

Tiny Pirates Preschool

Chamois R-1

Parent Handbook

2024-2025

Policies and Procedures

Updated 8/1/2024



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Table of Contents

Welcome, Philosophy, Mandated Reporters-----	1
Requirements, Wait List, Hours of Operation-----	2
Fees, Tuition, Payment Procedures, Child Care Subsidy-----	3
Arrival and Pick Up, Visitors, Clothing-----	4
Meals and Snacks, Nap/Rest Time Health Policy-----	5
Health Policy-----	6
Health Policy cont.-----	7
Accident/Incident, Medication and Birthday/Holiday-----	8
Communication, Discipline, Withdrawal from school-----	9
Child's Personal File/Supply List-----	10
Curriculum-----	11
Dial 4 Screening/Developmental Delays, State Compliance-----	12
Daily Schedule-----	13
Parent Handbook Signature Page (to be returned) -----	14
Photo Permission Slip (to be returned) -----	15



1.

Welcome to Tiny Pirates Preschool

573-763-5666 ext. 5

We would like to welcome you and your child to Tiny Pirates Preschool. As your child begins their preschool experience with us, we know it will be a positive and rewarding one that will prepare your child for the transition into kindergarten.

Philosophy

Our goal here at Tiny Pirates Preschool is to provide each child with a variety of developmentally appropriate activities that are designed to meet each child's individual needs; to help children recognize and use appropriate social skills; to provide a safe and secure environment. It is our goal that each child will be given the opportunity to grow and to learn the necessary skills to become responsible citizens and to make a smooth transition into kindergarten and the elementary school setting.

Mandated Reporting:

All staff of Tiny Pirates Preschool is mandated reporters. This means that we are required by the state of Missouri to report any **known or suspected** child abuse.



Requirements for Enrollment

Child must be 3 by August 1 and potty trained. Provided there is an opening at the time they turn 3. We will not hold a spot until your child turns 3.

The family must reside in the Osage R-1 School District.

The enrollment form must be on file.

Within 30 days of a child's first day of school, a medical form must be completed and turned in.

A copy of the child's immunization record **MUST** be brought in on or before the child's first day of preschool. If not, the child will not be able to start preschool until it is on file. All immunizations must be current and complete.

Wait List

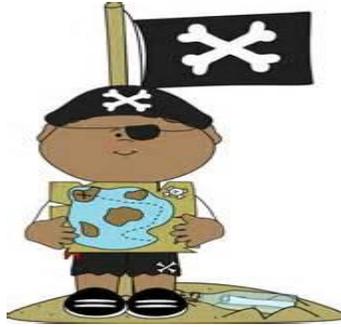
The wait list for enrollment is on a first come, first serve basis.

Hours and Days of Operation

Tiny Pirates Preschool is open Tuesday-Friday 7:40 am – 3:40 pm

Tiny Pirates Preschool will be closed on all days that the Osage R-1 School District is closed; including Professional Development Days, legal holidays and days closed due to inclement weather.

3.



Fees and Tuition

Tuition is \$80.00 per week. Our preschool fees are based on a sliding scale and possible help is available through the Child Care Assistance Program. To apply for assistance please fill out an online application for the Child Care Assistance Program which you can pick up the information from the elementary office. We charge for the full week regardless if your child is present or not. This includes all Holidays except winter/spring break.

Payment Procedures

Payments can be made weekly, by-weekly or monthly. Unless other arrangements have been made with the Elementary School or Director.

We will accept cash (in an envelope with your name on it) check or money order.

All checks must be made to Osage R-1 School. Payments should be taken to the Elementary School secretary or given to the preschool teachers.

How to Apply for Child Care Subsidy

1. Go to the Dese website (Missouri Department of Elementary and Secondary Education)
2. At top of screen go to Parents and Students (hover in area)
3. Choose Child Care Subsidy
4. Choose Families in center of page
5. Select Apply for Assistance
6. Select Child Care Assistance for Children and Families
7. Create an account

8. DVN# is 002579446.

If you have any questions or need additional help-please call Karen at the Elementary School at 573-763-5666 ext. 3. She will be able to help with this application and may do in the school office if you are more comfortable completing the application.



Arrival and Pick-Up

For the safety of the children they must be signed in and out daily.

A list of all adults who may pick up a child will be kept on file. For their safety and protection, your child will not be released to someone who is not on the list. A photo ID will be required.

Please contact us if someone other than the child's parents/ grandparents will be picking them up. If it is not someone on the list and the parents have not notified us we will not release the child to anyone.

Visitors

We love to have visitors! For the safety of our children, we ask that you sign our visitor clipboard when visiting the class. Visitors and volunteers in the classroom more than 5 hours a week will need to have on file a TB Test/Assessment, a Confidentiality form as well as a background check per the State of Missouri Regulations. You'll see many wonderful learning activities during this time and we encourage you to visit!!!

Clothing

Children should come to school dressed in simple, washable clothing appropriate for the season.

Dress shoes and sandals make it difficult for running and playing outdoors. Flip flops are not allowed. It is important to ensure children wear appropriate foot wear; such as tennis shoes. Children wearing short skirts should wear shorts underneath so that they can run and play freely!

Due to unforeseen accidents and spills, please keep a minimum of at least 1 set of extra clothing (including underwear and extra socks) in your child's cubby, just in case. Please make sure your child's change of clothes is season appropriate.



5.

Meals and Snack

Breakfast, lunch and snack will be provided for your child and is included in the cost of tuition. All meals meet the nutritional guidelines set forth by the DHSS and a menu will be provided for families. If you need financial assistance for breakfast /lunch you may apply for the free/reduced lunch program. Those applications can be found in the preschool and elementary offices. An alternate food choice will be available for those children with a food allergy. Please notify staff to any food allergies or dietary concerns.

Nap/Rest Time

We have rest time from 11:45 until 1:30. Your child is not required to sleep; but to remain quiet and after 30 minutes he/she may read a book or do quiet activity.



6.

Health Policy

Children are observed upon arrival and throughout the day for signs of illness. If unusual behavior is noticed it will be monitored closely and recorded on a Symptoms Sheet. These behaviors can include, but are not limited to:

- **Cranky or less active than usual.**
- **General feelings of discomfort.**
- **Loss of appetite**
- **Cries easily**
- **General signs of listlessness, weakness, drowsiness, flushed face or headache.**



7.

Health Policy Cont.

A parent will be contacted if: symptoms are observed and further monitored to see if symptoms progress.

If a child exhibits any of the following. They must either remain at home or be sent home if already at school.

- **Fever:** if a child has or has had in the last 24 hours a fever of 100F orally, 99F under the arm, or is on a fever reducing medication, such

as Tylenol. A child must be fever free for 24 hours before they may return to school.

- **Vomiting:** if the child has vomited twice in 24 hours or has vomited once and displacing other symptoms. The child needs to stay at home for 24 hours after symptoms disappear.
- **Diarrhea:** if a child has 2 abnormally loose stools, or if they have 1 loose stool accompanied by other symptoms. The child must remain home for 24 hours once the symptoms disappear.
- **Severe coughing and / or sneezing:** if the child makes a high – pitch whooping sound after coughing, or if the child turns red or blue in the face.
- **Difficult or rapid breathing:**
- **Pinkeye:** if a child has tears, redness or eyelid lining, irritation, or swelling and discharge or pus. A child must stay home until the discharge has completely stopped or if they have been on medication for 24 hours and have a physician's written permission to return to school.
- **Yellowish skin or eyes:**
- **Sore throat or trouble swallowing:**
- **Infected skin patch (es);** crusty bright yellow, dry or gummy areas of the skin.
- **Unusually dark, tea colored urine:**
- **Grey or white stool**
- **Headache or stiff neck**
- **Unusual spots or rashes, undiagnosed skin eruptions**
- **Severe itching of the body or scalp:** evidence of head lice, mites, scabies, or severe itching/scratching of the body or scalp.

Other signs or symptoms: those symptoms that is compatible with that of a communicable disease, especially if the child has been exposed to communicable disease.

If a child has scabies, ringworm, lice or impetigo they may only return when they are no longer contagious and must present a note from a physician.



8.

Accidents/Incidents

Accident and incident reports will be completed and signed by the parents when a child is hurt or when another child inflicts harm on a child. The children will be cared for and parents will be called if the situation warrants a call. The form will be placed in the child's file.

Medication

Medications will only be administered with dated, written permission from the parents stating the medication name, amount to be administered, and time(s) to be administered, and how long the medication should be administered.

Prescription medications shall be in their original container labeled with the child's name, instructions for administration, including times and dosage amount, and the physician's name. This includes sample medication given by the physician.

Medication will be returned to the parent or disposed of immediately when no longer needed.

Birthdays/Holiday Celebrations

A store bought, pre-packaged snack may be brought in for children's birthday and for special snack. Please let staff know ahead of time I holiday celebrations. This will be served to the children for their afternoon



9.

Communication

Open communication between the school and the families is crucial to the success of the program and the children's education. Newsletters are published weekly. There is a bulletin board where other info is posted, such as the menu, daily schedule, lesson and activity plans and calendars. There is also a space provided where important notices and information can be posted.

Communication about your own child or the program should be first discussed with the Teacher/Director. If problems or concerns still exist, please contact the school Administrator.

Parents are welcome to check in on their child. Parent/teacher conferences are scheduled for every child twice a year. Parent may also view their child's portfolio with the director present.

Discipline

At Tiny Pirates Preschool we take a positive approach to discipline, we focus on learning to make good choices, being respectful to our school, being respectful to others. And being respectful to ourselves.

We will guide children to make good choices and to help them accept consequences when they don't make good choices.

We will assist children in understanding their feelings and learning how to express them in an appropriate manner.

A cool off time may be used by a child when they need a few moments to collect themselves and get their selves under control. The child will determine how much or how little time is needed. Teachers will guide children in calming techniques.

If a child displays consistent discipline problems, such as violent behavior towards students or staff, behavior that causes injury to themselves, other students or staff; or a consistent disruption of learning the staff will meet with the families to set up a plan. If these issues are not resolved through conferences between the parents, Preschool staff, and administrator the student may be asked to leave the program.

Biting is a serious offense

If your child bites other children or staff you will be notified immediately and asked to come and get your child for the day. If the biting continues your child will be removed from the program.

Withdrawal from School

Withdrawal from Tiny Pirates Preschool will require a two-week notice. Full tuition will be due for the last two weeks, even if the child has already been removed from the center.

Field Trips

Parents will be given advance notification of these events. Permission slips will be required if allowing your child to participate in the activity. Additional fees for these trips or programs may be required. Parents are welcome to attend these events. No transportation will be provided by the district



Child's Personal File

All parents have the right to see their child's personal file. Please ask the Teacher/ Director if you feel you need to look at it.

Preschool Supply List

- 1 complete change of clothes that can stay at school (pants, shirt, underwear, and socks)- Season appropriate **(Marked with child's name)**
- 1 small blanket (small enough to fit in cubby)
- 3 boxes of kleenex
- Baby Wipes
- Back pack

11.



Curriculum

This year in the preschool classroom we are using the ELLC approach to learning, which stands for Emerging Language and Literacy Curriculum. This curriculum will help children develop self-awareness through interaction with children and adults in a planned learning environment; build on prior knowledge, construct new knowledge, practice skills in an interactive environment; expand abilities in all developmental domains including social/emotional/, physical/motor, cognitive/academic, and language/literacy; and acquire knowledge and skills consistent with school readiness. Instruction throughout the year will be explicit, systematic, supportive, and implicit. EKKC is made up of 23 different concepts each taught over 2 weeks in the form of literature-based units. Within those concepts include shared storybook reading, ELLC circle time, small phonological awareness groups, and 2 hours of learning centers daily. Shared storybook reading will consist of reading the themed book/s for the unit and reviewing the book in detail. ELLC Circle time will consist of doing a small group activity to get everyone involved and focusing on vocabulary, rhyming words, and the sounds of the letters. Two hours of the day will be set aside for centers, there are 11 different centers associated with the curriculum, therefore half the centers will be done in the morning and the other half will be done in the afternoon. The ELLC allows children to experience the importance of language and literacy in a way that is hands-on and easy to understand.



12.

Dial 4 Screening

All children will be screened using the Developmental Screening Kit, called the Dial 4. This screening gives us an idea of the child's development level based on Cognitive, Motor and Language skills. If a child is unwilling or too distracted then they will be rescreened once they feel more at ease and comfortable with the classroom and teachers.

Developmental Delays

When a teacher observes a student with difficulties or if there is information gathered from the Dial 4 screening or from any medical professional that warrants additional screenings, the Special Educational Director will be contacted for suggestions and possible referral for further testing and evaluations.

State Compliance

All families have the opportunity to view the results of the State Inspections, Fire Inspections, and Sanitation Inspections. These records are for public knowledge. Please see the Teacher/Director for this information.



13.

Daily Schedule

7:40-8:00	Arrival	Children will begin arriving and doing busy boxes on the carpet waiting for everyone else.
8:00-8:30	Breakfast	Children will wash their hands and be seated at the table for breakfast served family-style.
8:30-8:45	Opening Circle	We will begin the day by going over the calendar, theme/letter/phoneme of the week, movement song, and reading a book.
8:45-9:45	Learning Centers/PA Groups	Children will have the opportunity to explore the morning centers and meet with the teacher for an educational activity to review concepts.
9:45-10:00	Shared storybook reading	We will be sitting on the carpet reading the themed book for the unit.
10:00-10:15	Bathroom	Children will use the bathroom before we go outside to play.
10:15-10:45	Outside Time	We will be outside playing on the playground.
10:45-11:00	ELLC Circle Time	We will be do a themed literacy activity on the carpet that goes along with our unit.
11:00-11:30	Lunch	Children will wash their hands and be seated at the table for lunch to be served family style.
11:30-1:30	Nap Time	Children will nap on cots after lunch; if they wake up early, busy boxes/quiet activities will be available, so they do not wake the others.
1:30-2:00	Bathroom/Snack	Once children are awake, they will go to the bathroom and sit at the table for a snack, served family style.
2:00-3:00	Learning Centers/PA groups	Children will have the opportunity to explore the afternoon centers and meet with the teacher for an educational activity to review concepts.
3:00-3:40	Outside Time/Dismissal	We will be playing outside on the playground until picked up.



14.

Parents please sign below after you have read the Parent Handbook

I, _____ parent
of _____

Have read the Tiny Pirates Preschool Parent Handbook

Date _____

Please return this page to the Teacher/Director before the first day of Preschool.



15.

Photos

I give my permission for my child to have his/her photo taken and be published in the newspaper, web site, yearbook, or classroom by Tiny Pirates Preschool staff and the Chamois Elementary Yearbook staff.

Date _____