

Universal Preschool Program

www.sabine.k12.la.us



Parent Handbook



2018-2019

The administration & staff would like to take this opportunity to welcome you to the Sabine Parish Universal Preschool Program. The information in this handbook has been prepared to help you become acquainted with preschool policies. The support staff, teachers, and administrators are all here to assist you. Information on all preschool children and their families is CONFIDENTIAL. Information about your child is only accessible to you—the parent, approved persons by your written request, the Director, staff, federal and state employees.

Our Philosophy

The Universal Preschool Program is designed to encourage and support the overall development (cognitive, social, emotional, and physical) of each child through a variety of structured play activities.

We believe that the early childhood curriculum should be child-centered with the teacher serving as a facilitator of learning. We believe children develop vocabulary skills best by exposure to repeated readings of quality literature.

It is our objective to learn the needs of the individual child in our program and to provide opportunities for each child to be successful in Preschool. The teachers and administration are committed to exhausting all resources to instill in each child a healthy self-concepts. Parents play a very important role in the development of a child's self-esteem. The staff of Preschool aims to work with the family in creating the best possible environment for each child.

Communication



Preschool students will be provided with a folder to transport information to and from school. Please check your child's folder each day for messages and other information from your child's teacher and return the folder to school the following day.

Attendance Policy

Regular attendance and being on time are very important in the development of your child's attitude toward his school life. Young children need a regular routine which they know will remain the same each day. If your child must be absent, the parent should notify the teacher. A parent note or doctor note **must** be sent with your child when he/she is absent. When a child misses four unexcused days, the teacher will contact the parent/guardian.

Home Visits

Communication between the home and school is an essential component of the Preschool Program. The Sabine Parish Universal Preschool Program staff communicate through the following methods:

1. The parent involvement facilitator develops a Family Partnership Agreement and needs assessment to determine needs of your family.
2. Preschool teachers visit your home at least twice each year to become better acquainted with your family and to discuss any concerns that may arise during the school year.
3. A Parent Orientation is provided at the beginning of the school year.
4. You (parent) are informed weekly by your child's teacher about activities ongoing in the classroom and how you can help at home with your child's learning.
5. Training sessions are held throughout the year to address the needs of parents as determined by a parent survey.
6. Parents are strongly encouraged to be actively involved in their child's education by serving as a volunteer on a regular basis.
7. Parents are elected as class officers and Presidents will serve on the policy council committee.

Transportation Policy



Because of the age of Preschool students, additional safety precautions must be taken when students are transported. In addition to the transportation policies of the Sabine Parish School Board, preschool students shall also adhere to the following policies:

1. Preschool staff and parents will receive written notification of transportation policies.
2. Preschool children will be returned to the place they were picked up. If there is to be a change in pick-up or delivery, WRITTEN NOTICE must be given to the child's teacher.
3. If your child is not riding the bus, parents should notify the child's teacher when a child will not be attending class.
4. Four year old Preschool children ride the regular school buses to and from the school
5. Parents or guardians who transport their children to school must not bring the child before 7:10 am and must signed in by the teacher.
6. All Three year old children should be picked up by 2:10 pm or the police will be called to come and get your child and you will need to pick them up at the policy station. You may also lose bus privileges. It is a form of neglect if children are not picked up on time.

Regulations for Pupils Riding School Buses

As a safety factor, the school bus driver shall not leave his/her position behind the wheel until every pupil has been discharged from the bus when they reach the school; and, it shall be the driver's duty to assume their position behind the wheel before the first pupil is loaded on the bus.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
2. Pupils shall be on time; the bus cannot wait for those who are not on time.
3. Students should not come to school when sick or when any member of the family has a contagious disease.
4. At all times, students must keep arms and heads inside the bus windows.
5. Students get on/off, or change seats in the bus only when it is not in motion.
6. Pupils who must cross the road after leaving the bus should pass in front of the bus, not behind it. The driver should see the way is clear before the child is permitted to cross the road.
7. Any inappropriate behavior on bus shall be reported to the Universal Preschool Transportation Facilitator by driver or bus aid.



Field Trips

When possible, teachers will schedule field trips to help children understand concepts. A few days prior to each field trip, a permission form will be sent home to you—the parent to complete and sign. Your child will not be allowed to participate in the field trip without a signed permission form. Your child will not be denied the privilege of participating in a field trip as a disciplinary action. However, you—the parent may be required to attend the field trip with your child if his/her behavior is such that your supervision is required.



The Role of Parents

The Universal Preschool program must have effective parent participation

1. Participation in the process of making decisions about the nature and operation of the program (Policy Council)
2. Participation in the classroom as volunteers or observers.
3. Activities for parents which may be developed by parents.
4. Working in partnership with the staff to ensure your child's healthy development.

Release Policies

Sabine Parish School Board Universal Preschool shall have written permission from each child's parent or guardian to be identified with the program in print (newspaper), photographs, and videos. This publicity release is contained on each child's enrollment application.

Water Activities Policy

Sabine Parish School Board Universal Preschool does not participate in wading/swimming pools, or other water activities at any center.

Medication In Schools

As a general principle, medications are not to be given at schools. Acutely ill students should remain at home. Students recovering from an acute illness should remain at home until the need for medication no longer exists. Students should not be allowed to have any drugs in their possession on the school grounds (including cough drops, aspirin, etc.) Any student who is required to take medication during the regular school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent/guardian of the student requesting that the school district comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

GOALS PHILOSOPHY: To assure the school attendance for students who must use medication in the treatment of chronic disabilities or illness.

Visitors / Open Door Policy

All visitors on campus shall report to the office and obtain a visitors pass. Volunteers are welcome at all times in Preschool classes, but we need to have a record of each volunteer and the time donated. This information is reported each year to help us keep our funding. If a parent wishes to have a conference with the teacher, they should make an appointment with their child's teacher. Teachers cannot spend class time for the conferences, but a time can be arranged when students are not in the classroom.

Public Complaint Policy

Constructive criticism of the schools is welcomed by the Sabine Parish School Board Universal Preschool Program whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Universal Preschool Program has, however, confidence in its professional staff. Therefore, whenever a complaint or negative criticism is made directly to the Policy Council or School Board as a whole, or to a Universal Preschool Policy Council member or Board member as an individual, it will be referred to the school administration for study and possible solution.

The Universal Preschool Policy council and School Board advise the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher
2. Supervisor
3. Superintendent or designee
4. Universal Preschool Policy Council; and,
5. School Board

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and shall be specific in terms of the action desired.

Bad Weather

Many times during the school year, and especially during the wet and winter season, weather becomes a factor in closing of school, or the early departures of students. It is suggested that parents have a plan for the well-being of their child in cases of sudden bad weather when students must be sent home before the regular time. Make sure you have a neighbor listed as a person who can receive your child off the bus if you think you may not be home in case of early dismissal. When bad weather is forecast, information concerning school will be given to KWLV-107 FM-AM radio station in Many. In extended bad weather conditions, information will also be given to TV stations in Shreveport and Alexandria. You can also find the information on Sabine Parish School Board website at www.sabine.k12.la.us.

Non-Discrimination Policy

We do not discriminate on the basis of Race, Color, Creed, Sex, National Origin, Special Needs, and Ancestry.

Discipline Policy

Preschool teachers use Positive Behavior Support as their classroom management plan. PBS emphasizes notice and reinforcement of appropriate behavior verses focusing on problem behavior with correction and punishment.

1. No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual or unnecessary punishment shall not be inflicted upon children.
2. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves.
3. No child or group of children shall be allowed to discipline another child.
4. A child who physically harms or threatens to harm another child or adult will be removed from the group for safety reasons; he/she is never out of the sight of a staff member. If when returned to the group, the behavior continues, the parent will be called to discuss other solutions which might include meeting with Parish PBIS support personal.
5. As soon as possible, the parent will be included in planning interventions for in school and in home support which may include time spent in the classroom to support the child as needed.
6. The Teacher will notify the parent of any incidents that occur in the take home folder.
7. Teachers document all behavior problems and interventions tried.
8. If a child continues to display moderate to severe behavior issues after PBS techniques have been tried, the facilitator assigned to the family will schedule a meeting with the parent. The meeting may include pupil appraisal staff.
9. In extreme cases, such as if a child is a danger to himself or others, the parent will be required to keep the child at home until a conference is scheduled with the facilitator and completed.
10. With regards to field trips, the parent may be asked to attend training to support their child on a field trip or attend the field trip with the child if his/her behavior is moderate to severe enough that individual supervision is needed for the child to participate.

Smoke-Free Policy

In order to ensure that all Head Start students and staff are not exposed to tobacco smoke, the following policies will be followed, effective May 1, 1995:

1. Smoking is prohibited at all times in the following areas: classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms, hallways, outdoor play areas, and vehicles used for transporting children.
2. All Universal Preschool sites in Sabine Parish are smoke-free. A designated smoking area has been identified off campus for each site.
3. Universal Preschool employees will not smoke where they can be seen by children at any time. Universal Preschool parents are encouraged not to smoke in front of their children.
4. Universal Preschool parents and staff will receive training in the negative effects of the use of tobacco.
5. Universal Preschool parents and staff who currently smoke will have information available to them concerning availability of smoking cessation programs.
6. Developmentally appropriate health education activities will be developed and presented to all Universal Preschool students.

Universal Preschool Calendar 2018-2019

Please view year at a glance and month at a glance calendars on our website: www.sabine.k12.la.us

Stagger Start—August 20—August 28, 2018
First Full Day for Preschool Students—August 29, 2018
Aug 8-10, 2018—Professional Development
Students Dismissed for the Following Dates:
Sept. 3, 2018—Labor Day
Sept. 28, 2018—Fair Day
October 15-19, 2018— Fall Break
October 25-26, 2018—Parent Teacher Conferences
Nov. 19—23, 2018—Thanksgiving Break
Dec. 21, 2018— Jan 7, 2019— Christmas Break
Jan. 21, 2019—MLK Jr. Day
Feb. 18, 2019—Presidents Day
March 21—22, 2019—Parent Teacher Conference
March 25—March 29, 2019—Spring Break
April 19-22, 2019—Easter Break
May 17, 2019—Last Day of School

Child Abuse & Neglect Policy

Definition of child abuse and neglect—"harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare. A person responsible for child's health or welfare "includes the child's parent, guardian, or other person responsible for the child's health or welfare, whether in the same home as the child, a relative's home, a foster care home, or a residential institution."

