

# 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 sixteen pre-k classrooms servicing 320 four year old children. Each of the Pre-K classrooms have 20 students, a teacher, and an asst. teacher.

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 rules of our drop off and pick up policy
- 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. ProCare, 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 7:15-2:30 each day that Cabot Public Schools are in session.

### **Drop off/Pick up Requirements**

Students can be signed in as early as 7:15 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.

Dismissal will begin at 2:30 in the afternoon. If you are needing to get your child earlier than 2:30, you will need to check him/her out through the front office.

All children should be picked up no later than 3:00 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 car riders as well as daycare providers.

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**

We realize students miss school for health or other valid reasons. But absences add up, and missing just two days every month puts students at risk of falling behind.

Our prekindergarten programs meet 6.5 hours per day Monday through Friday and follow the Cabot School District academic calendar. Schools take attendance each day, including when a student is late or leaves early.

Please see that your child attends school every day and on time. This will help your child establish a routine. Children thrive on structure, want to be part of a group and need to know what to expect throughout the day.

An absence refers to missing school, being late or leaving early. Please communicate with your child's teacher if they will be absent. If a child is absent for 10 consecutive days with no communication from the parent, they can be dismissed from our program.

The Cabot School District strives for our students to maintain a 95 percent attendance rate, or no more than 8 excused absences per semester. We closely monitor absences, tardiness and early departures.

## **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](mailto: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.

Tuition can be paid by sending a check to school in your child's folder or by paying online. The link for pre-k tuition payment can be found under the pre-k tab on the CPS website.

## **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. An informal behavior plan can be put into place by the classroom teacher, the parent, and Pre-K admin. If more support is needed, a formal 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](http://cabotschools.org).

### **POTTY TRAINING**

Students are expected to be potty trained when they enter our program.

The rules and regulations for Arkansas Better Chance for School Success states:

**14.10** ABC programs shall assist children not yet toilet-trained with cooperation and enthusiasm. Programs should not employ potty-training techniques which could be construed as punishment or shaming the child. Programs are encouraged to include the parent/guardian in any plan so it may be reinforced at home. Funds from ABC may be used to purchase resources necessary to support toilet training.

“Assist” means that we will talk your child through changing him/herself if an accident occurs. The teacher or assistant teacher will talk your child through taking off the wet/soiled clothing (this includes unbuttoning pants if needed), cleaning themselves, and dressing themselves in clean dry clothes (we can assist with buttoning/snapping clothing as needed). We will also provide a bag for the dirty clothes and make you aware that your child had an accident and that dirty clothes are in the backpack.

If any student is struggling with a potty training routine after normal procedures have been put into place, a conference will be held and a toilet learning plan will be implemented.

**CPS TOILET TRAINING POLICY (4.56)** All children entering Cabot Schools shall have toilet training to the point that each one can take care of their toileting needs without adult assistance. Any exceptions shall be made in advance of the start of school by the parent providing medical documentation of a health related cause to the building principal from the child’s physician. If there is a health

related reason for a child not being able to control his/her bowels or bladder, a health plan will be developed by the school nurse with input from the parent/guardian and physician.

**PERSONAL ILLNESS:** In order to provide our student with a healthy environment in which to learn, these guidelines should be followed:

1. If a child complains before school, take his/her temperature and keep the child home if the temperature exceeds 99.9 degrees.
2. If a child complains with stomach disorders such as nausea, vomiting or diarrhea, he/she should not be sent to school. Stomach viruses are contagious.
3. If a child has a rash of unknown origin or has a suspected condition (such as chicken pox), which may be contagious, do not send him/her to school until a physician has diagnosed the condition.
4. If a student is sent home from school with fever, vomiting, diarrhea, rash, or any other symptom that is suspected to be contagious, he/she should not return to school the next day. A child should be free from any signs or symptoms that are believed to be contagious for twenty-four (24) hours before returning to school.

Many times children become ill at school and it is necessary for parents to be notified. The following criteria will be used as a guide for notifying parents:

1. Fever of 100 degrees or higher;
2. Vomiting and/or diarrhea;
3. Symptoms of contagious conjunctivitis;
4. Symptoms of contagious diseases;
5. Skin rash of unknown origin;
6. Serious injuries;
7. Symptoms of head lice; or
8. Symptoms that the school nurse deems as a possible health risk to the student and/or to other students at school.

### **When Should I Keep My Child Home?**

Guidelines for exclusion from school due to illness can be found beginning on page 100 of CPS Student Handbook.

## **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.

