalton Elementary School  
George Ward Elementary School  
Jennings Randolph Elementary School  
Midland Elementary School  
North Elementary School  
Third Ward Elementary School



## **The WV PRE-K PROGRAM**



A West Virginia Law, established in 2002, guarantees access to quality Pre-school programs for all four-year-olds by the 2014-2015 school year. According to this law, all school districts must join forces with existing early childhood programs to provide these services. Collaboration is when services are supported by two or more partners for the benefit of all the children enrolled in the classroom. The partnership will include the Board of Education and a community early childhood provider an example being Head Start or Child Care.



## Funding



Randolph County Schools Pre-K programs receive funding from a variety of sources. Financial resources include Student Aide Formula, Title 1, Head Start, Child Care, and Special Education. Funding sources guide each classroom's daily program operations. A Pre-K program that receives Board of Education *and* Head Start funding follows both WV Department of Education guidelines and federal Head Start program guidelines and may be staffed by employees of both Randolph County Schools and Head Start.

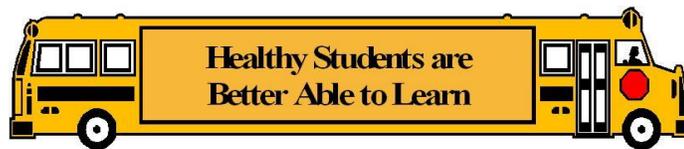


## Enrollment



Any child enrolled in Randolph County Pre-K must have all of the following completed and/or on file before the first day of Preschool:

1. Application
2. Live Birth Certificate
3. Immunization Record
4. WVEIS Form
5. Pre-K Agreement Form
6. Dental Exam
7. Health Check Form
8. Transportation Form
9. Head Start eligibility information



## Health Services

Your child's health is very important to you and to the Randolph County Preschool Collaborative team. Although the Family Resource Coordinators (FRCs) are here to assist you in accessing appropriate health care for your child, it is the parent's responsibility to make sure the child goes to the medical provider at their given time. Please ensure that the required paperwork is returned to the FRC within the required time frames listed below-

**Enrollees must provide the FRC documentation of the following screenings within 30 days of the child's first day of attendance:**

- ❖ Physical Exam
- ❖ Vision Screening
- ❖ Hearing Screening

- ❖ Blood Lead Risk Assessment
- ❖ Immunizations: Students must have all immunizations required for their age according to the CDC Immunization Schedule.
- ❖ Dental Exam (completed by a dentist)

**\*Screenings must be current for the child’s age and if the screening expires (older than 12 months old) anytime during the school year, it must be renewed and provided to the FRC within 30 days of expiration.**



### **Attendance:**



- Enrollment in the WV Pre-K Program is voluntary.
- Once a child is enrolled, Randolph County Schools attendance policy will apply. Regular attendance is critical if children are to benefit from the program.
- If your child is going to be absent or tardy from school, please call the school and let your teacher know before the school day begins; otherwise, the school must contact you. Appointments should be scheduled outside hours of school. A note must be sent for early departure, and a written parent or doctor’s excuse provided the day the child returns to school. If a child is absent more than 3 consecutive days, a doctors written excuse is required.
- If a child is absent more than 5 days per semester a doctor’s written excuse is required.
- If a child has 5 unexcused absences in a semester, a meeting will be held to establish a plan of action. The meeting will be with the principal, teacher, and other program staff as appropriate.



### **School Closures and Delays**



When schools must close due to bad weather and other emergencies the local radio and television stations are notified. The state website will also give you information about school closings or delays: <http://wvde.state.wv.us>. Randolph County Schools website is available to you as an additional resource as well: <http://boe.rand.k12.wv.us>.



## Families



-Based on state policy, the Pre-k staff must conduct a minimum of 2 documented face to face conferences annually with each child's parent/guardian/family. Home visits are recommended.

-Families will be contacted through newsletters, phone calls, home visits, and/or emails.

-Coming to preschool may be your child's first experience away from home, and children often experience separation anxiety. Your child's teacher will be happy to discuss issues related to separation as needed.



## PARENT INVOLVEMENT

There are at least four major kinds of parent involvement in our program. They are:

- I. Participation in the process of making decisions about the operations of the program.
  - A. By becoming an active member
  - B. By talking to other parents and staff about the program and ways they can help
  - C. By sharing with parents and staff information about the program and ideas on ways to improve the program
  - D. By keeping up on what is happening
  - E. By providing support to representatives to the Policy Council
- II. Participation in the classroom as paid employees, volunteers, or observers
  - A. By completing the parent volunteer training provided by the Randolph County Board of Education
  - B. By volunteering to work with the children, helping the staff prepare materials, and becoming involved in planning activities
  - C. By assisting with field trips and visits to the doctor or dentist
- III. Activities for parents that they may help child development
  - A. By planning educational programs of interest
  - B. By working together on community projects
- IV. Working with their children at home in connection with the staff of the center.
  - A. By sharing ideas
  - B. By helping their child continue the learning experiences introduced by the program(s)

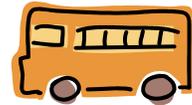
## **FAMILY AND COMMUNITY ENGAGEMENT**

This service area is the link between school and home. Your Family Resource Coordinator (FRC) will schedule Family Social Events throughout the year to have free, family fun and training. Our staff will provide opportunities to enhance your parenting skills, learn more about your child's health and development, become an advocate for your child and take an active role in their educational career.

In addition to working with you as a parent, we also want to support you as an individual. We will work with parents as they identify and meet their own goals, in hopes to nurture the development of their future. Your FRC will collaborate with you to develop an "Individualized Family Partnership Agreement" (FPA), in order to achieve the goals you set for yourself throughout the year.



### **Transportation**



- Transportation is considered a support and not a mandated service. Transportation may be a related service for children with disabilities in accordance with state and federal law.
- Bus drivers are trained in the supervision of young children.
- Children transported by a school bus, who attend a Pre-K classroom, will sit in the front of the bus.
- Staff will be available to assist the children off the bus in the morning and back on the bus in the afternoon.
- If a parent/guardian is unable to meet the bus, there must be a person designed by the parent/guardian to assist the child on the bus in the morning and off the bus in the afternoon. This designated person must be at least 15 years of age.
- If your child is going to be absent, you must contact the school within one hour of the beginning of the school day. If you do not contact the school, staff will follow up with you within the first hour.
- NCWVCAA HS assumes no responsibility for transportation provided by the Randolph County Board of Education.

### **Active Supervision**

The NCWVCAA Head Start Program/WV Department of Education Policy 2525 has adopted strategies for staff to supervise children. This includes 2 staff supervising children at all times.

Families are an important part of Active Supervision too. Knowing the responsibilities, you have as a parent or guardian will ensure your child is safe and always accounted for.

### **Family responsibility for Active Supervision:**

1. When volunteering in the classroom, please ensure classroom routines are followed and that high transition times are understood.
2. When participating in a school sponsored event, you will actively supervise your child as you accompany them.
3. Please ensure that your family's emergency contact information remains up to date at all times.
4. All volunteers must participate in the parent volunteer training provided by Randolph County Schools.



### **Communication**



Please make your child's teacher aware of any special circumstances regarding the pick-up or delivery of your child. If at any time your child's to routine of getting home changes, a written note **MUST** be given to the teacher.



### **Illnesses**



If your child is ill please keep them home from school. Be alert to upset stomach, runny noses, fevers or sore throats. If a child stays home due to illness, be sure to send in a note to your child's teacher explaining why they missed school. If your child becomes ill at school, we will call you or your emergency contact.

WV child care policy offers the following guidelines for keeping your child home:

- Communicable disease (including chicken pox, measles, whooping cough, mumps, and rubella)
- Fever
- Lethargy (child does not play)
- Diarrhea (within 24 hours)
- Vomiting (within 24 hours)
- Undiagnosed Rash
- Infestation (scabies or head lice)- please notify the teacher as soon as possible so that necessary precautions can be taken in the classroom. Your child must be checked by a school nurse before returning
- Pink eye (yellow or white discharge)
- Strep Throat
- Difficulty in breathing

-Mouth Sores with drooling



## Medication

If at any time your child needs to take prescription or non-prescription medicine during school hours, we must have:

- a. the original prescription bottle
- b. written authorization from a licensed medical provider, and
- c. written authorization from the child's parent



## Curriculum

Randolph County preschool classrooms use the High/Scope Curriculum. This curriculum includes several important principles that guide classroom activities. Active learning is at the core of every preschool classroom. The children work with real life materials to help them construct knowledge to make sense of their world.

As children become involved in active learning experiences they naturally become engaged in the High/Scope key experiences which involve children, for example, in pretending and role playing, having fun with language, building relationships with other children and adults, expressing creativity in movement, singing, sorting and matching, counting objects, fitting things together and taking them apart, and anticipating events.

Elements of the High/Scope Daily Routine include Plan-Do-Review (Planning Time, Work Time, Recall Time), Large Group Times (the whole class working together), and Small Group Times (class divided into small groups working with an adult). Each classroom will vary in the arrangement of these parts of the daily routine based on their individual school's schedule.

Preschool classrooms assess students using the Early Learning Scale. Every day the staff in the classroom write anecdotal notes on the children's work. The anecdotal notes are used in the Early Learning Scale as a basis to determine the children's developmental skills. This assessment then provides parents and teachers with a Child Accomplishment Summary Report, which is distributed to the parents three times within the school year. The Child Accomplishment Summary Report encourages the family to write goals for the child and report observations from home. Your child's teacher will schedule visits to complete the goals and family observation sections of the report.

## **Behavior Management**

Preschool aged children are involved in learning socially appropriate behavior at home and at school. Our classrooms use a variety of positive behavior support techniques to encourage children to develop self control and pro-social behavior. Positive behavior supports include providing a positive environment with a consistent and predictable daily routine, offering interesting and developmentally appropriate activities, and encouraging many positive interactions among adults and children. When children encounter conflict, teachers provide support for verbal conflict resolution between the children involved. Pre-K classroom teachers provide a few simple rules for the children's safety and positive interaction and these limits are frequently discussed and consistently enforced. Should a child demonstrate frequent dangerous behavior with other children or adults, the parents and teacher will meet to develop an appropriate intervention plan.



## **Family Style Meal Service**

Randolph County Pre-K classrooms participate in Family Style Meal Service to promote a relaxed, educational, and positive experience, aiding the development of positive eating habits and attitudes.

### **What Is Family Style Meal Service?**

Family style meal service is a style of dining in which childcare providers and the children that they care for participate in table setting, serving, eating, and cleaning up. During this learning experience mealtime conversation and appropriate eating habits are modeled and encouraged.

### **The Child's Role In Family Style Meal Services**

Children learn to pass food and serve themselves. They take responsibility for serving themselves and they decide how much and what they will eat. This lets them be in control, and therefore, they begin to develop self-esteem.

### **Benefits Of Family Style Meal Service**

- 1) Children learn to share.
- 2) A leisurely meal provides an opportunity to socialize.
- 3) The development of good eating habits is encouraged.
- 4) Self-confidence is built with a sense of purpose.
- 5) Aids in the development of hand and eye coordination and motor skills.
- 6) Avoids the use of food as a reward or punishment, which can lead to poor eating behavior.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442; or

**email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)



## Outside Time



Outdoor activity is an essential part of the Pre-K curriculum. Outdoor play is expected to occur when weather circumstances (above 40 degrees Fahrenheit) are permitting and there are no weather condition advisories indicating to remain indoors. Indoor gross motor activities must be included in the daily schedule when outdoor weather is not permissible. Children participating in WV Pre-K program will spend a minimum of one (1) hour outside as part of the curriculum.



## Rest Time



Randolph County Pre-K provides a cot/mat for rest time which consists of an hour per day. After thirty minutes, the children who are not napping are provided with quiet activities.



## Field Trips



Before taking any field trips off of school property, permission will be obtained from a parent/guardian. Parents/guardians who wish to accompany their child must be trained as a school volunteer and approved by the Randolph County Board of Education.



## Clothing



Children should come to school dressed appropriately for the weather. In the fall and spring layers are best. Please dress your child in gloves, hat, and winter jackets in the winter. Shoes should securely fasten and have a covered heel and toe. Tennis shoes are most appropriate.

Children should bring a complete change of clothes to keep at school including underwear and socks. Preschool programs encourage active learning. When dressing your child, please keep in mind that active learning is often messy.

Children are most comfortable in clothing that they can manage independently. Please send your child to school with an appropriately sized backpack.



## Fully Inclusive Classrooms



Randolph County Pre-K classrooms serve children of all abilities. Research supports our view that children of varying abilities are more alike than different, and that inclusion of children with differing abilities is beneficial to all. Children with special needs learn best in the company of their same-aged peers. Inclusion is an enriching experience for children and teachers alike!



## Confidentiality



As an enrolled family, you are assured that all employees will respect your privacy. Working together with you, staff members will obtain only the information that is necessary in order to provide your family with the most comprehensive services available. A confidentiality release form must be signed by the child's parent or guardian before information is released to other agencies.

Parents and/or guardians have the right to review their personal family files. Families are required to give staff a 24 hour notice before they review their personal family file. You are entitled to know how and what information may be shared and to whom the information will be released.

## **Child Abuse and Neglect**

WV law mandates that all program staff report incidents of suspected child abuse or neglect to the Department of Health and Human Resources. Child abuse and neglect is defined as harm or threatened harm to a child's health or welfare. Harm or threatened harm to a child's health or welfare can occur through non-accidental physical or mental injury; sexual abuse; neglected treatment or maltreatment, including failure to provide adequate food, clothing or shelter. The law protects children under the age of eighteen.