



# Preschool Parent Handbook 2024-2025

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# Welcome!

Welcome to the Dr. Martin Luther King, Jr. Early Learning Center, home of CCPS Preschool. Please contact us if you have any questions.

**Leigh Ann Stewart, Principal**  
**Akeisha Wilkerson, Preschool Coordinator**  
**Kaitlynne Bolinger, School Readiness Coordinator**  
**Heather Moore Petrie, Guidance Counselor**

# Preschool Parent Handbook

## Preschool Mission Statement

It is the mission of Christian County Preschool to provide a fully integrated preschool program which fosters the growth and development of all children in the areas of social emotional development, self-help/adaptive behavior, motor development, cognition, and communication. Teachers collaborate with families, staff members, and therapists to provide program experiences which nurture and encourage fun, warmth, security, exploration, and creativity in all children.

## Program Philosophy

It is the belief of the Christian County School System that young children learn best through actual "hands-on" experiences (play). Young children learn by being actively involved with their environment. During the preschool day, children will be provided high quality instruction through small and large group activities and learning centers. Centers that children can choose to explore include: art, blocks, dramatic play, library, music, water/sand play, manipulatives, science, writing, etc. Teachers/instructional assistants interact with children throughout their daily learning experiences.

A typical day in the preschool classroom consists of the following:

- Arrival/Greeting
- Mealtime
- Learning Centers
- Large/Small Group Activities
- Gross Motor/Outdoor Play

## Preschool Program Curriculum

Opening the World of Learning (OWL) is a comprehensive early literacy program designed for use with preschoolers. Research has made it abundantly clear that these years hold the key to children's later academic success and social adjustment. OWL works to tap the learning capacities of all children during these critical early years. OWL activities build the personal and social skills required to function well in a classroom community and to establish positive relationships with peers and adults. OWL builds these early academic and social skills by:

- supporting language skills throughout the day, as teachers are helped to identify and reinforce vocabulary and to strengthen conversation skills;
- building children's mathematical knowledge, including number concepts, basic computation, geometry, and measurement;

- addressing Kentucky's Early Childhood Standards in a variety of content areas; providing a range of opportunities for children to develop the social skills required in a variety of settings;
- offering activities that help children become aware of their feelings and those of others, and how to regulate challenging behaviors;
- providing children with many opportunities to experience success as a consequence of individual effort and through guided practice in contexts where adults provide necessary scaffolding;
- creating a classroom environment that designates time daily for children to participate in such activities as: class meetings, a minimum of 60 minutes of free choice activities (learning centers), story time, a minimum of 30 minutes of gross motor play, songs, word plays, and letter knowledge.

Teachers monitor and assess student progress continuously. This information is used to guide program instruction and to communicate each child's progress with his/her family. All four and five year olds will receive a report card every nine weeks. This report card encompasses all developmental areas. All children with an Individualized Education Program (IEP) will receive a progress report addressing his/her individual goals four times during the school year (concurrent with report cards).

## Preschool Eligibility

Christian County Public Schools offer preschool services for children who meet the following requirements:

- 4 year old children with a birth date on or before August 1st of the current school year who meet federal income guidelines (160% of federal poverty level).
- 3 or 4 year old children who qualify for special education services due to an identified disability.
- If there is space in the program, 4 year old children who are over income guidelines may attend.

## Required Documents

Prior to the first day of school, the following documents are needed for your child's records:

- Completed Online Registration and Preschool Application
- Legal Birth Certificate or other reliable proof of age and identification
- Immunization Certificate (current)
- Physical Exam
- Vision Exam – by an Optometrist or Ophthalmologist (by January 1)
- Proof of Income
- Proof of Residency (3 forms)

# Attendance

It is important that your child attend preschool regularly in order to reach his/ her fullest potential. This is particularly important for those students who have been identified as having a disability and have an Individualized Education Program in place. In the event that your child will be absent for more than one day, please contact his/her preschool teacher. We encourage you to provide a parent note or doctor's excuse upon your child returning to preschool. According to Kentucky Preschool Regulations, "A parent or legal guardian shall be contacted with respect to an enrolled child whose participation in the program is irregular or who has been absent for four (4) consecutive program days."

# Health Policy

PLEASE keep your child at home if he/she is sick. Children who have exhibited any of the following symptoms within the last 24 hours will be sent home or not permitted to attend school:

- Diarrhea
- Vomiting
- Conjunctivitis (pink eye)
- Skin rash that has not been identified by a physician as non-contagious
- Evidence of lice or other parasitic infection
- Evidence of infection:
  - red and swollen/draining sores
  - green/yellow nasal discharge
  - ear discharge
  - fever of 100 degrees or more

Any child who has had a fever must be free of the fever for 24 hours without fever-reducing medication prior to returning to school. Please notify the school if your child contracts a contagious disease and be respectful of other children who may be medically fragile. If your child will be out due to illness, please notify the teacher.

NO medication may be sent to school in a child's backpack (including sun screen, ointments, cough drops, etc.). All medications must be brought to the school nurse by the parent—school district policies will be followed. Medications cannot be sent on the bus.

Prescription Medicine: If possible, all medications prescribed by your child's doctor should be administered at home. Medications that must be given at school should be discussed with the school nurse.

Allergies: If your child has any allergies, please notify the school nurse. The preschool program follows the school district's policy regarding allergies and will

work closely with your child's doctor to develop a plan following the specific district guidelines. Also, please let your teacher know if you will allow your student's name and allergy to be posted in the classroom.

## Class Size

Classes in the preschool program are limited to a maximum number of 20 children. Each classroom is required to maintain a teaching staff-child ratio of 1:10 at all times. This ratio is maintained during all hours of operation including mealtime, indoor time, and outdoor time.

## Preschool Calendar

The preschool program will run on the same calendar schedule as Christian County Public Schools with the exception of: preschool students will begin approximately two weeks after K-12 students and end approximately two weeks prior to K-12 students. Preschool's days of operation are: Monday, Tuesday, Wednesday, and Thursday. The hours of operation for the morning session are 8:00 a.m. - 11:00 a.m. The hours of operation for the afternoon session are 10:30 a.m. - 1:30 p.m. Preschool students may not be dropped off prior to 7:55 a.m. or 10:25 a.m. In the event that changes to the preschool calendar must be made, you will be notified in advance. If school is canceled for the day, preschool will not be in session. If the district is following a 1 or 2-hour delayed schedule, the AM Preschool morning session will be canceled. If we're on a 1-hour delay, the PM session will still meet. Please listen to local radio and television stations for information regarding school closings. You will also be notified through the ParentSquare app.

## Parent Involvement & Communication

The preschool staff will communicate frequently with parents through newsletters, phone calls, ParentSquare app, parent-teacher conferences, and home visits. Kentucky Preschool Regulations require teachers to conduct a **minimum of 2 home visits per school year**. The purpose of home visits is solely to gain a better understanding of your child by observing him/her in their natural environment as well as becoming better acquainted with you. Please do not feel your home environment is being evaluated by the teacher.

## Home Activities

Families are encouraged to work with their children to complete family activities sent home to help students prepare for kindergarten.

## Parent Workshops

Parents will have the opportunity to participate in educational workshops held at school. Parent workshop topics may include positive discipline techniques, how to work with your child at home, making healthy food choices for your family, and other selected topics.

## Meals

Breakfast or lunch will be provided for children enrolled in the preschool program. Christian County Public School District has been approved to participate in the Community Eligibility Provision (CEP) program. The CEP program allows all children to receive free breakfast or lunch. Therefore, there will be no charge for meals from the cafeteria. Children may bring a meal from home in lieu of the school meal, however food from outside restaurants/vendors is not allowed. Food that comes from home for sharing among the class must be either whole fruits or commercially prepared packaged foods in factory-sealed containers (no homemade foods). Please advise your child's teacher if your child has a food allergy so that required health paperwork can be completed.

## Safety

In the event that an accidental injury occurs to your child at school, you will be notified immediately. If school personnel are unable to reach you, your child's physician will be contacted or emergency medical attention will be sought. It is to your child's benefit that correct contact information (home address, telephone number(s), and child's physician's name) be kept up to date throughout the school year. Please provide at least 2 emergency phone numbers so that school personnel may contact you in the event of an emergency.

No medication will be given at school to your child except as prescribed by a licensed physician and with written consent from you. For approved medication, please send in the original bottle which is properly labeled. The medication will not be administered if the expiration date on the bottle has passed. If your child becomes ill at school, you will be contacted to pick him/ her up. Please make arrangements for your child to be picked up as soon as possible if an illness occurs during the school day. For more information, please contact your child's school nurse.

# Clothing

Please be sure that your child's clothing is comfortable and allows for self dressing and toileting. Dresses, dress shoes, flip-flops, and pants with difficult belts or fasteners should be avoided. Children will participate in "hands on" activities (including painting). It is recommended that your child wear tennis shoes (Velcro) and clothing that you don't mind getting dirty. Children will play outside daily (weather permitting). Please ensure your child is dressed appropriately for the weather (hats, gloves, jackets) and that jackets, backpacks, hats, and gloves are labeled with your child's name. If children wear dresses, please put shorts on under the dress.

On the first day of school please send a complete change of clothing (including socks and underwear) in a gallon-sized Ziploc bag which can remain at school in case of accidents. Label the bag with your child's name. Your child's teacher will send his/her clothing home to be exchanged for more weather appropriate clothing as the seasons change.

# Diapering/Toilet Training

It is not required that children have mastered toilet training in order to attend preschool. However, preschool staff strive to work as a team with parents to accomplish this skill. For children who are unable to use the toilet consistently, preschool staff ensure that:

- parents provide only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (health provider documents reason);
- clothing that is soiled by urine or feces will be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering;
- diapers or pull-ups will be checked and changed as needed;
- children's diapers, pull-ups, or soiled clothing is changed in the class restroom or on the changing table;
- changing procedures, which are posted in the class restroom, will be followed;
- surfaces used for changing and on which changing materials are placed are not used for other purposes.

# Items From Home

Christian County Preschool is very fortunate to have an abundance of developmentally appropriate materials. We ask that your child NOT bring items from home including: toys, blankets, cups, money, etc unless it is a part of your child's transition, behavior, or educational plan. Preschool staff will not be responsible for broken or misplaced items.



# Discipline

The main goal of disciplining children is to replace unwanted, disruptive behaviors with pleasant and useful behaviors. A positive discipline approach will be used in preschool. Strategies may include, but are not limited to, redirection, time-out, and talking about the impact of the child's behavior on others. No child will be subjected to physical punishment or embarrassment. Our goal is to develop children who have respect for each other and their teachers.

For children with challenging behavior, teachers will assess the function of the child's behavior and use positive behavior support strategies. When challenging behaviors become serious or persistent, teachers, families, and other professionals will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

# Transportation

Bus transportation is available for all preschool children. Please read the following policy completely. You will be asked to sign that you have read and understand this policy. Please share this information with any person (such as a babysitter) who will be responsible for getting your child on or off the bus.

It will be the parent/guardian's (or authorized person's) responsibility to provide safe supervision to and from the bus stop. This includes accompanying the child to the bus. If crossing the road to board the bus is necessary, the bus monitor will cross the road to meet you. The parent/guardian (or authorized person) should not cross the road to meet the bus monitor for safety purposes. Continue to hold your child's hand until you can transfer his/her hand to the monitor's hand. The hand to hand policy also applies to preschool students who are transported to school by their parents.

If an authorized adult is not present at the time the bus reaches the bus stop, the child will be taken back to the school and the parent/guardian (or authorized person) must come and pick the child up as soon as possible. After THREE times of the above policies being broken, your child will lose bus privileges for the rest of the school year, meaning you will have to transport your child to and from school.

Every effort is made to keep the buses on schedule. Please be on time to put your child on and off the bus. The time of pick up/drop off may deviate by 15 minutes due to traffic or other unforeseen issues. We ask that you call the Transportation Department if the bus is 15 minutes later than the scheduled arrival time.

Although occasional bus changes are necessary, you will only be able to change your preferred transportation method ONE time per semester. The only permissible change is from bus rider to car rider or a change of drop off address.

No child will be released to a person not authorized by a parent/guardian to pick the child up. In order for a person to be authorized to pick up the child, their name must be provided by the child's parent/guardian(s). Any person authorized to pick up your child must be 18 years of age or older.

If you have questions or concerns, please contact the Transportation Department at (270) 887-7099 and indicate that your child is in preschool.

## **Building Safety**

For safety concerns, all preschool doors are closed and locked. Entry is only permitted through the school front office. No one will be admitted unless their identity is verified through the Ident-A-Kid system. Please press the call button located outside the door to verify identity to the front desk.

# MLK ELC Preschool Staff Directory

<b>Administrator</b>	Leigh Ann Stewart
<b>Preschool Coordinator/SPED Consultant</b>	Akeisha Wilkerson
<b>School Readiness Coordinator</b>	Kaitlynne Bolinger
<b>School Counselor</b>	Heather Petrie
<b>Attendance Clerk</b>	Felicia Chapman
<b>Preschool Teacher Coach</b>	Teresa Craft
<b>School Nurse</b>	AnnMarie Spurlin
<b>School Psychologist</b>	Kim Downey
<b>Speech Language Pathologist</b>	Hope Keys
<b>Occupational Therapist</b>	Mary Akin
<b>Physical Therapist</b>	Stephanie Harton
<b>Cafeteria Supervisor</b>	Brenda Coker
<b>Custodians</b>	Jesse Ezell/Wendy Jones/Bobby Babb
<b>Lead Preschool Teachers &amp; Assistants</b>	Nikita Barbee/Almeta McGregor
	Olivia Groom/ Jessica McGar
	Amanda Henderson/Ammie Phipps
	Taylor Hendricks/Maritza Nieves
	Antionette Mayes/Karisma Hopson
	Andrea Watson/Olivia Lapadula

