

Welcome to Cabot Public Schools' Pre-K

Cabot Public Schools' Pre-K program is a quality approved program, licensed through the Arkansas Department of Health and Human Services. Each of the Pre-K classrooms throughout the district are lead by a certified teacher holding a p-4 Arkansas Teaching License. Also, in each classroom, are highly qualified paraprofessionals to assist in the care and education of each student.

In the past three years, Arkansas has received national recognition for its commitment to quality early education for our state's Pre-K programs. Cabot Public Schools is a leader in the promotion of early childhood education.

The program is able to utilize funds from several different sources. The district has been awarded three 21st Century Community Learning Center Grants for use in funding the Pre-K programs on three elementary campuses. In addition to these grants, the programs also make use of Title 1 funds to help target at-risk/lower achieving students. One additional large funding source for early childhood education in Arkansas is the Arkansas Better Chance for School Success. Cabot Public Schools is proud to be a part of this huge step toward increasing school and lifelong success of our children.

ABCSS Arkansas Better Chance for School Success

In 1991, the legislators of Arkansas enacted Act 212 creating Arkansas Better Chance with funding of \$10 million. The program was designed to serve children through five years of age with a variety of developmental and economic risk factors. Additional funding was added in 2001 through a 3% excise tax on certain purchases to help fund early education. In 2003, Act 49 expanded ABC with the addition of \$40 million in funding, creating the ABC for School Success program. The purpose of this ongoing expansion of early childhood quality educational opportunities is to increase the likelihood of academic success in an at-risk population.

Again in 2005, the Legislature was able to add \$20 million in funding for ABCSS and in 2007 once again added \$40 million. The total funding for ABC and ABCSS stands at over \$111 million and will serve over 19,000 children in Arkansas.

**Pre Kindergarten
Policies and Procedures
A Licensed and Quality Approved Program**

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I. Introduction

Mission Statement

The mission of Cabot Public Schools' Pre-K programs is to provide a safe learning environment that encourages progress in literacy and mathematics skills and social-emotional behaviors in order for children to become life-long learners and responsible, productive citizens.

Equal Educational Opportunity

No child in the Cabot Public School's Pre-K programs shall, on the grounds of race, color religion, national origin, sex, age, or disability be excluded from participation in or denied the benefits of, or subjected to discrimination under any educational program or activity sponsored by the district.

II. Expectations

A. Parents' Expectation of the Program

Parents may expect that:

- Their children are cared for in a safe, supportive environment
- They may visit with the program coordinator/principal about concerns related to their child or the program
- They will be told about any misbehavior on the part of their child, and they may visit with the program coordinator/principal in order to bring about improvements in the situation
- They will be regularly informed by the program coordinator/principal about program activities

B. Program's Expectation of the Parents

The program may expect that parents will:

- Pay fees on time as explained in Section III. "Fees and Payment Policy"
- Keep the child's records up-to-date: these records include the child's enrollment/registration form, emergency form, health/shot record, field trip permission and transportation form
- Personally sign children in and out as explained in Section III: "Absences and Attendance Policy"
- Pick up children on time as explained in Section III: "Hours of Operation"
- Follow health policy explained in Section IV
- Understand that all children will follow the behavior/discipline guidelines explained in Section V
- Be attentive to all communications from the program coordinator, principal, or teacher regarding their child's behavior, and cooperate in efforts to improve the situation.
- Follow handbook policies as outlined in Cabot Public Schools' Elementary and Middle School Handbooks

C. Children's Expectations of the Program

Children may expect:

- To have a safe, supportive and consistent environment in which to live as they learn
- To use all the program equipment, materials and facilities on an equal basis

- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

D. Program's Expectation of the Children

The program expects that the children will:

- Be responsible for their actions
- Respect the school rules
- Remain with the group and staff members at all times
- Take care of materials, equipment, and facilities properly
- Return materials and equipment to their place when done
- Attend school daily regularly

III. Registration and Enrollment

A. Registration

The parent must complete a registration packet and submit it to the Cabot Central Administrative Office. Once it is determined that a child meets the qualifying requirements for the Pre-K program, parents will be notified in writing that their child has a reserved space. Space is filled on a first come, first served basis. Qualifying registered children who cannot be immediately enrolled due to lack of space in the classrooms will be placed on a wait list. Since Pre-K has an open enrollment, children may register for Pre-K at any time. Children must be four years old by August 1st to be eligible for enrollment in Pre-K. Parents of children who are on the wait list will be contacted at such time as space for their child becomes available. Prior to the child's first day of attendance, the parent(s) will have a conference with the Pre-K teacher. All contact and emergency forms must be completed and submitted to the school office. This is mandatory.

The Pre-K director expects all records on Pre-K students to be kept current. Parents must provide new information to the school regarding items such as: emergency contact persons, living arrangements, employers' phone numbers, and arrival/departure changes.

B. Fees and Payment Policies

Tuition:

Pre-K Class (7:30 a.m.-3:30 p.m.) as assigned according to income
 To be paid regularly on a schedule developed by parents and the Pre-K coordinator
 Non-attendance does not constitute a reduced tuition rate.

C. Withdrawal from the Pre-K Program

Parents wishing to withdraw their child/children from the Pre-K program are asked to provide a statement in writing to the school office prior to discontinuation of this service. Tuition will be charged until notification has been received.

If a child has been absent from the Pre-K program for ten consecutive days without contact from the parents, he/she will be dropped from the program. The parent will be notified in writing and will have to complete a new registration from to reenroll the child in the program or be placed on the Pre-K wait list.

D. Hours of Operation

Pre-K classes are in session from 7:30 a.m.– 3:30 p.m. each day public school is in session except for the first day of classes when parents and teachers have their initial conference.

E. Absence/Attendance Policy

Regular attendance is expected of each participant in the Pre-K programs. Daily attendance is an important piece of each child's social and emotional development. It helps prepare them for responsibilities and through interaction with peers and adults in the school setting; they are able to ensure an enriched educational and social experience.

School personnel understand that, at times, there are circumstances which make it impossible for students to attend. These excused absences include the following and require documentation supporting the absence as excused.

1. Student illness or when attendance could jeopardize the health of other students
2. Serious illness or death in immediate family
3. Observance of recognized holidays observed by their faith (approved in advance by the coordinator)
4. Attendance at an appointment with a government agency
5. Attendance at a medical (or dental) appointment
6. Exceptional circumstances with approval of the coordinator
7. Participation in activities sanctioned through school (field trips, programs, etc.)

If your child will not be attending the Pre-K program because of a scheduled appointment or other planned absences, please notify the school office in advance.

F. Release of Children

Parents or guardians picking children up before the end of the school day will be required to show identification, if requested. Students may be signed out in the child's classroom. Students cannot leave school during the day without the signature of an appropriate responsible adult. School personnel are prohibited from signing your child in or out.

G. Arrival and Dismissal Procedures

Pre-K students who are car riders must be escorted into the building and signed in at the beginning of each school day by parents or an adult designee. Students may not be dropped off outside the building or signed in by siblings. There will be no exceptions to this policy. Repeated infractions may be cause for removal of the child from Cabot Public Schools' Pre-K program. Pre-K students who ride a school bus are logged in by the driver at the child's bus stop. Upon arrival at school, the bus driver logs the child out as a Pre-K staff member logs him/her in.

Car Riders: No child will be allowed to walk to their vehicle unattended. They must be accompanied by an adult. This is a safety measure that is taken to ensure the continued health of children and is non-negotiable. Students must be picked up by 3:30 p.m..

Bus Riders: A staff person will be on duty to dismiss the students by bus numbers. Regular bus riders will board the bus that takes them to their morning pick-up location. Shuttle bus riders will be dropped off at their attendance zone schools, and then will board the bus that takes them to their morning pick-up location. The drivers sign the children on and off the bus each time. Attendance zone schools provide supervision for children as they wait on the bus. Drivers will not allow a Pre-K student to exit the bus without a parent or adult designee present

IV. Health, Safety, and Nutrition

A. Contact with Children While At School

Visitors to the school should report immediately to the school office to identify themselves and their business on campus. All persons on school grounds, in school buildings, or at school sponsored events must identify themselves to school employees upon request.

If there is any question concerning the legal custody of a child, the parent shall present documentation to the principal or his/her designee establishing the parent's custody of the child or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal/coordinator by presenting a copy of a file-marked court order. Estranged parents may visit their child during the school day without the consent of the custodial parent if court documents do not outline restrictions.

Questioning of children, under age eighteen [18] by law enforcement officers or other officers of the court, will be allowed only after a good faith effort has been made to notify the child's parent or guardian prior to the questioning. The principal /designee may be present during the questioning. If the District makes a report to any law enforcement agency concerning a child's misconduct or if access to a child is granted to a law enforcement agency, the principal or the principal's designee shall make a good faith effort to notify the child's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on the child's enrollment forms.

Principal/coordinator must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of the social services with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after hours telephone number.

B. Visitors to the Community Learning Center

Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit any Pre-K Learning Center. To minimize the potential for disruption of the learning environment, persons visiting for a purpose other than to attend an activity open to the general public are required to first report to the school's main office. No one shall be exempt from this requirement.

Parents and legal guardians are encouraged to participate in regularly scheduled visitation events. Additional conferences must be scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal/coordinator's prior approval and the teacher's knowledge.

C. Communicable Diseases and Parasites

Children with communicable diseases or parasites shall demonstrate respect for other children by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the child being readmitted to the Pre-K Program.

Parents or legal guardians of children found to have live lice or nits will be asked to immediately pick their child up at the learning center. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before children may be readmitted following an absence due to head lice, the school nurse or designee shall examine the child to make sure appropriate treatment procedures have been followed.

Each school may conduct screenings of children for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each child.

D. Children's Medication

The purpose of this policy is to set forth the provisions that must be followed when administering medication to children. The school acknowledges that some children may require medication during the day. When a schedule for dispensing medication at home is not feasible, the school district's licensed school nurse, principal or designee will dispense the child's medication in accordance with the school district's policy.

Definitions:

"Prescription Medication" is a medication that can be obtained only by means of a licensed and duly authorized medical practitioner. "

"Nonprescription Medication" is an over-the-counter medication that can be obtained without a licensed medical practitioner.

"Medication" is a drug or preparation of drugs in suitable form for use as a curative or remedial substance.

"School Location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport children to and from the learning center or learning center activities; off school property at any center-sponsored or center approved activity, event or function, such as a field trip or athletic event, where children are under the jurisdiction of the school district.

Requirements:

Administration of prescription medication by the learning center personnel must only be done according to the written order of a licensed medical practitioner and written authorization of parent/guardian. Non-prescription medication will be administered to children only with parent/guardian written authorization. Learning center personnel will dispense only oral, nasal and topical medications unless a condition exists for which an exception is made in accordance with the requirements of this policy.

A new medication consent form is required when the dosage or time of administration of the medication is changed. For daily long-term medication, a new medication consent form with appropriate signatures must be received annually. Parents shall notify the center when long-term medication is to be discontinued.

Prescription medication must be brought to the learning center by a parent/guardian in a container appropriately labeled by the pharmacy or physician. The following information must be on the label: Child's full name; Name and dosage of medication; Time and directions for administration; the physician's name; and a current date.

Non-prescription medication must be brought to the learning center by the parent/guardian in its original container. Non-prescription medication will be given with parent's written permission for a maximum of one week or the length of time listed on the container if it is less than one week.

All medications dispensed at the learning center will be kept in a designated locked drawer, cabinet or file. Medications are not to be carried by children. The only exceptions to this are those developed by a team that includes the parent(s), the principal and the school nurse following strict district guidelines.

Special arrangements must be made with the school nurse concerning medically ordered procedures for children with disabilities or special medical needs.

Guidelines for dispensing medication at the learning center/school and at center/school activities, developed by the Director of Nursing, shall be a part of these policies.

E. Children's Illness/Accident

If a child becomes too ill to remain in class and/or could be contagious to other children, the principal or designee will attempt to notify the child's parent or legal guardian. The child will remain in the school's health room or a place where he/she can be supervised until the parent/legal guardian can remove the student from school. If a child becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the child to an appropriate medical care facility. The school assumes no responsibility for treatment of the child. When available, current, and applicable, the child's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

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No child or staff shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the child if the child exhibits any of the symptoms listed below

- a. Fever: A body temperature of 100 or greater
- b. Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of all nits.
- c. Diarrhea: Two (2) or more watery stools in a 24-hour period
- d. Vomiting: Vomiting within the past 24-hour period
- e. Rash: Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
- f. Sore Throat: if associated with fever or swollen glands in the neck
- g. Severe Coughing: Episodes of coughing which may lead to repeated gagging, vomiting, or difficulty breathing
- h. Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
- i. Ringworm: a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider

*All medicine must be maintained and administered by the school nurse.

F. Immunization Requirements:

Cabot Public Schools Cabot Public Schools
Childcare/Pre-school Immunization Requirements

August 2009, Effective 2010-2011 School Year

AGE	DTaP DTP/DT	POLIO	Hib **	HEPATITIS B	MMR ****	VARICELLA ****	PNEUMOCOCCAL **
19-48 months	4 doses OR 3rd dose within last 6 months OR 1 dose within last 8 weeks	3 doses OR 1 dose within last 8 weeks	3-4 doses with last dose on/after 1 st birthday OR 2 doses if first dose is administered at age 12 - 14 months and doses are at least 8 weeks apart OR 1 dose on/after 15 months of age if no prior doses	3 doses *** OR 1 dose within last 8 weeks	1 dose	1 dose	3-4 doses with last dose must be on/after 1st birthday OR 1 dose on/after 24 months of age if no prior doses OR 2 doses on/after 1 st birthday
49-72 Months	5 doses * OR 4 th dose within last 6 months OR 1 dose within last 8 weeks OR 4 doses with last dose on/after 4 th birthday	4 doses OR 1 dose within last 8 weeks OR 3 doses with last dose on/after 4 th birthday	3-4 doses with last dose on/after 1 st birthday OR 2 doses if first dose is administered at age 12 - 14 months and doses are at least 8 weeks apart OR 1 dose on/after 15 months of age if no prior doses Not required on/after 5th birthday	3 doses *** OR 1 dose within the last 8 weeks	1 dose	1 dose	3-4 doses with last dose on/after 1 st birthday OR 1 dose on/after 24 months of age if no prior doses OR 2 doses on/after 1 st birthday Not required on/after 5th birthday

* 5th DTaP/DTP/DT (Pre-school dose) must be given on/after the child's 4th birthday and may be given at anytime from 49 to 72 months of age. Interval between 4th DTaP/DTP/DT and 5th DTaP/DTP/DT should be at least 6 months.

** For Hib and Pneumococcal, children receiving the first dose of vaccine at age 7 months or older require fewer doses to complete the series.

*** 3rd dose of hepatitis B should be given at least 8 weeks after the 2nd dose, at least 16 weeks after the 1st dose, and it should not be administered before the child is 24 weeks of age.

**** MMR and Varicella vaccine must be given on/after the child's first birthday.

G. Insurance

The center does not carry accident insurance on children, and is immune from civil liability. It is strongly recommended that parents purchase student insurance to cover their child while at the center, particularly if no other health coverage is in force.

H. Food Services

A healthy breakfast, lunch, and snack will be available each day for Pre-K children. Cost will be determined according to Child Nutrition Guidelines (free/reduced). If your child brings his lunch, please ensure that it is nutritionally balanced.

I. Child's Personal Property

Children are discouraged from bringing personal items to school. A good guideline is if the item is not required for daily activities, it should be left at home. Personal items, such as trading cards, basketballs, footballs, games and money, when lost or stolen, can be very disruptive to the classroom. Pre-K personnel involved in tracking down lost or stolen items lose valuable instructional time, and the child who lost the item often gets emotionally upset and may remain upset for long periods of time. It is our practice not to sacrifice large blocks of Pre-K time to do investigative work in order to recover lost or stolen personal items. The Pre-K program will not be responsible for lost or stolen items.

Please remember to mark articles of clothing, such as coats, jackets, sweaters, hats, gloves, etc. with permanent identification. You should also mark other items brought from home such as lunch boxes, notebooks, folders, and backpacks.

The Pre-K program is not liable for personal property of a child destroyed by another child. The district will take proper disciplinary action, but compensation for damaged property will need to be pursued between parents/guardians or through the legal system.

V. DISCIPLINE AND GREIVANCE PROCEDURES

A. Discipline

All teachers have a management plan focused on praise, rewards, and incentives. When the administrator has been notified of continued misbehavior, the child will be removed from the group and these procedures will be followed:

- | | |
|-------------|--|
| 1st Offense | Student will be counseled by office personnel in an effort to make sure that the student understands why the offense was wrong. A four minute time out will occur and the incident will be documented. |
| 2nd Offense | Student will be counseled and parent will be contacted by phone by office personnel. Parent feedback and support will be requested. A four minute time out will occur and the incident will be documented. |

3rd Offense Student will be counseled by office personnel and a face-to-face parent conference will occur. A behavior plan will be developed with input from parents, teachers and other school personnel. The incident will be documented.

Subsequent offenses will be dealt with on an individual basis. Severity of the offence will determine the action taken. District policy will be followed at all times.

B. Grievance Procedures

The Cabot School Board recognizes that there are times when parents do not agree with the actions taken by school personnel regarding a child's behavior. If such a situation occurs, parents must appeal the action at the level at which the action was taken. The levels in the system are as follows:

Level I	Teacher
Level II	Pre K Coordinator
Level III	Federal Programs Director
Level IV	District Superintendent or Assistant Superintendent
Level V	School Board

If parents are not satisfied with the results of the appeal, they have the right to appeal at the next level. Appeals will be referred back to the appropriate level if parents attempt to bypass any level of appeal.

VI. CONFIDENTIALITY

Parental Rights

Client confidentiality is a family's right to the protection of private, personal information shared with an agency for the purpose of receiving services. Confidentiality is an ethical obligation of every Community Learning Center staff member as well as a program requirement. All required records of families and children must be safeguarded to assure confidentiality. Your child's file is kept in a locked file cabinet in the Center Office. Those persons who access these files are listed below:

Any Health and Human Services official representative
Any State official, such as USDA, Dept. of Social Services, Dept. of Health
Community Learning Center Secretary
Community Learning Center Data Entry Clerk
Community Learning Center Coordinator/Principal
Community Learning Center Counselor
Community Learning Center Early Education Teacher
Community Learning Center Early Education Paraprofessional
Administrators of the Cabot School District

To further protect client confidentiality the of all Pre-K students, Cabot Public Schools Pre-K Learning Centers comply with the regulations outlined in the "Family Educational Rights and Privacy Act of 1974." This law grants parents or guardians the following rights:

To review official school records and data directly related to a student within a 45 day period after written request is made.

To review the content of the student's records for the purpose of questioning or deleting inaccurate, misleading or otherwise inappropriate data contained therein.

To give or withhold consent before personally identifiable records are released to certain persons or agencies.

To be notified when records directly relating to the child are subpoenaed by a court of law

To communicate with the United States Department of Health and Human Services if a parent or guardian believes their rights have been violated.

To withhold the following information from being released as public information: student name, address, date and place of birth, participation in officially recognized activities and awards received.

VII. REPORTING CHILD ABUSE AND MALTREATMENT

According to Arkansas School Law Statute 12-12-507:

(b) When any of the following has a reasonable cause to suspect that a child has been subjected to child maltreatment, including abuse or neglect, or has died as a result of child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, he or she shall immediately notify the child abuse hotline: 1-800-482-5964.

*Listed as number 21 - A school counselor
 22 - A school official
 25 - A teacher

Cabot Public Schools follows all guidelines and policies as set forth by the State of Arkansas.

VIII. EMERGENCY PROCEDURES

A. Accidents:

With children confined to areas such as classrooms, cafeterias, playgrounds and buses during the course of a school year, accidents and injuries are occasionally unavoidable. The district has taken every reasonable precaution to ensure the safety of all children, but accidents still happen.

The school does not carry accident insurance on students, and is immune from civil liability. It is strongly recommended that parents purchase student insurance to cover their child while at school, particularly if no other health coverage is in force.

B. Weather Related Closing Procedures:

When it becomes necessary to close school, the decision will be made as early as possible. Decisions will be made based on road conditions rather than weather forecasts. Students and parents will be notified through the following communication sources.

KARK Television	Channel 4
KATV Television	Channel 7
KTHV Television	Channel 11
Blackboard Connect	
District's Internet Website:	http://cabot.k12.ar.us

During a school day, should conditions develop which warrant early dismissal from school, these same stations will be notified.

C. Threats

STOP AND LOCK the classroom door.

1. Move students away from potential view through doors or windows.
2. Seat all students on the floor.
3. Remain in the room until told to evacuate or that all is clear.

D. Violent Intruders:

Violent intruders are defined as one or more armed people on campus who have taken one or more hostages.

- STOP AND LOCK the classroom door. Take attendance and notify the office which students are present and absent.
- Move students away from potential view through doors or windows.
- Seat all students on the floor.
- Remain in the room until told to evacuate or that all is clear.

Tornado and Fire drills will be practiced monthly.

IX. VOLUNTEERS

Family and community members (18 years of age and older) are encouraged to volunteer and participate in all center activities. They are also encouraged to accompany children on field trips, share special talents and cultural activities, serve on committees and assist with special events. Questions regarding volunteering should be directed to the Principal/Director.

General Volunteer Guidelines:

All volunteers must complete a background check. Volunteer Consent Forms are available in all school offices.

All classroom volunteers must sign in at the school office and obtain a visitor badge.

The Board of Education has approved all district buildings and outdoor areas as smoke-free sites.

No smoking on school grounds or in front of children will be allowed.

Beverage containers are not to be brought into the building.

Adults serve as a role model for children. Please dress appropriately and use appropriate language and conversations.

Training:

The Community Learning Center provides training sessions designed specifically for parents.

Volunteers are encouraged to attend these sessions. Workshops and training sessions may consist of parenting skills, academic skills, etc. GED classes are also available.

Policy Signature Form

I have reviewed the discipline, transportation, and pre-k procedures with my child.

Full name of student (please print)

Parent/guardian signature

Date

