

**Midway
Preschool Program
2022-2023
Parent Handbook**



**5801 East State Rt. 2
Cleveland, MO 64734**

Early Learning Information

Philosophy

A child learns best in an environment that provides opportunities for success, thus enabling the child to develop a healthy self-concept and feelings of worth. A realistic assessment of abilities and meeting intellectual challenges fosters a lifetime appreciation for knowledge and learning skills.

Our Goal

It is our goal as the teachers, administrators, and staff members of the Midway Preschool Program that your child leaves our program with a variety of skills that will enable, enhance, and support future school success. It is our desire to see students learn to be good listeners, speakers, and leaders; be able to follow directions; become problem solvers; and learn the give and take of play situations. Your child is precious to us. We care deeply for his/her integrity, individuality, and capability. We look forward to partnering with your family in the journey of raising and educating your child.

Guiding Principles

All children actively seek to comprehend the world in which they live. Given the opportunity to make choices concerning their activities they acquire knowledge, skills, and the ability to solve problems.

1. Children construct knowledge and values through interactions with peers, parents, and other adults, and active exploration of the physical and social environment.
2. Young children's thinking contains predictable errors.
3. Early learning and areas of development interact and influence each other.
4. Families (parents/guardians) are the child's first and most important teacher(s).
5. Children exhibit individual differences in their development of competencies.

(Missouri Pre-K Guiding Principles)

Organization and Administration

The Midway Preschool Program is administered by and responsible to the Midway R-1 Board of Education, its policies, and practices. The teachers in the program report directly to the elementary principal, Mr. Dean, and to the superintendent of schools, Mrs. Gibson. The building principal is responsible for the day-to-day operation of the facility, which includes, but is not limited to: admission of students, hiring and supervision of personnel, compliance issues, and general management of the program.

Admission

- Children who are three years old by August 1, 2022 are eligible for our program. Morning or afternoon placement will depend upon several factors.
- Admission is open to students who reside within the Midway School District boundaries, as well as to those who reside out-of-district.
- Students will be placed according to the following criteria:
 - Special Education Students
 - Pre-Kindergarten Students (will be attending Midway kindergarten the following year)
 - In-District 3 & 4 year olds
 - Out-of-District 3 & 4 year olds
- A waiting list will be maintained should enrollment requests outnumber space allotted. Administration reserves the right to grant exceptions as we see necessary.
- All children who participate in our program must provide copies of the child's birth certificate and up-to-date immunization records.
- A completed enrollment and medical form must be on file.
- Early education screenings may be conducted as part of the enrollment process.
- All children in the program must be completely toilet-trained (including wiping). We understand accidents happen; however, if accidents happen more than three times, we will communicate with the parent that it is possible cause for dismissal from our program.

We have two part-day classes:

- AM Session - 8:00-11:00
- PM Session - 12:00-3:00

While we will not be charging tuition this year, an activity fee will be charged to help cover the cost of additional materials for in-house learning activities. This non-refundable fee can be paid quarterly (\$25), by semester (\$50), or at the beginning of the year (\$100). Checks can be made payable to Midway R-I School District. 3

Appropriate School Dress

Our program is a play-based program that requires children to be free to be on the floor, play outside and be a little messy! Please dress your child for active play and in clothes that can get messy, torn, or stained.

- Coats, jackets, and sweaters are appropriate since we will go outdoors on as many days possible. When choosing winter wear, pick clothing with play in mind. Washable fabric will be important.
- Shoes should also be selected with play in mind. Platform type shoes and open-toed shoes should not be worn to school. Shoes that allow your child to run, jump, and play will be safer and more durable.
- Please label personal clothing items with your child's name.

Student Illness

- All children must show evidence of appropriate immunizations paperwork.
- Any serious health issue or treatment needs must be shared with our staff.
- Per our district policy, your child will be sent home from school if any of the following symptoms exist.

Symptom

Fever of 100 or higher
with or without
other symptoms

Eyes inflamed with
purulent discharge

Lice

Diarrhea

Vomiting

May return to school:

Fever-free for 24
hours without fever
reducing medication

Drainage has
stopped; or treated
for 24 hours on
antibiotics

After treatment
with an anti-
parasitic drug is
initiated

Diarrhea free for 24
hours

Free of vomiting for
24 hours

- All medications must be in original containers.
- A pharmacy label or note from the doctor with instructions in needed for inhalers. Please try to give medications at home.
- All medications should be picked up when the student no longer is in need of them.

Injury/Accident Procedures

If an accident or injury occurs while your child is at school, our number one concern is helping the child. If emergency services are necessary, they will be contacted first. Parents are responsible for the cost of any such services and related medical expenses. If the situation warrants immediate notification of the parent, we will call the parent and explain what occurred and suggest further action if necessary. The school nurse is responsible for accessing the situation and determining the course of action.

Immunization Exemptions

As the parent or guardian of a child enrolled in our preschool program, you have the right to inquire about the enrollment of non-immunized students in our facility. We will serve non-immunized students only with the proper medical or religious exemption paperwork on file. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exception on file.

Attendance

Students who participate in the program are expected to attend regularly 90+% of the time. Since we will charge a minimum fee and may have a waiting list, we cannot hold a space for a child whose attendance is intermittent. To keep your child's spot in our program, he or she is expected to attend at least 85% of the time. Attending less than 85% of our classes does put your child at risk for dismissal from our program, at the staff's discretion. Please communicate with the teachers if there are extenuating circumstances causing your child to miss class. When your child is ill or must miss school, please email the schoolnotes@midwayk12.net address to report the absence.

The attendance hours of the class will be **8:00-11:00** for the morning session and **12:00-3:00** for the afternoon session.

Drop Off and Pick Up Procedures

Arrival: Parents will need to park in the parking lot on the northeast end of the building. They are expected to walk children across the bus lane. A staff member will be waiting at the preschool door to welcome your child no earlier than 8:00 (AM class) or 12:00 (PM class). If a child arrives later than 8:10 (AM class) or 12:10 (PM class), parents will need to check them in at the elementary office using the main entrance.

Dismissal:

AM Class -- Parents will park in the bus lane. Parents traveling West towards Cleveland will need to be in the South lane and parents traveling East towards Freeman will need to be in the North lane. Students will be walked out together at 11:00. Cars will not be released until all students are loaded. If a child is not picked up at this time, he/she will be taken to the front office and parents will be called.

PM Class -- Parents will need to pull into the elementary car rider line at the west end of the campus. Your child will be brought to your car in order of arrival. If a child is not picked up by 3:15, he/she will be taken to the front office and parents will be called.

If you arrive prior to the pick up or drop off times specified above, please expect to wait outside. If you have other business to attend to, you must enter the school at the main entrance. Preschool students are expected to complete their morning/afternoon routines independently or with help from their teachers.

Please be prompt in picking up your child. After each session ends, the teachers have a limited amount of time to reset the room and take care of other job responsibilities. On-time pickup is always appreciated.

Release of Students

Students may only be released to individuals who have been designated on your enrollment information, or to individuals you have given the teacher written permission to whom we may release your child (please email schoolnotes@midwayk12.net for transportation changes).

Anyone picking up your child may be asked by the teachers to provide photo identification. Please advise anyone picking up your child to bring their photo I.D. with them and inform them about the pickup procedure. Please keep us updated as to who may be picking up your child. Your child's safety is our top priority in this matter.

Discipline

Classroom discipline will follow all board policies, student handbook guidelines, and district guidelines. Midway Elementary is a School-Wide Positive Behavior Intervention and Support (SWPBIS) school. It is our desire to give students the decision-making tools they need in making right choices. At all times, we will encourage the child to be responsible for his/her choices and to learn from the natural consequences of his/her decisions. We will strive to guide the students to make positive choices, which will allow the development of a positive self-image while promoting responsible citizenship.

Curriculum

The Midway preschool program follows a developmentally appropriate curriculum (Emerging Language & Literacy Curriculum) that provides many activities for early learning. Children will have learning opportunities that emphasize school readiness skills such as listening and speaking, developing fine motor skills, following directions, hearing and making rhymes, singing and learning movement skills and becoming effective problem solvers. Students also have the opportunity to work on interpersonal skills, such as turn-taking and building friendships. We vertically team with our kindergarten colleagues in order to ensure the most critical kindergarten readiness skills are a part of what we do with our early learners.

Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will make a report to the building principal. The principal will then become responsible for making a report via the Child Abuse Hotline to Children's Division as required by law. If an employee makes a report directly to the Children's Division, the building principal is to be notified immediately after making such report.

School Closings

The preschool program will follow the same calendar as the school district.

- When there is an early release day, there will not be an afternoon session.
- If there is a late start, there will not be a morning session.
- When Midway School District is closed due to inclement weather, all preschool classes will be cancelled.
 - **During inclement weather, you will receive contact from the school district regarding cancellations.

There may be some additional days that school is out of session, but families will be notified well in advance for any such days.

**Updating emergency contact phone numbers will be the responsibility of the parent/guardian. Please review this information routinely and provide any new phone numbers and contact information to the school.

Student Progress

Your child's progress will be monitored and developmental skills will be shared with your child during parent/teacher conferences in addition to a quarterly progress report. Teachers will make phone calls, send Dojo messages, or ask for additional conference times on an as-needed basis.

Parents have access to their child's developmental records. To access these records, please ask the teachers or building principal. Parents may contact the school with any questions or concerns they may have at any time.

Preschool Teacher - Mrs. Grimes: mgrimes@midwayk12.net

Principal - Mr. Chad Dean: cdean@midwayk12.net

The parent email address you provide will automatically be added to our Infinite Campus communication system.

Program Orientation

We participate in Meet-the-teacher night like our elementary classrooms. If a new student enrolls in the program after the school year has started, that student will be invited to come in for a short visit and meet classmates in order to become familiar with the environment, children, and adults in our classroom.

Preschool Daily Schedule

Teachers will provide a copy of their daily schedules at Meet-the-Teacher night and upon request.

Preschool Toileting Policy

Children enrolled in our preschool must be toilet-trained before attending our program. Children must be wearing underwear, as pull-ups are not considered toilet-trained. There are strict standards for changing and disposing of wet or soiled clothes and our classrooms are not equipped for this. When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes an adult from the direct supervision and interaction with the rest of the class. We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the staff will help children to change their clothes, encouraging independence as much as possible. A staff member will assist as needed, but children should be able to complete toileting activities independently. Please send a complete change of clothes labeled with your child's name, should a random accident occur. As seasons change these bags will be sent home to be changed out to appropriate clothing for the weather.

(Preschool Toileting Policy Continued)

We understand that each child arrives at this milestone differently; Therefore, we will allow four weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is unmanageable within the class setting, we will discuss the issue and reserve the right to remove the child from the program.

After the first four weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she/ is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day. If it's not corrected by day three, the child may be removed from the program.

Please note that this policy is not in place to shame or punish a child or inconvenience a primary caregiver. Rather, cleaning accidents in the preschool program is time-consuming and this time is dedicated to interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff.