

Welcome to Liberty
County School District's
Early Childhood Programs!



Prekindergarten
Parent Handbook
2023-2024

Liberty County provides innovative and educational pre-kindergarten programs for eligible students. The 2 types of Preschool programs include, Preschool Disabilities Program (ESE) and Voluntary Pre-Kindergarten (VPK) Program.

Both programs have eligibility requirements & provide opportunities for students to gain school readiness skills in order to build a strong foundation for their future educational success.

Preschool Disabilities Program (ESE) (Ages 3-5)

- The children served in this Program have been identified, evaluated, and determined eligible for an ESE program with a current IEP (Individual Education Plan) by the school district.
- Students may be served in a full day or half day program, while others may attend school for therapy only.
- Class sizes are not to exceed 18 students with a single Certified teacher and an assistant.

Florida's Voluntary Prekindergarten (VPK) Education Program - Free optional program for 4 year olds only

- Voluntary Prekindergarten (VPK) is a free high-quality education program for 4-year-olds living in Florida - to prepare them for success in school and in life. VPK helps build a strong foundation for school using educational materials appropriate for different stages in your child's development.
- VPK School-Year Program: 540 instructional hours
- VPK spots are available on a first come, first service basis at school sites. There is a VPK enrollment cap at each school which varies from year to year.
- Class sizes are not to exceed 11 students with a single lead instructor or up to 20 students with a lead instructor and an assistant.

By signing below, I acknowledge that I have read, understand and will comply with Liberty Co School District's 23-24 Parent Handbook for all Preschool programs.

Parent/Guardian signature

Parent/Guardian Printed Name:

Date

Witness of signature/Date



Registration Requirements:

Before a student can be enrolled in any prekindergarten program, parents must provide the following documentation:

- Copy of child's Birth Certificate
- Up-to-date Immunization/shot record - This one-page document has an expiration date at the bottom of the page. If not, it's not the correct form to be turned in. **Any Florida Health Dept can get a child up to date on shots and provide this information.**
- An up-to-date physical/well child check-up (expired will not be accepted)
- Copy of child's Social Security card
- School Enrollment forms including emergency contact information.
- If applicable, medication administration forms
- Students served in the PreK disabilities program must be staffed into a Preschool ESE program based on evaluation results and have a current Individual Educational Plan (IEP) (**Ages 3 through 5**)
- For 4 year olds **ONLY**; If enrolling into Florida's Voluntary Prekindergarten Program, an approved certificate of eligibility is issued by the Early Learning Coalition of the Big Bend.

Supplies needed before starting school *Individual classroom lists may vary*

- Clean change of clothes, to include extra underwear
- Diapers/pull-ups, if needed
- Kinder mats &/or blanket
- Wipes
- Backpack

Arrivals/Departures/Transportation

The following guidelines will be enforced to ensure safety for all students including Buses, Drop off/Pick up, & all after school programs.

- If a student arrives late, the parent walks the child into school and requires clearance by PreK staff. Students must be signed in when arriving late and signed out when leaving school early.
- Parents may notify a child's teacher or send a written note if their child's transportation method changes from the normal routine. Please notify staff by 2:00pm to ensure changes can be made. There is no guarantee of change if staff is contacted after 2pm.
- Follow designated Drop off/Pick up/Early Pick up area procedures. Please understand some students require alternative drop off/pick up areas due to individual special needs.
- If a student does not live within one of the regular bus routes, a parent/guardian or responsible adult must meet the bus at the bus stop closest to the child's home.
- A parent/guardian or responsible adult must be available each time the child rides the bus either to or from school. The parent or responsible adult must help the child get on and off the bus.
- If a child causes an unsafe traveling environment for other students or bus driver by chronically misbehaving, crying, screaming, etc. a bus discipline referral will be written and the child's bus transportation rights may be terminated.

Preschool Administration (850) 643-2275

Supervisor Early Childhood Programs, Chesnee Layne;
chesnee.layne@lcsb.org

Early Childhood Secretary, Tanice Odom;
tanice.odom@lcsb.org

W.R. Tolar School: (850) 643- 2426

Hosford School: (850) 379-8480

District Office Administration: (850) 643-2275

Superintendent: Kyle Peddie

Asst. Superintendent: Jeff Sewell

ESE Director: Lara Deason

Director of Curriculum/Instruction: Mandie Fowler

21st Century After School Program Manager: Beth Brown

Director of Maintenance/Transportation: Kevin Williams

Breakfast and Lunch

All Preschool students are eligible to receive FREE meals while at school.

Curriculum and FL Early Learning Standards

Prekindergarten children are active learners. They will be exposed to state approved, developmentally appropriate curriculum and materials with a focus on school readiness skills. The curriculum is based on Florida's Early Learning Standards. Liberty County takes pride in helping to prepare our prekindergarten students for a successful experience in kindergarten.

Parent Conferences

Parents should contact child's teacher to arrange conferences. Prearranging a conference allows the teachers time to gather all relevant information and allows the time to schedule a meeting around teachers' classroom duties. Most conferences are scheduled during teachers' planning (rest time) or after school to ensure unscheduled visits do not interrupt valuable classroom instructional time. To assist you with individual teacher communication, we encourage the use of email and/or voicemail, or ParentSquare.

Transition to Kindergarten

Prekindergarten children who will be five years old on or before September 1st of the next school year will be eligible for kindergarten. Schools will assist children and their families with this important transition process to kindergarten.

Students served in the PreK ESE program will most likely transition to a regular kindergarten class unless the Individual Education Plan (IEP) team determines the placement inappropriate for the student. As part of the transition process, the IEP teams will meet to make appropriate decisions for students as needed. Students with disabilities will have an IEP meeting at least one time per year. Parents will always be notified and encouraged to attend their child's IEP meeting.

Emergencies

Please make sure the school has current phone numbers. It's the parent's responsibility to notify the school of any changes in address, phone numbers, or guardianship changes. In some cases, divorce decrees/court orders are required to be filed in child's folder.

ParentSquare is used to communicate real time information to parents/guardians. At least one parent is encouraged to receive these notifications via text, ParentSquare app, or email provided.

Health:

Please notify the teacher if your child has health concerns, special medical treatments, or will need to take prescribed medications during the school day. All medication must be in the original container with a current label. Parents are required to complete a medication form with the school nurse before any medication can be administered. This also includes any prescribed emergency medication.

WR Tolar School (850) 643-2426

Mary Martina, School Nurse; Brittany Flowers, PanCare

Hosford School (850) 379-8480

Karla Summers, School Nurse; Niki Bradley, PanCare

Headlice

Students may periodically be checked for headlice. Should they be detected, parents will be contacted to pick their child up. Children will not be allowed to return to school until they are nit free. This is a district wide policy.

Dress Code

Students should wear comfortable clothing and shoes that are appropriate for play. Please choose clothing for your child which is easy for him/her to manage independently. An extra set of clothing is encouraged in case of unexpected accidents.