



Junior Kindergarten
3055 W. Kildee Lane
Springfield, MO 65810

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PROGRAM HANDBOOK
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Program Philosophy

It is our belief that young children are born with the innate desire to learn. This desire is encouraged and supported through developmentally appropriate experiences. These learning opportunities provide intellectual, language, physical, social, and emotional development. A positive atmosphere is created to prepare children for kindergarten and to further the development of a positive self-concept and love of learning.

Standards

The standards utilized by the Preschool are adapted from the Missouri Department of Elementary and Secondary Education Early Childhood Standards. (www.dese.state.mo.us)

Curriculum Content

- Units will be taught through inquiry based learning activities in both small and large groups, as well as individually.
- Learning will also take place in the form of discovery play in learning centers including, but not limited to:

Writing	Language & Literature
Science	Dramatic Play/Imaginative Play
Math	Art & Sensory Play
Puzzles	Fine & Gross Motor Development
Listening	Music & Creative Movement
	Building/Construction

Enrollment Qualifications & Procedures

Enrollment Age:

Children must be 4 years old on or before July 31st of the school year you are wanting to enroll. **Children must be fully potty trained.**

Required Paperwork:

- Program Application and \$50 Non-refundable Deposit
- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of Current Immunization Record

Required forms to be completed and returned at "Meet The Teacher" or on your child's first day:

- Contract of Payment
- Enrollment Cards
- Handbook Acknowledgement Form
- Health Inventory Form
- Emergency Contact Information Form

Days & Hours of Operation

District Calendar:

The Preschool will operate on the same calendar as the Springfield Public Schools. (www.springfieldpublicschools.org)

Arrival & Dismissal Procedures

Arrival Procedures:

- Park in a parking space in the school parking lot.
- All children need to be walked to the room each morning.
- Upon arrival children need to be signed in on the clipboard located by the classroom door. Please note the time and initial.
- Please call the classroom to let staff know if your child will be absent.
- Adults will need to wear a Preschool ID Badge when bringing children into the building.

Dismissal Procedures:

- Temporary parking is available in the pull-up drive.
- Teachers will walk the children to the door and wait inside the building. Parents will need to walk to the door to pick-up children.
- If you need to pick-up your child early from school you will need to enter the school from the parking lot entrance. All other exterior doors are locked during the day. Upon early dismissal children need to be signed out on the clip board located by the classroom door. Please note the time and initial.

Late Pick-up Fee:

- \$5.00 fee for each five minutes you are late.

Tuition

Amount:

- Tuition is paid September through May.
- Monthly payment is due the first Friday of each month.
- Check or Money Order ONLY please.
- \$20.00 fee for each returned check - Fee due immediately.
- There are no refunds when your child is sick, absent, or withdraws from the program.

Late Payment Fee:

- \$20.00 fee for each late payment
- Please talk with the principal when tuition can not be paid on time.
- Unresolved problems with late payments may result in dismissal from the program.

Allergies

If your child has any food allergies please notify the teacher BEFORE the first day of school. You will be required to provide your child's snacks everyday to ensure that they are approved snacks for his or her allergy.

Birthdays

Elementary School Policy states:

DO NOT send invitations for parties, sleepovers, etc. to be distributed at school.

Snack:

Your child may or may not want to bring a snack for the class on his or her birthday.

Continued

- Guidelines for snack time:
 - 1 Because of health concerns, Springfield Public Schools requires that all snacks brought to school must be purchased from a store or bakery and brought to school in the unopened original package. Please, as tempting as it may be, do not send home-baked goods. They will have to be sent home uneaten with a very disappointed child.
 - 2 Try to send snacks that are approved by the Springfield Schools Wellness Policy.
(www.springfieldpublicschools.org)
 - 3 NO SNACKS CONTAINING NUTS OR PEANUTS PLEASE!!!

Classroom Discipline

It is our desire to work with each family as a team to maintain and foster a positive learning environment. An effective plan will enable your child to function at school in a positive manner. We do not have a list of posted rules in the classroom; instead, we have a list of

"Things to Remember"

1. Be safe.
2. Be considerate.
3. Be a thinker.

The preschool staff is utilizing management techniques adapted from the Love and Logic program. In this program, children are taught to accept responsibility for their own actions. They are given choices and coached to learn how to solve their own problems. (www.loveandlogic.com)

Field Trips

Participation requires a signed permission note and an additional fee for some trips.

Illness

Building/District Policy:

- Fever:
Students must be **fever-free (under 100.0 degrees F) for 24 hours WITHOUT medication** to reduce the fever before returning to school.
- Vomiting or Diarrhea:
Students need to stay **home for 24 hours** if they are vomiting or having frequent diarrhea.
- Rash:
Students should not be in attendance and will be sent home if he or she has symptoms related to communicable diseases (skin rashes, redness of eyes, swollen glands etc.). Please notify staff immediately of any such contagious condition.
- Head Lice and/or Nits:
Students with head lice or nits will not be allowed to attend school.
- Antibiotic Treatment:
A child may return to school 24 hours after beginning antibiotic treatment and is fever free.

Administration of Prescription Medicine:

A school medication form must be completed by the parent or guardian to give the school permission to administer medication. All medications are kept locked in the school nurse's office. Medications are administered by the school nurse or other designated staff member. Classroom teachers will not administer medication.

Accidents:

While we strive to provide the safest environment possible, scrapes and other minor injuries are likely to happen from time to time. One measure you can take to help prevent accidents is to ensure that your child comes to school in proper play attire including tennis shoes and clothing that is easy to move in.

Lunch

- One purpose of the preschool program is to provide a transition into the school routine. Therefore, the students will eat in the classroom at the beginning of the year and transition into eating in the cafeteria.
- Students will need to bring a lunch and drink from home every day.
- Foods needing refrigeration will need to be packed in a lunch box with an ice pack.

Parent/Teacher Communication

The staff will communicate with families through daily interaction, monthly newsletters, and formal conferences.

Proper Attire

Dress:

In an effort to foster your child's independence, please send your child in clothing that is easy for him or her to snap, fasten, button etc. Children tend to underestimate the amount of time they have to get to the bathroom. Wearing sweatpants etc. that can quickly be taken off will help your child during those moments. Always wear play clothes 😊

Footwear:

To help ensure the safety of students during both indoor and outdoor activities, all students must wear tennis shoes to school.

Extra Change of Clothing:

In the event of a bathroom accident or spill we want to be prepared. Your child will need one full set of clothing (suitable for the season) including socks and underpants to be kept in his or her locker in a labeled zip-lock bag. All items need to be labeled with your child's name.

Quiet Time/Rest Time

- Your child will need to have a plastic red and blue rest mat.
- Optional items that your child may want to bring include a SMALL lap blanket and one SMALL soft snuggly such as a teddy bear. NO TOYS please. Items must fit in a 1x1 foot cubby hole. These items will be sent home weekly for cleaning.

"Show 'n' Share" Day

Throughout the year the teacher will provide written notification of upcoming "Show 'N' Share" days at school. On these days the children will be allowed to bring an item from home to share with the class. The purpose of these activities is to provide your child with the opportunity to practice speaking in front of others and to extend the learning that takes place at school into the home. This will not be a time to brag about a toy etc. Your child will be asked to bring in an item related to what is being learned about in school. You will not need to make a special purchase for your child to participate.

Supply List

The student supply list is developed based on classroom needs and varies from year to year. A supply list will be mailed to you the summer prior to your child's attendance.

Toys/Personal Items

Building Policy on Toys From Home:

Please DO NOT bring toys, including balls, trading cards, dolls, or other current popular items unless you have received written or verbal verification from the classroom teacher. The staff will not assume responsibility for theft, breakage, or misplaced articles. Toys brought from home may be held at the discretion of school staff. Parents may come and pick-up items at any time.