

KIT CARSON PRESCHOOL PROGRAM

STATEMENT OF POLICY AND PROCEDURES

The purpose of our preschool program is to provide the kind of environment and varied experiences that will allow the child to:

- Make a successful transition from the home to school become familiar with the school setting
- Develop an interest and joy in learning
- Develop security and a feeling of success
- Develop self-control
- Develop creativity
- Develop responsibility

Our program will guarantee equal educational opportunity to each child according to his/her needs within the limits of his/her capacity.

Hours

Preschool will meet Monday through Thursday during the regular school year. It will begin at 8:30 a.m. and end at 11:30 a.m. The preschool program is offered to the Kit Carson School District residents without a fee.

Requirements

The following requirements MUST be complete before a child can attend preschool.

- Children must have reached the age of three years prior to enrollment. All other students must have reached the age of four by the starting date of the regular school year.
- Submit Current Immunizations or Sign Exempt Form
- Current Physical signed by a physician

Registration

Registration is preferred to be completed before the first day of school in the office to ensure that all requirements have been met. Children who live in the Kit Carson School District R-1 will receive priority for admission.

Arrival and Departure

Please drop off and pick up your child on time. Preschool hours are 8:30 a.m. to 11:30 a.m. Please call the office if your child will be late or absent.

All Preschool students must be signed out on the sheet provided by your child's teacher. Students are **ONLY** allowed to be checked out by parent/guardians or any of the authorized people listed on the Kit Carson School District R-1 Preschool Students Record.

If you, the parent or legal guardian, do not want the non-custodial parent to pick up your child, you must have a **legal document** indicating that the child may not be picked up by the parent. Talk to your child's teacher or the school principal if you have more questions.

Parents may have an emergency or unusual situation when someone not listed on the card must pick up the child. Parents should call the school and give verbal permission and the name of the person who will be picking the child up. When a person that does not have permission arrives to pick up the child, a preschool staff member will call the parent or legal guardian and obtain a verbal decision about whether the person has permission or not to pick up the child. Record of the decision will be documented in the student's file. If the parent is not available, the student **will not** be released to the unauthorized person. If a child does become lost, the staff will

work together to locate the child after notifying the front office. In the unlikely event that the child cannot be located immediately, the parent will be contacted along with applicable district personnel.

Transportation and Field Trips

Kit Carson School District will provide transportation for the student outside the city limits. This transportation will be provided to school and the parent is responsible for transportation home. If a child arrives to school while the class is away on a field trip, the front office will provide you with information as to where the class is if you desire to meet them there. If you choose not to meet the class at their location, your child may not attend school on that day.

Handbook

It is important to read through the entire handbook to understand Kit Carson School District's policies and procedures. Please refer to the Parent/Student Handbook on the school policy of reporting child abuse/neglect. This information is on pages 23 and 24. Information on student discipline is on page 9. Discipline in preschool is generally a time-out from activity. Our one rule is:

NEVER HURT ANYONE ON THE INSIDE OR THE OUTSIDE!

Illness/Injury

If a teacher suspects a child is ill or injured he/she will contact the Principal's office in an attempt to notify the parent or guardian of the child. If the attempt to notify the parent is unsuccessful and if written permission to contact a doctor has been given the Principal shall do so. If the illness or injury appears to the nearest medical facility and contact the parent, attention shall be given to the medical information card completed by the parents.

No medication is to be given to children by school personnel without the written order from a physician indicating

- The name of the child.
- The name of the drug.
- The name of the physician
- The directions for administering the drug.

Emergency Procedures

- Fire- In the case of a fire, the children will exit the north door and walk with their teacher to the baseball field. They will remain there until the Fire Chief or the Principal instruct otherwise.
- Blizzard- If there is a blizzard, school will be cancelled. Announcements will be made on the radio KLMR Lamar or KNAB Burlington.
- Tornado- If a tornado should occur children will go into the hall. They will kneel down, head against the wall and hands over their heads.
- If a child is lost it will be immediately reported to the office and a search will begin.

Supplies

Check the Preschool supply list to make sure your student has the appropriate school supplies. The children's personal belongings will be sent home at the end of each session. Should a child forget something it may be picked up during school hours. School supplies (crayons, pencil, and pencil box) will remain at school until the year ends.

Snacks

A snack will be provided at mid-morning. Milk is provided through The Special Milk Program. The Special Milk form is included in the registration paperwork.

Potty Training

Students are required to be potty trained unless diagnosed with special needs. For that once a year accident, please send a change of clothes and plastic bags for soiled clothing.

Volunteers & Visitors

The school shall be open to visits by parents or guardians of the child at any time the school is in operation. Safety and security in the classroom are very important to us; therefore, we request that any adult visiting the classroom contact the office to arrange a visit. Any parent or visitor entering a classroom must sign in with the office.

Provision shall be made for conferences with the parents or guardians and the teacher in order that the parents or guardians may be informed of the child's behavior, his/her progress, social and physical needs. A record of parent teacher conferences shall be maintained in the child's file. The record shall include at least the date of the conference and names of staff and parent(s) involved.

Withdrawing

Please inform your teacher and the office staff immediately if you wish to withdraw your child from the program.

The school will notify the parent if any significant changes are made in the schools services. Policies or procedures in order that the parent decide whether the school continues to meet the needs of their child.