



Niangua R-V  
Preschool Handbook  
August 2020

### **Philosophy:**

We believe that each child is a valuable, unique individual. We believe that each child will benefit from a consistent, respectful, safe, loving, and stimulating environment, which will encourage all aspects of development. We will value each child's worth, and nurture them as individuals in a constant learning environment.

### **Goals:**

The Niangua R-V Preschool Program goal is to help each child feel secure in a nurturing environment, as an extension of the security of the home and family. Our staff will strive to provide respect, personal concern, and care. We will use the Creative Curriculum to assess each child's developmental progress.

### **Objectives:**

1. Establish and promote positive relationships with children, and their families.
2. Implement the Creative Curriculum to foster all areas of child development: social-emotional, physical, language, cognitive, literacy, and mathematics.
3. Provide a safe and secure learning environment.
4. Provide ongoing assessments of each child's progress, and communicate that to the family.
5. Employ a highly qualified teaching staff that uses appropriate teaching strategies to promote the learning and development of each child, including the support of their diverse needs and interests.

### **Admission, Care, and Discharge of Children**

1. Admission:
  - If your child is admitted to the program, your child will also take part in our screening process.
  - Once you have completed the required paperwork and interview, we will notify you if your child is admitted to our program.

- According to our state's child care enrollment form, "Before the first day of attendance by your child, you will provide proof of completed age-appropriate immunizations or exemption from immunizations. You may request notice at initial enrollment or any time thereafter whether there are children currently enrolled in or attending the facility for whom an immunization exemption has been filed."
- Parents are welcome at any time during child care hours.

## 2. Care:

- Your child can only be dismissed to individuals who are listed on your child's pick-up permission form.
- Your child must be toilet trained in order to enter the preschool program unless there is an individualized education plan that allows for more time to complete this skill.
- Current lesson plans will be available on the parent communication board in your child's classroom.

## 3. Discharge:

- According to Licensing Rules for Group Child Care Homes and Child Care Centers, "After attempts have been made to meet a child's individual needs, any child who demonstrates an inability to benefit from the care offered by the child care provider or whose presence is detrimental to other children may be discharged from the facility." Also, "Care of a child may be discontinued if the provider and the parent(s) cannot establish a mutually satisfactory working relationship."
- Your child will be discharged from the program upon his/her entry into Kindergarten.

### **Communication:**

Please feel free to ask us any questions regarding behavior, development, and individual needs of your child. We will be sending home quarterly progress reports. We will be available for parent/teacher conferences in the fall, or upon parent request.

You can reach us by phone or email:

Marla Harnden 473-6101, [mharnden@nianguaschools.com](mailto:mharnden@nianguaschools.com)

### **Curriculum:**

We use the Creative Curriculum for Preschool. “The Creative Curriculum for Preschool is based on five fundamental principles. They guide practice and help us understand the reasons for intentionally setting up and operating preschool programs in particular ways. These are the principles:

1. Positive interactions and relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success.
3. Constructive, purposeful play supports essential learning.
4. The physical environment affects the type and quality of learning interactions.
5. Teacher-family partnerships promote development and learning.”

(Source: Dodge, Heroman, Colker, Bickart. *The Creative Curriculum for Preschool, Vol. 1, The Foundation*. Bethesda, MD, 2010.

### **Discipline:**

At Niangua Preschool, we teach the children how to be safe, responsible, and respectful.

Any of the following may be used to help a child improve his/her behavior:

- We may get on the child’s level, and use redirection.
- We may ignore the behavior.
- We may do a reset.
- We may quietly remind a child of the rules.

- The child may use solutions cards to solve his/her own problems.
- Children may use the cozy corner to calm down.
- A child may spend time with the teacher.
- Children may earn special privileges.
- Children may miss out on fun for a few minutes.
- Children may lose privileges.
- A child may have to fix a problem that he/she caused.
- A child may have to walk a lap at recess.

**Illness policy:**

You must keep your child home from school for the following reasons:

1. A fever of 100. Once the fever is gone, wait 24 hours before returning to school. Your child must be fever-free without fever-reducing medications.
2. Vomiting. Your child can return to school 24 hours after the last vomiting episode.
3. Diarrhea. Your child can return to school 24 hours after the last diarrhea episode.
4. Ringworm. Your child can return to school 24 hours after he/she begins treatment for ringworms.
5. Pink eye. Your child can return to school 24 hours after he/she begins treatment for pink eye.
6. Lice. Your child must be nit free before returning to school.

**Action plan for identifying and addressing children suspected of having developmental delays:**

1. Families of preschool children have the opportunity to bring their children into the school during the spring to be screened using the Speed Dial. Based on the results of this screening and/or teacher input, children who are suspected of having developmental delays may go through a second screening.
2. A child who did not come to the spring preschool screening can be screened upon parent/guardian request.

3. A child who appears to have developmental delays may be referred to screening by his/her teacher.
4. According to Licensing Rules for Group Child Care Homes and Child Care Centers, “A child who has special physical, developmental or behavioral needs shall have on file an individualized plan for specialized care from a professionally qualified source. The provider shall assess his/her ability to provide care for the special needs child while also meeting the needs of the other children.”

### **Injury/accident guidelines:**

1. When a child is injured, the situation will be assessed by the teacher.
2. If the injury requires immediate emergency care, 9-1-1 will be contacted. The parents/guardians will be contacted next.
3. If the injury does not require immediate emergency care, the child will be cared for by staff and/or the school nurse.
4. When an injury is significant, an accident report will be completed. The accident will be discussed with the parent/guardian.

### **Orientation to the program:**

1. Students and their families will be invited to an open-house prior to the beginning of the school year. Students will be able to see their room and teacher. Parents will have the opportunity to ask questions about the program.
2. If a child enters the program during the middle of the school year, the child and his/her parent/guardian are welcome to come and meet the teacher. The parent/guardian can ask questions about the program.

### **Child abuse/neglect policies and procedures:**

Faculty and staff at our school are mandated reporters of child abuse/neglect. According to Guidelines for Mandated Reporters Of Child Abuse and Neglect, “When any...teacher, principal or other school official...as provided by section 352.400...or other person with responsibility for the care of children has reasonable cause to suspect that a child has

been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections 210.109 to 210.183.”

### **Policy for gaining access to your child’s personal file:**

As a parent or legal guardian, you have a right to access your child’s personal files. When you want to view these files, please let your child’s teacher know.

### **Parents can access State Licensing compliance/inspection reports:**

1. Go to the following website:  
<http://health.mo.gov/safety/childcare/index.php>
2. Click on “Child Care Providers”.
3. Enter “Niangua R-5 School”.

### **Parents can access the licensing regulation handbook:**

1. Go to the following website:  
<http://health.mo.gov/safety/childcare/lawsregs.php>
2. Click on the following link:  
[Licensing Rules for Group Child Care Homes and Child Care Centers](#)
3. You can also request a paper copy from the preschool.

### **Calendar:**

We will follow the Niangua R-V School District calendar. If Niangua R-V School District is closed for inclement weather, we will also be closed.

### **Daily Arrival and Departure Schedule:**

- School will be in session Tuesday-Friday, from 8:00 A.M. to 3:45 P.M.
- Doors to the Early Childhood Building will open at 7:30. Each parent/guardian will sign his/her children in on the child’s classroom sign-in sheet. When you leave, you must make sure that one of the teachers in the commons area has your child in their care. At 8:00,

the classroom doors will open. Please say “good-bye” in the commons area.

- If you need to pick your child up early, please go to see Gina in the main building. She will call the preschool to let us know that you are coming.
- You will need to come into the preschool at 3:45 to sign your child out. Thank you for your help in these matters!

**Dress:**

Please dress your child in appropriate, and comfortable clothing that he/she can play in. Please dress your child in shoes that he/she can easily take on and off by themselves. Your child should be able to run in his/her shoes. Please do not send your child in flip-flops. Please send a light hooded jacket for your child to keep at school.

**Fall and Valentine Celebrations:**

We will have a fall party in October and a Valentine party in February.

**Promotion Party**

At the end of the school year, we will also have a Promotion Party to celebrate completing a year of Preschool.

**Rest time:**

We will provide sheets and blankets for rest time.

**Questions:**

If you have questions, please call Mrs. Marla at 473-6101.