

Cabot Public Schools Pre-Kindergarten Handbook for Families



MISSION STATEMENT: The mission of Cabot Public Schools' Pre-K is to provide a safe and nurturing learning environment that encourages development in literacy, math, and social-emotional skills in order for children to become life-long learners and responsible, productive citizens.

The Cabot Public Schools' Pre-K program is funded partially by the Arkansas Better Chance for School Success (ABCSS) grant, the CACFP snack grant, Child Care Development Funds (CCDF) grant, and tuition.

Welcome to Cabot Pre-K

Cabot Public Schools' Pre-K program is a quality approved program, licensed through the Arkansas Department of Health and Human Services. There are seventeen pre-k classrooms across the district servicing 340 four year old children.

Each of the Pre-K classrooms throughout the district are led by a certified teacher holding a P-4 Arkansas Teaching License. Also, in each classroom, are highly qualified assistant teacher to assist in the care and education of each student.

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 need for good quality education is great and the Cabot Public Schools Pre-K program strives to meet that by providing nurturing educational experiences. As an Arkansas Better Chance (ABC) program, CPS Pre-K strives to support at-risk/low achieving students. Our goal is to help your child explore and begin to understand the world around us and to lay the foundation toward increasing school and lifelong success of all children.

Equal Educational opportunity

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

Expectations

Parents may expect that:

- their child is cared for in a safe, supportive environment
- they may visit with the program director about concerns related to their child or the program
- they will be informed about their child's success & challenges with the pre-k curriculum throughout the year
- they will be informed about any misbehavior on the part of their child and they may visit with the program director &/or classroom teacher in order to bring about improvements
- they will be regularly informed by the classroom teacher about program activities

The program may expect that parents will:

- keep their child's records up to date. These include the child's enrollment/registration form, emergency form, health/shot record, and transportation form
- follow the rules regarding our sign in/out policy as explained in the section titled Drop Off/Pick Up Policy below
- follow the health policy
- understand that all children will follow the behavior/discipline guidelines
- be attentive to all communications from the program director, building principal, or classroom teacher regarding their child's behavior, and cooperate in efforts to improve the situation (ex. Brightwheel, newsletters, communication folder, e-mails, etc.)
- follow all handbook policies as outlined in Cabot Public Schools' Student Handbook

Children may expect to:

- have a safe, supportive and consistent environment in which to live as they learn
- use all the program equipment, materials, and facilities on an equal basis
- be treated with respect
- have discipline that is fair and non-punitive
- receive nurturing care from staff members who are actively involved with them

The program may expect that children will:

- be responsible for their actions
- respect 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

Hours of Operation

Pre-K classes are in session from 7:30-3:00 each day that Cabot Public Schools are in session.

Drop off/Pick up Requirements

Students can be signed in as early as 7:30 each morning. An authorized adult (18 years old or older) must sign the child in with the appropriate school personnel. If you get your child to school after 8:00, you will need to check him/her in through the front office.

Students may begin getting picked up at 3:00 in the afternoon. If you are needing to get your child earlier than 3:00, you will need to check him/her out through the front office.

All children should be picked up no later than 3:30 each afternoon. If a child is consistently picked up late, the child is subject to dismissal from the program.

An adult 18 years of age or older and authorized by the legal guardians must sign the child in each morning and sign them out each afternoon. This applies to bus riders, daycare riders, and car riders.

If an adult that is authorized to sign for a child is not at the bus stop, the child will be brought back to the school and will have to be picked up in the office by an authorized adult. An older sibling that rides the same bus as the pre-k student is **not** allowed to sign that child off of the bus. An authorized adult (18 years or older) **must** come to the bus and sign for the child.

If an unauthorized person comes to pick up a child, the child will not be allowed to go with them. The parent/guardian must keep the list of authorized people to pick up a child up to date at all times.

Attendance

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 Director)
4. Attendance at an appointment with a government agency
5. Attendance at a medical (or dental) appointment
6. Exceptional circumstances with approval of the Director
7. Participation in activities sanctioned through school

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

When a student has excessive absences, his/her parent, guardian, or person in loco parentis shall be notified by telephone or by regular mail in order to work out a plan for regular attendance. 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 form to re-enroll the child in the program or be placed on the Pre-K waiting list.

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 Pre-K Director (suzie.kelley@cps.k12.ar.us) 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 form to re-enroll the child in the program or be placed on the Pre-K waitlist.

Fees and Payment Policy

Tuition amount is based on income verification provided by the parent in the registration packet. Tuition is to be paid prior to the week the child is being served. A tuition agreement is signed by the parent acknowledging tuition expectations. Late payments may result in a late fee and/or dismissal from the program.

Student Discipline

Cabot Pre-K implements the Conscious Discipline approach to discipline. Our goal is to turn the everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves. If a student is unable to regulate his/her emotions and be successful with their peers in the classroom setting, the following steps will be taken.

1st Offense

Student will be counseled by personnel in an effort to make sure that the student understands appropriate replacement behavior. The incident will be documented by the classroom teacher and parents will be made aware of the incident and how it was handled.

2nd Offense

Student will be counseled and parent will be contacted by the teacher. Parent feedback and support will be requested. The incident will be documented by the classroom teacher.

3rd Offense

Student will be counseled by personnel and a face-to-face parent conference will occur. A behavior plan will be developed with input from parents, teachers, pre-k admin, and possibly a representative from WDMESC. The incident will be documented.

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

All school related policies and procedures can be found in the Cabot Public Schools Student Handbook which can be found on line at cabotschools.org.

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 follow all guidelines and policies as set forth by the State of Arkansas.

Cabot Pre-K follows the Cabot Student handbook for all policies. An electronic copy of the handbook can be found on the Cabot Website or a paper copy can be requested at

any of our schools.

STUDENT HANDBOOK (4.42) It shall be the policy of the Cabot School District that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this district. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided that parent(s) of the student, or the student, if 18 years of age or older, have acknowledged receipt of the controlling language. Principals shall review all changes to the student policies and ensure that such changes are provided to the students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.