

# Attala County School District



## Pre-Kindergarten District 2023-2024 Handbook



*Adopted 09-06-11*

*Revised 05-07-12, 04-02-13, 08-05-19, 08-11-21, 05-02-2022, 07-24-2023*

### **Our Mission**

The Attala County Pre-Kindergarten program's mission is to provide an early childhood program that delivers a quality education for each student. We believe that a high quality Pre-Kindergarten program will prepare our students for kindergarten and impact their future learning. Our program will promote the physical, social, emotional, and cognitive development of our students.

### **Our Goals**

- To make the Pre-Kindergarten experience pleasant for each child
- To help develop a positive self-image
- To increase independence
- To develop social relationships
- To improve gross and fine motor skills
- To prepare each child for kindergarten

### **Our Philosophy**

Children “learn by doing” in an environment which encourages the development of a joy for learning. Recognizing the uniqueness of each child, age-appropriate learning experiences are provided in an accepting, warm environment. The play environment encourages positive development across a wide range of domains while building self-confidence, independence, and self-discipline. Opportunities are provided for discovery, learning through concrete experiences, imaginative free play, observation, and positive peer and adult interaction.

### **Enrollment Eligibility**

Enrollment into the district's prekindergarten program is based upon need and on a first come first serve basis up to 20 students per class. The program is available to **all** students regardless of race, gender, religion, including students identified as homeless, migrant, ELL or with disabilities who meet the following requirements:

- 4 years of age by September 1
- 2 proofs of residency
- Birth certificate
- Shot records
- Social Security Number
- Potty trained (*see "Potty Trained" section*)

### **Registration:**

- **Pre-registration:** Children who are/will be 4 years of age by September 1<sup>st</sup> of the enrolling school year, may pre-register at the schools during the spring prior to the first day of school. If the maximum class load is reached, potential students may be placed on the program's waiting list in the school's office until Labor Day.
- **Open Registration:** Open registration for children who are/will be 4 years of age by September 1<sup>st</sup> of the enrolling school year begins the first day of school and closes on Labor Day.
- **Registration Deadline:** Registration ends on Labor Day of the enrolling school year.
- **Transfers After Registration Deadline:** A student currently enrolled in a curriculum **based four year old program (not daycare)** may transfer into the district's prekindergarten program if:
  1. the maximum class size has not been met ***and***
  2. proof of attendance from the previous program is provided ***and***
  3. a pre-k transfer enrollment form is completed
- **Exceptions:** Enrollment after Labor Day **may** be considered on a case by case basis if:
  1. the student has been identified or being assessed under IDEA ***or***
  2. the student is identified as homeless, EL, migrant or other special population ***and***
  3. enrollment is approved by the Federal Programs Director, Special Education Director **and** the principal

## Child Health

One of the most difficult decisions for the pre-kindergarten staff is determining when to send a child home from daily activities due to illness. The primary goal is to provide a healthy environment by controlling the spread of illness in order to provide the best care, while being sensitive to family needs.

- Exclusion Criteria include the following:
- Fever
- Diarrhea
- Vomiting
- Body rash with a fever
- Sore throat with fever
- Severe coughing
- Eye discharge

Upon returning to school following illness, children should be symptom-free for 24 hours without preventative medication (Tylenol, Imodium A-D, etc.).

## Emergency Information

If there is a change in information, please notify the office.

## Food Allergies

Food allergies must be documented by the child's physician. A medical excuse from a doctor must be provided to the cafeteria manager.

## Personal Items

We ask that personal toys, books, etc. be left at home other than for Show and Tell. It is difficult for small children to share personal items in a school environment. They may also become lost or broken in our classroom setting.

## Birthdays

Birthdays are a special time for young children. Parents are welcome to send birthday snacks to school on their child's birthday. **Snacks must be purchased rather than homemade.** Please make party arrangements with the teacher in advance.

### **Classroom Rules**

- Speak softly while in the classroom
- Always walk
- Take care of school property
- Obey ALL adults
- Be kind to others

### **Tips for Parents of Pre-Kindergarten Students**

- Have a set bedtime.
- Check book bags daily.
- Read to your child everyday.
- Ask your child about his/her day.
- Keep in contact with your child's teacher.
- Only speak positively about school in front of your children.
- Encourage him/her to do their best.
- Review skills taught in school at home.

### **Morning Drop Off**

Please drop your child off at the designated door each morning. After the first week, student's MUST be dropped off at the front door. DO NOT BRING THEM TO THE CLASSROOM!

### **Afternoon Pick Up**

Pick your child up at the front door. Your child's teacher will bring them to you at the school's designated time.

### Early Dismissals

If you need to pick up your child early from school, you must go to the office and sign your child out. Do not come to the classroom without a hall pass. **NO ONE WILL BE ALLOWED IN THE CLASSROOM WITHOUT A HALL PASS.**

### Absentees and Tardiness

**School begins promptly at 7:45.** When a child is late, he/she must report to the office before coming to the classroom. He/she will be given a tardy slip. Three unexcused tardies will equal an absence. It is important and encouraged that all students attend school regularly and be on time. Each absence is recorded and placed in your child's permanent file. Remember, when he/she needs to be absent from school, please send an excuse **within 5 school days** when returning to school. Pre-Kindergarten will be included in attendance programs provided by the attendance officer.

**The Pre-K program follows the absence policy stated in the Attala County School District Handbook with the exception of #4, #6 and #7 which is modified for the program:**

1. A student may miss up to five (5) days per semester with a parent note without penalty.
2. A note from parents or legal guardians is required explaining the reason for such absences when they occur.
3. An explanation notice from the doctor should be presented to the office staff after each doctor visit (emergency or no emergency).
- 4. Although not compulsory, student absences in the program are recorded. Notification may be sent to the attendance officer who may make parent contact at 5 and 10 unexcused absences and on a needed basis.**
5. If the student's absences exceed the number outlined above, only such absences accompanied by a doctor's statement shall be considered "excused". The absences will be considered "unexcused" if not accompanied by a medical doctor's explanation.
- 6. When a student accumulates twenty-six (26) absences in a yearly course or thirteen days in a semester course, the student may be dropped from the Pre-Kindergarten program's enrollment.**
- 7. A meeting with the parents, teacher(s) and principal would be arranged before the number of days to be removed from the program has been reached.**

### **Behavior**

Students in the Pre-Kindergarten program are subject to the Code of Conduct located in the district student handbook.

### **Medicine**

Neither a classroom teacher nor assistant will be allowed to administer any medication without written permission from a parent. Medicine authorization forms may be picked up from the office. They must be filled out completely and returned to the teacher or the office.

### **Potty Trained**

Potential prekindergarten students are to be potty trained (no pull-ups) prior to entering the Pre-Kindergarten program **UNLESS** there is documentation from a doctor verifying that a health condition exists. Each student is required to bring a change of clothes at the beginning of the year that will be kept in the event an accident occurs:

1. **Minor Accident:** The child will be given their clothes and will change themselves.
2. **Major Accident:** The parent (or parent designee) will be contacted by their teacher to either assist with changing or picking their child up from school.
3. **Reoccurring Accidents:** The teacher will request a meeting with the parent to discuss concerns and solutions.

### **Student Dress**

When dressing your child please keep in mind manageability as well as comfort.

- **“Flip Flops” are NOT allowed.**
- Velcro shoes are better for children who cannot tie their own shoes.
- Choose practical clothing that children can put on themselves.
- Clothing with an elastic waist is easier and faster for children who are in a hurry to get to the restroom. This is easier for children who have trouble with buttons, hooks, snaps, buckles and zippers.
- Please practice dressing at home with difficult clothing. Fewer accidents occur when children can manage clothing themselves.

## **Curriculum**

The Attala County School District Pre-Kindergarten Program curriculum is aligned with the Mississippi Department of Education's 4-Year-Old Standards and Guidelines.

The *Mississippi Early Learning Standards for Classrooms Serving Four-Year-Old Children* is organized according to the following areas:

- English Language Arts (ELA)
- Mathematics
- Approaches to Learning
- Social and Emotional Development
- Science
- Physical Development
- Social Studies
- Creative Expression

The English Language Arts and Mathematics Standards were developed to align with research-based best practices. The Approaches to Learning, Social and Emotional Development, Science, Physical Development, Social Studies and Creative Expression Standards were developed based on National Standards for Early Childhood Education.

The ACSD has adopted a research based curriculum that aligns and builds on existing programs in place at the elementary schools. Supplemental curriculum is purchased with Title I funds.

## **Frog Street**

Frog Street Pre-K is a comprehensive, bilingual program that integrates instruction across developmental domains and early learning disciplines. The program is engaging for both teachers and children. The cornerstones of the program are:

- special attention to social-emotional development.
- many levels and support of differentiated instruction.
- equity of English and Spanish materials and instruction.
- a joyful approach to learning.
- an extensive integration of theme, disciplines, and domains.
- provides instruction for large group, small group and individualized activities



## **Objectives**

**Math** – The students will develop a broad understanding of numbers. He/she will recognize numbers 0-10 and count to 30. He/she will recognize simple shapes and colors.

**Science** – The student will obtain a greater knowledge about the world around him/her and how it works.

**Reading and language arts** – The student will be introduced to the world of literature. As a result, the students will develop phonemic awareness and discrimination. He/she will recognize the letters and learn their sounds.

**Social Skills** – The student will learn the necessary skills needed in order to function properly in a group setting.

**The Attala County Schools Pre-Kindergarten Program follows the policies and procedures set forth this handbook and the current MS Department of Education 4 Year Old Guidelines located at <http://www.mdek12.org>**

## **Contact Information**

The Pre-Kindergarten Program is federally funded through Title I funds. If you have additional questions or concerns pertaining to the program, please contact your child's school or the Federal Programs Office.

### **School: Long Creek Elementary**

Principal: Shanika Hickmon

Pre-K Teachers: Vivian Roby

Phone: 662-289-1630

### **School: Greenlee Elementary**

Principal: Ryan Renfrow

Pre-K Teachers: Amy McLellan, Tara Howard

Phone: 662-674-5263

### **Central Office: Federal Programs**

District Pre-K Coordinator: Tara Kyle

Phone: 662-289-3986

# **Attala County School District** **Pre-K Handbook Signature Page**

**Please return this signature page to your child's teacher.**

I have received a copy of the Attala County School District Pre-Kindergarten Handbook. By signing below, I certify that I have read, understand, and agree to follow the rules set forth in the contents of this board approved document.

**PLEASE PRINT**

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(To be kept on file in the student's classroom.)



# ACSD Pre-K Student Transfer & Enrollment Form

School: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Information

Student's Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: M or F

Parent's Full Name: \_\_\_\_\_

Home/Cell Number: \_\_\_\_\_

Current living address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Previous Program Information

Program Title: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Date student last attended: \_\_\_\_\_

Anticipated beginning date in ACSD's Prekindergarten Program: \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

*Return this form to the school's office.*