

# HUDSON R-IX

## PRESCHOOL HANDBOOK

2022-2023

Dear Families,

Welcome to the **Hudson R-IX Preschool**. Thank you for choosing our high quality program for your child. We understand the tremendous trust you are placing in us by allowing us to educate your child. Our well-trained staff is committed to ensuring your child receives the best early learning experiences in the safest, most caring environment possible. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. Our program is funded solely by student tuition.

At Hudson R-IX Preschool we believe.....

- Every child deserves a safe, healthy, and secure environment.
- All children can be successful learners.
- We have an obligation to treat the children, the families and the community we serve with honesty and respect.
- Learning should be relevant, meaningful, and developmentally appropriate.
- Parents are a child's first and most important teacher.
- Cooperation, collaboration, and teamwork are essential to meeting our goals.

### **Program Goals and Objectives**

1. Provide preschool students with high-quality, developmentally appropriate learning experiences designed to enhance kindergarten readiness.
2. Support parents in their roles as a child's first, and most important teacher by providing access to educational resources and information.
3. Provide highly qualified teachers trained in child development and a research based curriculum.
4. Ensure continuity and smooth transitions from home to early education and primary school.

We look forward to forging an educational partnership with you that will meet the learning needs of your child. We welcome your input and suggestions. And again, we appreciate the trust you have bestowed upon us by choosing us to educate your child. We are a quality program committed to excellence in our efforts to serve the preschool students of our community.

Sincerely,

Karen Warmbrodt  
Hudson R-IX

This handbook has been developed to serve as a general information resource for you and can serve as a reference on some of the main topics that may arise. The contents can be changed on an annual basis, depending upon the local needs.

After you have read the contents, we ask that you **return the signed receipt (below) back to the school**. Your cooperation is greatly appreciated. Thank you.

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**Please detach and return to school**

I have read my child's handbook and hereby acknowledge my understanding of the rules and regulations set forth therein.

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**

**HUDSON R-IX SCHOOL**

15012 NE State Route 52  
Appleton City MO 64724  
660-476-5467 office  
660-476-5527 fax

**2022-2023 SCHOOL DIRECTORY**

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Kindergarten  
First/Second Grade  
Third/Fourth Grade  
Fifth/Sixth Grade  
Seventh/Eighth Grade  
Art/Computers  
Special Education  
Speech Therapist  
Occupational Therapist  
Physical Therapist  
Title I & Gifted  
Bookkeeper/Secretary  
Secretary  
Food Service  
Custodians  
Nurse  
P.A.T.

PTO Officers: Stacie Flagg, President; Kadeena Nitchals, Vice President;  
David Hilgenberg, Treasurer; Niki Hilgenberg, Secretary

## GENERAL INFORMATION

The following are arranged alphabetically

### ACCIDENTS

Your child's physical safety is a primary concern at all times. Even with the best precautions in place, accidents do happen. If your child is hurt while at preschool, an accident report form will be completed by the staff, and you will be notified immediately. The form will describe the incident, the actions taken, discussed with parents and signed by staff and parents. We will follow District procedures to obtain medical assistance. These steps include contacting the school nurse and/or medical personnel if needed.

**Appropriate staff is certified in First Aid and CPR.**

### ARRIVAL AND DEPARTURE

Preschool is in session 7:45-11:00 Monday through Friday.

Please help us protect instructional time by bringing and picking up your child on time every day. Instructional time should not be interrupted unless prior arrangements have been made with the teacher. For safety reasons, we ask that you always accompany your child to the building. Miss Stacie will meet you at the door and sign the students in. ***PLEASE do not bring your child to school early!*** Teachers are not available to supervise your child before or after school. Likewise, please be prompt in picking up your child. If you are going to be late, please call. A child left waiting may feel insecure and worry. Continuous late pick-ups may make it necessary to collect a late fee or result in a suspension of services.

### ATTENDANCE POLICY

Children are encouraged to attend school each day to help ensure they are ready for kindergarten.

### BACKPACK

Please remember to send a backpack daily with your child to school. There needs to be a change of clothes in the backpack in case of an accident. This is an important routine to get into for when your child begins Kindergarten. Please check your child's backpack on a daily basis for projects, communication from the school, etc.

### BIRTHDAY INVITATIONS

If your child is wanting to invite students from preschool to his/her birthday party, we welcome the invitations if the whole class is invited. If you are just inviting a couple of students, please make sure and mail the invitations to the child's house. This helps prevent hurt feelings.

## CLOTHING

Children should dress in clean, comfortable clothes suitable for the weather. We will engage in a number of messy activities. Despite smocks, clothes may get dirty. An extra set of clothing (including socks and underwear) should be left at school in case of accidents. All belongings should be labeled with the child's name. Students may not wear shorts after October 15 or before April 15.

## CONFLICT RESOLUTION

Praise and positive reinforcement of good behaviors are consistently used with all children as a method to build the child's self-esteem and encourage self-control. Conflict resolution will be used with all of the children when necessary. An experienced teacher can recognize the possibility of potential behavior problems before they occur, and therefore, can redirect the child's behavior.

## CURRICULUM

The preschool curriculum represents a shared set of expectations for preschool children, expectations developed by drawing upon current research about how young children learn. Our learning environment is designed to provide students with a challenging, yet developmentally appropriate curriculum. The center has chosen to integrate the State Early Childhood Standards into the state-approved Project Construct curriculum frameworks. In addition, district kindergarten readiness benchmarks are also used to guide instruction.

The State Early Childhood Standards address: Math, Science, Literacy, Social/Emotional, Physical Development, and Health & Safety.

Project Construct is a process-oriented curriculum and assessment framework for children ages 3-7. Project Construct is based on constructivist theory, which means children construct their knowledge and values by interacting with their environment. Through this active learning process, children will construct their own knowledge; learn how to make decisions and plans; seek and organize information. The role of the teacher is to guide students in their construction of knowledge—challenging them to make predictions, try new approaches, and solve their own problems.

There are four Guiding Principles:

1. Children have an intrinsic desire to learn.
2. Children learn by doing.
3. Mistakes are O.K.
4. The domains (social moral, cognitive, representational and physical development) are interactive and interrelated.

Project Construct believes the process children go through is more important than the product that is produced. This allows children to develop thinking and problem solving skills that can be used throughout their lives.

## **DAILY SIGN IN/OUT OF YOUR CHILD/CHILDREN**

Your child must be signed in/out each day by an adult at least 18 years of age. Once your child is signed in each day, the parent/guardian must leave the facilities. You are welcome to come into the center to visit your child throughout the day, but the visits need to be kept brief, so as not to interrupt the classroom activities. While visiting the center you must not discipline any other child in the center, as this is the teacher's responsibility.

## **DISCHARGE/TERMINATION**

Termination of enrollment may take place if:

- \* The child is not toilet trained
- \* Discipline issues cannot be resolved.

Most dismissals will receive a two-week notice. We reserve the right to immediately dismiss any child who is a physical or emotional threat to an adult or a child. We may also immediately dismiss any child whose tuition has not been paid or whose file is incomplete. A parent of a child who has been dismissed and has reasonable evidence why the child should be reenrolled may talk to the administrator about whether to re-enroll the child.

## **DONATIONS**

We would love to have items donated. If you have anything at your house that you are thinking of giving away, please check with us to see if we can use it in the classroom. We can always use dress up clothes, shoes, jewelry, shirts, ties, smocks, blankets, cooking utensils, boxes, empty containers, old appliances that don't work, wallets, paper, pens, pencils, sticky notes, etc. Anything that you have we can probably use. Just ask!

## **EMERGENCY INFORMATION**

In the event of an emergency where students need to be evacuated from the school property, students would walk or be transported to Green's Welding. Parents would be contacted by phone for instructions. In the event of a tornado during the school day, children will be escorted to the storm shelter in the gym.

## **ENROLLMENT POLICY**

Hudson R-IX Preschool students who are enrolled in the program will remain enrolled until Kindergarten entry or until they are removed by the family.

Students who have contacted the school and completed their enrollment paperwork by the Spring screening date will be enrolled in the following order:

**Hudson 4 year olds, Hudson 3 year olds, out of district 4 year olds, out of district 3 year olds.** After the Spring screening date, students will be enrolled on a first come/first serve basis. Students must have reached the age of three (3) by August 1<sup>st</sup> of the school year beginning that calendar year to be eligible for admission.

### **ENROLLMENT REQUIREMENTS**

**In order for your child to attend class on the first day of school, we must have the following documents:**

- \* **Copy of social security card**
- \* **Copy of birth certificate**
- \* **A complete and accurate enrollment form**
- \* **Copy of up-to-date immunization record**
- \* **Transportation Authorization form naming those individuals who have your permission to pick up your child. Note: We will check drivers' licenses before releasing your child to someone who has not picked him/her up before. If you are a single parent with physical custody of your child, know that we have to release the child to his/her other parent unless we have a court order to the contrary.**

*Please be sure that all of the above information is 100% accurate and notify us immediately of any changes.*

### **FUNDRAISERS**

At Hudson we don't ask for you to sell items to help earn money for our school but we do ask for help in collecting some items that will reimburse our school. Those items include: Best Choice Labels, Ink Cartridges, Food Fair Receipts, & Box Top Labels. We also collect Pop Top Tabs for the Ronald McDonald House. We have a contest between each grade to see who collects the most tabs at the end of the year. If you can help us out with any of these fundraisers we would appreciate it.

### **ILLNESS**

It is not fair to others, nor is it fun for a child to be at school when ill. Please keep ill children at home. If a child becomes ill at school, you will be contacted and requested to pick the child up immediately. **Students with a skin rash, diarrhea, vomiting, pink eye, chicken pox, other contagious infections, and/or temperatures in excess of 99.9 degrees may not attend school. Students should be free from vomiting, diarrhea, and/or having a fever for 24 hours prior to returning to school.**

## IMMUNIZATIONS

We must have proof that your child's immunizations are current or we must have a physician's exemption card before he/she can attend the program.

| Number of Doses | Immunizations Required              |
|-----------------|-------------------------------------|
| 4               | DTP, Diphtheria, tetanus, pertussis |
| 3               | IPV, Polio                          |
| 1               | MMR, Measles, mumps, rubella        |
| 3               | HIB, Haemophilus influenzae b       |
| 3               | HB Hepatitis B                      |
| 1               | Varicella (chicken pox)             |

**In the event of an outbreak of a vaccine-preventable disease within the school, children who are not fully immunized and are deemed exempt from immunizations or do not have documented laboratory evidence of immunity may not be allowed to attend school until the local health authority declares the designated outbreak or health emergency has ended. This is typically 21 days.**

## INAPPROPRIATE BEHAVIOR

There are times when a child's inappropriate behavior continues after techniques previously described have been utilized. When this occurs the child is placed in a thinking chair for no more than 3 minutes. In the thinking chair, the child is removed from its group activities, but remains in the same room. When the child can settle down, has thought about what negative behavior they have done, explain to the teacher what they did, and choose to go back with the class, they are transitioned back into the classroom activities. As always, the focus is on the behavior the child chose.

If a serious behavior problem is documented, the administrator will talk with the parents. Parents may also schedule a conference with the teacher or administrator. If the problem continues and the parents do not follow through with what is recommended by the district, then the administrator reserves the right to dismiss the child from the program. The administrator reserves the right to ask the child be removed from the program if they feel like a child's behavior consistently disrupts the flow of the program, physically or emotionally harms other children, the staff and otherwise conflicts with the program rules and guidelines. Regardless of the method of behavior management, the goal of the center staff is to assist each child toward the development of self-control and positive interactions with the other children and adults.

## **LIBRARY**

We plan to work up to visiting the library once a week. Please remember to bring the books back to school. Each child gets to take a book home only if they bring a book back they've previously checked out from the week before. Your child's backpack is a great place to keep the books when you are finished reading them at home.

## **MEDICATIONS**

No medication will be dispensed at school unless we have a medical protocol signed by a doctor. If a child is not well enough to attend school for three hours without medication, then he/she should stay home.

## **PARENT NIGHTS**

Parent nights will be held at least 3 times a year for approximately an hour at a time. One will be held in October, December and April. You are invited to attend and have a great time with your family.

## **PARENT PARTICIPATION**

Our primary goal is to provide you with the best available service and your involvement is very important to us. We recognize and appreciate the trust and confidence you have placed in us and offer you the opportunity to share in the joys of childhood with us. Laughter, hugs, sharing, and discovery are what being a child is all about. Your participation as partners in your child's learning will be a positive experience for us all.

It is very important to us to keep our promise of quality care to our children and parents. Please discuss with us when you are particularly pleased with the care your child is receiving as well as when you are displeased. Please respect us enough to address any concerns you may have with us before addressing them with anyone else. When you have a concern, the proper protocol is to first discuss it with your child/children's teachers. If you feel the problem has not been solved to your satisfaction, discuss it with the school administrator. We feel this procedure is fair to you as a parent and fair to us as your child care provider. We want to address any concerns of parent(s).

We intend to keep parents informed by telephone contacts, sending notes home with your children, bulletin board announcements, and weekly newsletters. We feel it is essential to maintain good communication with our parents. We really want to hear your questions, concerns, and comments.

## **PARTIES/TREATS**

Four school parties are held during the year: Halloween, Christmas, Valentine's Day, and Easter. Please contact the teacher if you plan to attend the class party. Information on times and specifics will be sent home by the teacher. *Treats must be prepackaged from the store. Homemade treats are not allowed.*

## **REMIND APP**

Hudson R-IX utilizes the Remind App for communicating important information.

## **SAMPLE CLASS SCHEDULE**

|             |                   |
|-------------|-------------------|
| 7:45-8:00   | Arrival           |
| 8:00-8:20   | Circle Time       |
| 8:20-8:35   | Group Time        |
| 8:35-9:35   | Learning Centers  |
| 9:35-9:50   | Clean Up          |
| 9:50-10:25  | Handwashing/Snack |
| 10:25-10:45 | Outdoor Play      |
| 10:45-11:00 | Closing           |

## **SCHOOL CALENDAR**

The preschool will follow the Hudson R-IX School District calendar. Please make sure you watch your child's backpack for our newsletter with notes and calendar reminders.

## **SCHOOL CLOSING/INCLEMENT WEATHER**

Hudson R-IX Elementary/Preschool closing information will be on KMAM/KMOE Butler Radio, KCTV 5, KSHB 41, and will be communicated through the Remind App.

## **TOILET TRAINED**

Students must be completely toilet trained in order to participate in the program. *No diapering will be done by the staff.*

## **TOYS FROM HOME**

We ask that you **do not** let your child bring toys/things from home to school. This helps prevent distractions, arguments and problems with peers.

## TRANSPORTATION

Your child's teacher will ask you to fill out a transportation form indicating who has permission to transport your child; including who has primary responsibility for transportation. *Changes in this routine will not be allowed unless we have a signed note from you or a phone call.* Your child will not be released to any individual unless we have your permission. Hudson Preschool provides transportation to school to students on the Hudson R-IX bus route. Preschool students who ride the bus will need a booster seat and will be seated at the front.

## TUITION SCHEDULE

- \* **Tuition is \$30.00 per week.**
- \* If school is in session 2 days or less, fees will be waived for that week.
- \* Payments may be made by cash, check or money order.
- \* Please notify the teacher as soon as possible if for any reason payment cannot be made. We do not wish to refuse any childcare.
- \* If you plan on removing your child from the center, two weeks written notice must be given. If notice is not given, then you will be responsible for two weeks' tuition.

## VOLUNTEER POLICY

We'd love to have you! We ask that you schedule volunteer times at least one day in advance with your child's teacher. Regular classroom volunteers must meet briefly with the administrator to discuss confidentiality and guidelines before working in the classroom for the first time.