

USD 380 Vermillion Early Childhood Handbook



**209 School Street
Vermillion, KS 66544
785-382-6216**

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USD 380 Early Childhood

Classes

- **Preschool & Kinder Prep**
 - ***Frankfort - Morning Students***
 - 8:00-11:30 am
 - Monday, Tuesday, Thursday, Friday
 - ***Centralia - Afternoon Students***
 - 12:00-3:30 pm
 - Monday, Tuesday, Thursday, Friday

Enrollment

- **Preschool Students**
 - To enroll in the Preschool classroom, students must be at least three years of age by September 1 of the current school year.
 - There will be no monthly tuition fee charged for Preschool students who have reached age three by September 1.
 - Applications for free and reduced fees can be completed at the time of enrollment.
- **Kinder Prep Students**
 - To enroll in the Kinder Prep classroom, students must be at least four years of age by September 1 of the current school year.
 - There will be no monthly tuition fee charged for Kinder Prep students who have reached age four by September 1.
 - Applications for free and reduced fees can be completed at the time of enrollment.

*** See Pages 9-11 for Payment Plan Agreements. ***

Out-of-District Student Policy

A student will not be able to attend our Early Childhood Program if he/she lives outside of the USD 380 district. Students attending daycares within the USD 380 district are not an exception. You must reside within the USD 380

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district boundaries. Exceptions will be made if he/she has a sibling attending either of the USD 380 K-12 buildings.

Enrollment Cap

Capping numbers means that we will be limiting the number of students within each classroom.

- ***Kinder Prep Students***

- There will be a cap enforced, when needed, due to high numbers of enrollment. **Kinder Prep will cap at 20 students** for each of the morning and afternoon classes.

- ***Preschool Students***

- There will be a cap enforced, when needed, due to high numbers of enrollment. **Preschool will cap at 18 students** for each of the morning and afternoon classes.

- *The cap will be enforced when enrollment numbers are high and students will be selected as follows:*

- **Kinder Prep** students must be *at least four years of age* by September 1 of the current school year. When a cap is enforced, we will take preference for the oldest students until the **cap of 20** is met.
- **Preschool** students must be *at least three years of age* by September 1 of the current school year. When a cap is enforced, we will take preference for the oldest students until the **cap of 18** is met.

Required Paperwork

Before a student is allowed to attend USD 380 Vermillion Early Childhood's Program, the following paperwork must be on file:

- Copy of Child's Birth Certificate
- Copy of Immunization Record
- Copy of Current Health Assessment

Arrival and Departure

- Frankfort - Morning Students
 - Have your child to the Frankfort school by 7:55 am, unless your child is on the bus route.
 - The bus leaves Frankfort by 8:05 am, class begins at 8:15 am.
 - Students will leave Vermillion at 11:30 am to return to Frankfort at 11:50 am.
 - If you pick up your child at the Frankfort school, please be there when the bus arrives at 11:50 am.
- Centralia - Afternoon Students
 - Have your child to the Centralia school by 12:00 pm, unless your child is on the bus route.
 - The bus leaves Centralia by 12:05 pm, class begins at 12:15 pm.
 - Students will leave Vermillion at 3:10 pm to return to Centralia at 3:20 pm.
 - If you pick up your child at Centralia school, please be there when the bus arrives at 3:20 pm.
- *Extras*
 - Your child will have to wait in the school office if you are not there on time.
 - If your child is being dropped off at home the bus driver **MUST** see an adult at the house in order for the child to get off the bus.
 - The bus driver is also only required to wait 1 minute before going to the next stop.
 - If there is ever a change in your child's schedule, **please contact the Vermillion School at 785-382-6216!**

Inclement Weather

- If there is a two-hour delay for the USD 380 district, there will be NO Early Childhood Classes that day.
- Parents will be contacted via REMIND 101 app and our Early Childhood Facebook page.

Enrollment Fee

An enrollment fee will be assessed to all students who attended the Early Childhood Program. This fee is \$50 per student and will be assessed on Back to School in August. This fee must be paid prior to the start of school.

Snack/Milk & Supply

A snack and milk will be provided for both morning and afternoon classes. A fee will be collected through your payment choice of \$20 a month, \$90 a semester or \$180 a year for the Kinder Prep and Preschool students.

Health Guidelines

- **Fever 100.4 or greater-** Students must be fever free WITHOUT medication for 24 hours prior to returning to school. If your student is sent home from school with a fever, he/she CANNOT return the next day.
- **Vomiting/Diarrhea-** Students must have had no episodes of vomiting/diarrhea for 24 hours without medication prior to returning to school. If your student is sent home for vomiting/diarrhea, he/she CANNOT return the next day.
- **Influenza—2019 KDHE guidelines REQUIRE that persons with influenza stay home and not attend work, school or other activities for 5 days following onset of the first symptoms of influenza. Students must ALSO be fever free for 24 hours without medication before they are allowed to return to school. Students must meet BOTH criteria prior to returning to school.** Please notify the school as soon as possible if your student is diagnosed with influenza. Should you need help figuring out when your student can return, please contact me or the school office.

Personal Hygiene

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We ask that you send in a set of extra clothes including, shorts, pants, t-shirt, undergarments, and socks. If your child is not yet potty trained, we strongly encourage you to be working on this at home, so it will not impede their education in the classroom. Parents will need to supply the school with pull-ups/diapers if they are not potty trained.

Parent-Teacher Conferences

Parent-Teacher Conferences are held in the fall and spring. We ask that you try and sign up for a fall time at enrollment, if possible. Your child's teacher will be in contact to make arrangements for scheduling your child's conference. Spring conferences are by request only.

Birthday Treats

If you would like to bring treats for a birthday or special event, please notify the teacher at least **24 hours in advance**. Birthday treats are shared at snack time.

Equal Educational Opportunity

In conformance with the provisions of Title IX of the Education Amendments of 1972 and Rules and Regulations of the Department of Health, Education, and Welfare (456FR Part 86), the following shall be the Policy of Vermillion Unified School District No. 380, Vermillion, Kansas:

- The Board of Education of Unified School District No. 380 will not discriminate against any student on the basis of sex, marital status, race, age, color, creed, or national origin in their pursuit of an education or desire for educational program activity.

Amendments & Changes Policy

The program reserves the right to deviate from this handbook, in response to updated regulations, laws, personnel, payroll, and human resources best practices, or for any good faith reason, and reserves the right to make changes to this handbook at any time, including deletions, additions, or other

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modifications. All changes will be effective immediately upon publication by the Early Childhood Coordinator or designated representative, and subject to ratification by the USD 380 Board of Education. Changes shall be in writing and distributed to all employees and/or volunteers, as appropriate.

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School Supply List

Preschool Students

- 1 Package of Baby Wipes
- 1 Regular Sized Bookbag
- 1 Box of Quart Ziploc Bags (girls only)
- 2 Small Glue Sticks
- 1 Boxes of 8ct. Large Crayola Crayons
- 1 Box of Kleenex
- 2 Rolls of Paper Towels (boys only)
- 1 Container of Clorox Wipes

*It is not necessary to label the items.

Kinder Prep Students

- 4 Glue Sticks
- 2 Boxes of 24ct. Crayola Crayons
- 1 Set of 8 Crayola Markers (Original or Classic Colors Only)
- 1 Large Pink Eraser
- 1 Plastic Supply Box
- 1 Blunt Tip Scissors
- 2 Rolls of Paper Towels (boys only)
- 1 Package of Baby Wipes
- 1 Box of Kleenex
- 4 FINE Tip Expo Markers
- 1 Box of Gallon Ziploc Bags (girls only)
- 1 Container of Clorox Wipes

Please LABEL all supplies! Thank you!

Early Childhood Agreement

Kinder Prep & Preschool Students Payment Options

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(please select one):

Snack and Milk Fee

___ Monthly: **\$20.00** due by the 15th of each month starting August 15th

___ Semester: **\$90.00** due by August 15th and January 15th

___ Annually: **\$180.00** due by August 15th

Enrollment Fee

___ Enrollment Fee of \$50

Checks should be made payable to USD 380 Early Childhood.

I understand that payments delinquent more than (1) month, per the payment due date in my Early Childhood Agreement, could result in my child being withdrawn at the district's discretion.

Child's Name:

Parent/Guardian Name:

☐ I have read and understand the USD 380 Vermillion Early Childhood Handbook.

☐ I agree to the above selected payment choice.

Parent/Guardian Signature

Date

Staff Signature

Date

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