

Updated 9/15/2023

Warrior Preschool Program Parent Handbook
August 2023

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USING THIS HANDBOOK

Dear Parents and Families,

Welcome to the Warrior Preschool program for children and families of the Smithville community. Our goal is to provide a welcoming, safe, and developmentally appropriate environment for every child.

This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook, we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and educators are vital.

Our goal is to provide the highest quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We welcome your comments, questions, concerns, and suggestions about your child's experience and the program. We understand that nothing is more important than your child's early education and care experiences.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.

Come and talk with us should you have any suggestions, questions, or concerns.

INTRODUCTION

PART 1

This handbook is designed to acquaint all parents with the current policies and procedures of the Warrior Preschool. The handbook can be accessed through the website online at all times.

The Warrior Preschool is an educational setting for community children. The Warrior Preschool follows guidelines and processes from the Missouri Department of Health and Senior Services.

Each room is staffed with one educator and an assistant. A variety of child and family needs are met through the Program. The Warrior Preschool serves approximately 60 families with children from three through 5 years of age for preschool. Promoting high-quality early childhood care and education in a model setting is a primary goal.

MISSION STATEMENT

The Warrior Preschool embraces the most current practices in early childhood education and values whole child development through interest and project-based curriculum. Our educators are committed to providing a safe and loving environment in which children explore, discover, learn and play.

PROGRAM PHILOSOPHY

The Warrior Preschool and its staff believe that children learn best in a supportive, loving, home-like environment where they are encouraged by caring adults who observe and learn beside them. We believe that children should be given time, appropriate materials, and engage in meaningful interactions to develop intellectually and emotionally.

The educators in our center are advocates for children who love and encourage them to develop academically and socially. As they listen and learn with each child, they assess and guide the learning process and empower children to make sense of their world.

PROGRAM GOALS

The Warrior Preschool aspires to meet the needs of ALL children and families. We provide care and developmental stimulation through play-based academic growth opportunities for young children as well as educational opportunities for families. Educators at our preschool see themselves as researchers, learning about each child's development and simultaneously furthering their own pedagogical knowledge. They specialize in developing and implementing the newest techniques based on the growing body of research that shows positive correlations between home-like indoor environments and strong interpersonal relationships and the ability to concentrate. In our indoor and outdoor classrooms, we are constantly "Discovering and Caring Together!"

The young child is a member of his/her family. It is our aim to work with each family to create the best possible environment for their child while in our program. The staff of Warrior Preschool focuses on the total and unique growth and development of each child. We promote:

❖ **Approaches to Learning:**

- Making and expressing choices, plans, and decisions
- Solving problems encountered in play

❖ **Social-Emotional Development:**

- Taking care of one's own needs
- Expressing feelings in words
- Building relationships with children and adults
- Creating and experiencing collaborative play
- Dealing with social conflict

❖ **Physical Development:**

- Moving in nonlocomotor ways (anchored movement: bending, twisting, rocking, swinging one's arms)
- Moving locomotor ways (non anchored movement: jumping, hopping, skipping, marching, climbing)
- Moving objects
- Expressing creativity in movement
- Describing movement
- Acting upon movement directions
- Feeling and expressing steady beat
- Moving in sequence to a common beat
- Developing hand and body coordination

❖ **Language, Literacy and Communication:**

- Talking with other about personal and meaningful experiences
- Describing objects, events, and relations
- Having fun with language: listening to stories and poems, making up stories and rhymes
- Writing in various ways: drawing. Scribbling, and using letterlike forms, invented spelling, and conventional forms
- Reading in various ways: reading storybooks, signs and symbols, and one's own writing
- Dictating stories

❖ **Arts and Sciences:**

- Mathematics
 - Seriation
 - Number
 - Space
- Science and Technology
 - Classification
 - Time

❖ **Social Studies**

❖ **The Arts**

- Visual Art
- Dramatic Art
- Music

FACILITY

The Warrior Preschool is located in Eagle Heights Elementary at 18801 Eagle Parkway, Smithville, Missouri, 64089.

NON-DISCRIMINATION POLICY

The Warrior Preschool does not discriminate on the basis of race, religion, culture, heritage, political beliefs, marital status, national origin, or sexual orientation.

POTTY/TOILET TRAINING POLICY

When a child begins enrollment, he or she must be completely potty trained. The child should be in cloth underwear and not in diapers, pull-ups, or training pants. Children are expected to use the toilets and clean up properly without assistance from educators or assistants. Assistance with hand washing reminders and clothing fastening will be given if necessary.

In the event the child is found not to be fully potty trained as indicated by three “accidents” (inability to reach the toilet on time, wetting or soiling undergarments), at the discretion of the educator, the child will be asked to take a 2-week leave from the center to work towards readiness. If upon returning the child still is not trained as indicated by one or more accident(s), the child will be asked to take a month-long leave. The month-long leave will be repeated until the child returns fully potty trained. During the times of leave, the parents will be billed as if the child were attending as enrollment will be reserved for their child. Parents have the option to decline the enrollment reservation, which would mean the child’s name would go on the Warrior Preschool enrollment waiting list if requested by the parent. The Warrior Preschool will not automatically remove a child from enrollment, so parents must notify the center if they choose to drop enrollment.

Soiled garments will be placed directly in a Ziploc bag with a note attached, to be sent home. The Warrior Preschool is not equipped or staffed to meet Missouri licensing standards and health requirements to diaper or assist in the toilet training process.

BIRTHDAYS

If you would like your child’s birthday to be celebrated, you are welcome to bring a snack to share. We recommend that you select a nutritious snack to share. Check with your child’s educator for suggestions on fun and nutritious snack ideas. **Smithville Schools are zoned nut-free. All snacks must be pre-packaged or snacks can be ordered from OPAA.** Please make arrangements with your child’s educator at least two days prior to the birthday. [Birthday Treat Order Form](#)

PART II

PROGRAM OPTIONS

In order to meet the needs of the families served, the Warrior Preschool offers a number of options for child attendance. The amount of tuition charged is figured on the number of days and the hours the child is in attendance. The Warrior Preschool serves three to five-year-old children with two classrooms.

Hours of Operation - The Warrior Preschool is open from 8:45 am - 3:15 pm during the school year. We currently operate two classrooms for children ages 3-5. Parents have a variety of options from which to choose, based on availability. These options include attendance for 3 half days Tues, Wed, Thurs; or 5 full-day attendance per week with the following schedule choices:

Full School Day: 8:45 - 3:15 (Mon - Fri)
Half-Day Morning: 8:45-11:45 (Tues, Wed, Thurs)
Half-Day Afternoon: 12:30 - 3:30 (Tues, Wed, Thurs)

The Preschool Classrooms - Enrollment is open to children who are three years of age before August 1st. **Children must also be potty trained.** The preschool waiting list for the current school year is used to determine student enrollment. Parents will be called to see if they are still interested in their child attending the Warrior Preschool. The waiting list is organized on a first-to-apply procedure. Applications for enrollment will be accepted throughout the year.

TUITION

Tuition is set by the Smithville School District Board of Education from the recommendation made by the Director and Chief Financial Officer. These are set on a monthly basis. Fees are paid to Smithville School District and are due on the 15th of each month during the school year. Monthly tuition payments will be made in the month prior to the month of service. Late payments of tuition will result in a \$25 late fee which will be applied to the next month's billing. On the second consecutive missed payment, the child's enrollment will be discontinued. The rates for the 2023-2024 school year are:

Attendance	Regular Tuition/daily
3-day Morning Only	\$17
5-day School Day	\$32
3-day Afternoon Only	\$17

MISSED PAYMENT PROCEDURE

Monthly tuition payments will be made in the month prior to the month of service. Late payments of tuition will result in a \$25 late fee which will be applied to the next month's billing. On the second consecutive missed payment, the child will not be allowed to stay in the program. Please see the payment schedule and rates for the 2023-2024 school year in [2023-24 Payment Schedule](#).

The final tuition for the month of May will be due April 15, 2024. All fees (late fees, past due tuition, etc) will need to be current as of April 15, 2024. If fees are not current by this date, the child will not be allowed to stay in the program for the remainder of the school year. Unpaid tuition and fees will roll over to kindergarten enrollment or possible collection procedures will begin.

LATE FEES

The Warrior Preschool closes at 3:15 pm(Full-day and AM Session) and 3:30 for PM Session. Warrior Preschool staff members work very hard each and every day and want to feel confident that they can leave on time. Many staff members have evening commitments. Parents who arrive late often interfere with

these plans. There will be a late fee assessed if children are picked up after scheduled dismissal time at 11:45 (morning session), 3:15 (full-day session) or 3:30 (afternoon session). Any late fees will be assessed through the RevTrack student account.

Examples of the late pick-up charge policy are as follows: \$1 for each minute late, per child. That is, if a parent arrives at 3:20 pm, 5 minutes late, a \$5 late fee will be applied (per child enrolled); 3:29 pm, 14 minutes late, a \$14 late fee will be applied (per child enrolled).

WITHDRAWAL INFORMATION

Parents are required to give the Director a minimum of a three-week notice in writing prior to withdrawing their child from the program. If your child starts the month, you will be charged for the full month. A 30-day written notice is required if a parent decides to terminate their child's enrollment in the Warrior Preschool program. This note is required regardless of what reason. All tuition is required in full at the time of termination regardless of whether the child attends the school within that 30 days. The 30-day written notice needs to be presented to the Director or building administrator. The school district will then present the parent with a written withdrawal confirmation and final invoice within five school days of receiving the termination letter. Please contact the Director or building administrator immediately to confirm the termination confirmation form has been received.

CHILDREN'S HEALTH RECORDS AND OTHER RECORDS

All children are required to have a completed preschool physician's examination form, health information form, and all immunizations must be up to date at the time of enrollment. Children at the Warrior Preschool will not be allowed to begin classes until their immunizations have been approved by a school nurse. A copy of the preschool physician's examination form must be provided. Immunizations are to be kept up to date thereafter following the Missouri guidelines schedule. An updated health form is required every year.

Immunizations are an important public health policy affecting children. As a matter of state law, children in the program must:

- Be fully immunized, or
- Be in the process of becoming fully immunized according to the approved schedule, or
- Have a physician's statement that immunizations are not needed for medical reasons or must have an exemption card on file from the State or Health Department for in-progress or exemption.

Your child's health file is kept in a secure file cabinet in the front office. This office is locked unless school personnel are present. Your child's file is considered confidential and only a limited number of individuals have access to view it. Parents may request to view their child's file at any time. Please contact the

classroom educator, building administrator, or the Warrior Preschool Director to make arrangements to view the file.

The Director will have access to review the file so that medical and family information is correct and up to date. Warrior Preschool educators have access to review files to see what individual/special needs your child has. This information will help with planning and goal setting for your child. The school nurse will view records to check that immunizations are up to date.

FAMILY ORIENTATION

Before the school year begins, each family will receive mailings through the summer. An orientation night for families will be offered the week before school begins during the elementary back-to-school night on **August 17, 2023, from 4:30-6:30**. Your family will come to the classroom, meet the educators, see the classroom and become acclimated with some of the daily procedures of preschool. During this time, the family will have the opportunity to ask questions about the program with the educators and director.

PART III

CALENDAR

The Warrior Preschool Program will follow the Smithville School Calendar. Please click link. [2023-2024 School Calendar](#)

ARRIVAL AND DEPARTURE

Arrival and departure is a busy time in the Warrior Preschool. Parents are asked to walk their children to the point of entrance to meet their preschool educator. This procedure is in place for the safety of our preschool children. If you arrive late, parents must sign their child in at the main office front desk as well as mark lunch choice or no lunch (if applicable).

[Warrior Pre-School Map.jpeg](#)

See in addendum

ARRIVAL

During arrival, it is very important to set up a routine that your family can follow every day. This provides your child with a sense of security.

Full-Time Students: The educators will meet the student and parent at entryway doors at the north entrance at 8:45-8:50 am.

Part-Time Students: The educators will meet the student and parent at entryway doors at the front entrance at 8:45-8:50 am and 12:30 to 12:35.

If a family arrives late to school, they will need to enter through the Eagle Elementary front entrance door. Please note that the preschool will not be accessible before 8:45 am in order to allow time for the educators to prepare for the day.

Please keep educators informed about your child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school.

When it is time for the person dropping the child off to go, tell the child you are leaving and say "Goodbye". If your child is having difficulty separating, signal the educator for assistance. Feel free to call us later if your child is upset when you leave, and we will let you know how he or she is doing.

DEPARTURE

Full-Time Students: The educators will meet the student and parent at entryway doors at the north entrance at 3:15 to 3:20 for afternoon pick up.

Part-Time Students: The educators will meet the student and parent at entryway doors at the front entrance at 11:45 to 11:50 and 3:30 to 3:35 for afternoon pick up.

If someone we do not know is to pick up your child, please inform the educator. This person must be listed as authorized to pick up your child on the enrollment form. Remind the authorized person that we may ask for picture identification to ensure your child's safety.

If there are any changes in emergency contact information or individuals who are authorized to pick up your child, please fill out the Change of Information Form, found in PowerSchool, immediately. You may have up to three (3) different people who are authorized to pick up your child in the emergency directory. We strongly encourage families to have at least two authorized people listed.

Once you have reunited with your child and begun departure, the Warrior Preschool is no longer responsible for your child's safety. Please be sure he/she remains with you both inside and outside of the building. Please use the sidewalk when going to your vehicle in the circle drive.

Arrival and Departure for Students or Patrons with Disabilities - There is a handicapped entrance at the front main entrance and the north entrance of the building. There is handicapped parking available at both entrances leading into the building.

PARKING

Full-Time Students: Families that are arriving at the Warrior Preschool will enter the north parking lot of Eagle Heights Elementary off of Eagle Parkway.

Part-Time Students: Families that are arriving at the Warrior Preschool will enter the front parking lot of Eagle Heights Elementary off of NE 188th Street.

Please do not leave children unattended in cars while dropping off or picking up children. Walk with your child on the walkway at all times. Walking in the driveway behind cars is dangerous. Help your child learn “parking lot safety” and avoid accidents. If you are transporting several children and need help, call the office and ask us for assistance.

ATTENDANCE

If your child is scheduled to attend preschool and will be absent, please notify the educators as soon as possible by calling 816.532.5959. This is also important for daily lunch counts.

EARLY DISMISSAL

The Warrior Preschool will operate according to the Smithville School District’s calendar which include 5 early-out days (dismiss two hours early).

- i. The full-day classes will have 5 early-out days. Tuition is adjusted for those days.
Early Dismissal Days: October 6, October 13, December 19, March 15, May 23.
Students will dismiss at 12:45 on the early dismissal days.
- ii. The AM half-day class will attend on the 2 early-out days. The PM half-day class will not attend school on the 2 early-out days and will not be charged tuition on December 19th and May 23rd.

PART IV

EDUCATORS

Director: Andrea Ambrosio

Principal: Rachael Marchetti

Assistant Principal: Justin Orscheln

Educators: Heidi Uptegrove - Full Time Preschool Educator

Jeanie Martin -Full Time Preschool Educator

Amanda Muck - Part Time Preschool Educator

As part of the Warrior Preschool professional development plan, the Warrior Preschool educators will participate in current professional development opportunities to match current trends in early childhood education. The Warrior Preschool teaching staff will meet regularly and have professional development opportunities.

CURRICULUM

The Smithville Community Preschool will use High Scopes as our curriculum. This curriculum focuses on supporting early learners when making decisions, building academic skills, developing social/emotional skills, and connecting with peers and adults in their learning community. Active learning is the center, or the focus of the High/Scope curriculum and the Key Developmental Indicators (KDIs). The High/Scope “wheel” provides the framework of the curriculum; Adult-Child Interaction, Learning Environment, Daily Routine, and Assessment. The Smithville Community Preschool’s curriculum is child-centered, interest-based, and hands-on to encourage each child’s growing independence. Although planned themes are also used, children’s interests are considered and the curriculum is adapted as needed. Each room is designed with all or some of the following areas: blocks, kitchen, manipulative, art, reading, writing,

music & movement, sand & water, etc. Children choose from a variety of developmentally appropriate activities throughout the day. Each program includes a balance of child-and-educator activities designed to actively engage children in learning throughout the day and promote their creative expression. The daily routine includes the structure of the day (i.e. plan-do-review, small and large group time). Assessment is an integral part of curriculum planning. Monitoring and documentation of children's participation within the learning environment is on-going. Children's interests, strengths, and needs are used to shape curricular decisions.

The classrooms will be rich in language opportunities and experiences. Such opportunities include but are not limited to: stories, finger plays, poems, labeling of items in the classroom, visiting with students during free play, special times for children to share ideas and thoughts. The children will have opportunities to have a special time to share things from home. The children will be given classroom responsibilities. Children will have opportunities to give their desires for topics to be studied.

Consideration will be given to students and families for whom English is a second language. An example would be the educators who will use pictures in developing charts, etc. If needed, an assistant will be obtained to help the children and family adjust to the language barrier.

Curricular decisions are closely linked and are shaped by the on-going assessment gathered by the staff daily. Such decisions are based on the fundamental concepts of being age-appropriate, culturally relevant, and use of anti-bias practices reflected in the program in dialogue with the families of the children. Theory and research in child development, family studies, and early childhood, and early childhood special education guide the curriculum and assessment practices of the programs.

DAILY SCHEDULE

Each classroom has a daily schedule and the following are some components that will be incorporated into each day: Educator will provide daily schedule

REST TIME

Warrior Preschool half day students will not have rest time. Full Day students will be provided an opportunity for rest time each day. Parents will provide a blanket and small pillow for rest time.

MEALS AND SNACKS

The Warrior Preschool follows the guidelines of the USDA food program and children are served an approved mid-morning snack and lunch (full-time students only), and afternoon snack. Your child's educator will communicate snack guidelines and schedule for their classroom.

Menus are available online and are posted in each room.

Sack lunches brought from home: If you choose, children may bring a sack lunch from home. We ask that sack lunches be well-balanced meals that meet the USDA recommendations for young children. A well-balanced packed lunch should contain the following foods. Carbohydrate: rice, potatoes, pasta or wholemeal bread (but avoid white bread) Protein: lunch meat, chicken, cheese, egg. Dairy: a little cheese or yogurt. Vegetables: carrots, celery, peppers, broccoli. Fruit: grapes, strawberries, apples, oranges. Milk is available for purchase. Please do not send soda to school for your child's lunchtime beverage. Food items or drinks in glass containers are not allowed due to safety issues. Children are not allowed to share food.

School Lunch: School lunch is available for purchase. The school lunch does include milk.

Lunch Prices for the 2023-24 School Year are:

Breakfast.....	\$2.30
School Lunch	\$2.80
<i>Reduced Price</i> School Breakfast	\$.30
<i>Reduced Price</i> School Lunch	\$.40
Extra Milk.....	\$.50

Adult Prices:

Breakfast.....	\$2.80
Lunch.....	\$3.80

Lunch menus are planned by OPAA and meet the USDA food program standards. Your child will be encouraged to sample all foods, but will never be forced to eat. The snacks are minimum prep items. Every effort is made to provide a variety of snacks that meet the standards and encourage children to try new and different food items.

Parents that have children with food allergies must notify the Warrior Preschool with a written doctor's statement at the time of diagnosis or at enrollment. If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician and discuss this issue with your child's educator. Smithville schools are nut-free zones. Foodservice may be able to accommodate most different dietary needs (e.g., vegetarian, vegan, lactose intolerant). If this is not possible, foods may need to be sent with the child on a daily basis. Please talk to the educator or director if you have any questions. Lunch menus are posted on a monthly basis.

If your full-time child is not here by 9:00 am, but will be here for lunch--please call your child's educator so that a correct lunch count can be obtained.

CLOTHING

In order to foster independence and self-help skills, we ask that you send your child to the Warrior Preschool in clothes that he/she can manage independently. Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay, and other messy materials, they should wear clothes that can be laundered easily.

- Tennis shoes or shoes with rubber soles are required. For your child's safety, we recommend that you do not send your child in flip flop shoes.
- A complete change of clothes is essential for preschool messes, please have at least one complete set of clothing for your child. The extra set of clothing will be stored in a Ziploc baggie at school. Please be sure to mark your child's name on the outside of the baggie as well as the extra clothing.

TOYS FROM HOME

Bringing toys from home is discouraged. Warrior Preschool educators cannot be responsible for toys and other items brought from home. Sharing of the item will be expected in the classroom so if this will be difficult for your child, we ask that you help us avoid this by leaving toys from home at home.

We welcome books and other special items that can be shared during group time or further learning experiences. Please be sure to mark all of these types of items with your family names.

ASSESSMENTS

Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessment is important to understand and support young children's development. Each classroom completes a Skills Checklist that encompasses all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. Assessment is also essential to document and evaluate how effectively programs are meeting young children's educational needs, and to inform of program improvement.

Child Development--Children do not just grow in size. They develop, evolve, and mature, mastering an ever more complex understanding of the people, objects, and challenges in their environment. There is a general pattern or sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture influences development in different ways and the goals for children differ from culture to culture.

Assessment Results--

- Educators use the information gathered during the assessment process, identifying children's interests and needs, and use this in planning a curriculum that best meets the needs of all children. When appropriate, the information is used in planning for individual student needs.
- If there is an indication of a developmental delay, the educators will use the information gathered for referral for further diagnostic screenings and assessments. As needed, the Local Education Agency will be involved in further diagnostic screenings and assessments.

Confidentiality--All information gathered about a child is kept confidential. Records are kept in a secure area with limited access except by authorized personnel.

- Information obtained and collected by the program will be shared with other staff only on a "need to know" basis.
- Parents and guardians may ask to view screening and assessment results by asking the classroom educator or director.
- All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As appropriate the classroom educator, the parents, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays.
- No information shall be shared with an outside agency without the written consent from the parent or legal guardian.
- On request, regulatory authorities (Missouri Department of Health and Senior Services) shall have access to confidential materials.

MEETING INDIVIDUAL NEEDS OF CHILDREN

NEW POTENTIAL STUDENTS

We prefer to have new children ease into the room and routine. If a child enters the program in the middle of the year, we recommend a short visit, prior to full-day enrollment. This helps your child become familiar with the environment and also helps us get acquainted.

Each child is unique in his/her patterns and ease of adjustment to new situations. Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment.

When transitioning your child into our classrooms during the initial visit, we ask that you stay with your child as they will not be officially enrolled and are not included in the educator ratio. It is suggested that visits last, on average, forty-five minutes to one hour. If you would like your child to experience different times of the day, schedule your visits accordingly. For liability purposes, parents may not leave their child unsupervised during visits.

SEPARATION

Children sometimes have difficulty separating upon arrival at the Warrior Preschool. This typical behavior, over time, should decrease as children become more secure in their new environment. Here are a few suggestions to help ease separation:

- Allow adequate time in the morning for arrival adjustment.
- While traveling, talk to your child about going to “school,” who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
- Tell your child it’s time for you to go. Please, do not leave without letting your child know. Children are establishing their sense of trust and need to see you go and see you return at the end of the day.
- Give hugs and kisses and reassure your child that you will be back. It is helpful to give them an idea of your return by identifying a time of day you will be back (e.g. “I’ll see you after snack”).
- If there is still protest and difficulty, educators are close by to help your child when you leave. Usually, children calm down and begin to play soon after you leave. Remember, even those children who are comfortable in play and in their environment need your attention, affection, and reassurance.

FIELD TRIPS

The community of Smithville has numerous opportunities for student outings and field trips away from the school campus. Such opportunities are important resources for the classroom teacher. All field trips require written parent permission. Such field trips will either be walking or trips by bus to local places. Field trips outside of Smithville will still require a separate permission slip specifically for that trip.

SAFETY AND HEALTH

PART V

To ensure the most optimal learning environment for children, the Warrior Preschool follows guidelines and processes from the Missouri Department of Health and Senior Services - Bureau of Child Care.

The school district follows all inspection requirements to ensure that all fire, health, and safety regulations are met and that the Warrior Preschool adheres to high-quality standards regarding educator requirements, adult/child ratios, curriculum, nutrition, and other administrative practices.

Regular maintenance of the facility and the equipment falls under the Smithville School District maintenance department. Regular inspections are often made of facilities and inspection records are kept in the front office. If Warrior Preschool finds a concern, the following steps are taken: 1) The Warrior Preschool director shall notify the appropriate department on campus for repair. 2) The department will make a visit to the center as soon as possible to assess the work needed to be completed. 3) Depending upon the work needed to be completed, the department will make repairs immediately or when the parts required are secured. 4) If the latter is the case, the equipment in question will be removed or blocked from child use until the needed repairs are made.

The Smithville School District maintenance department makes every effort to ensure the safety of students from environmental hazards and pollution through the use of environmentally friendly supplies and spraying for insects is not done when students are present and is done in a timely manner so that no students will be in the area immediately after treatment. All chemicals and cleaning agents are kept in locked cabinets or closets. The building has been free of asbestos since July 1, 2018.

Emergency Procedures:

- Emergency phone numbers are clearly posted by all phones.
- The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached.
- In case of an emergency, a faculty/staff member may go with the child to the emergency room and remain until a parent/guardian arrives.
- Educators report in writing any injuries that may occur while the child attends the Warrior Preschool.
- Educators notify the parent/guardian of any injury requiring first aid treatment.
- Educators report serious injuries to the Director immediately.
- Fire drills and tornado drills are practiced according to the Smithville School District guidelines, to prepare children in the case of an emergency. Shelter-in-place (lockdown) drills are held at irregular intervals throughout the year.
- Emergency evacuation plans are posted in each room, the hallway, and outside the Warrior Preschool office.
- The signal for fire, tornado, and/or shelter-in-place is part of Eagle Heights Elementary school.

General Safety Practices:

- Background screenings are conducted, and all educators, students, and volunteers are included in the Family Care and Safety Registry (Missouri State Highway Patrol)
- All staff members are mandated to report any suspicion of child abuse/neglect.
- Children are supervised at all times and appropriate child: staff ratios are maintained.
- Authorized pick-up information is on file and in the emergency directory.
- If we are not familiar with the authorized pick-up person, we will ask to see identification and will match the person's ID with the emergency directory information provided by the parent(s).
- Each room is equipped with a first-aid kit that the school nurse provides.
- Educators take roll and monitor the number of children in their care.

- Educators move throughout the playground to ensure adequate and appropriate supervision.
- The playground is monitored closely for safety and improvements.
- Safety mats are used under climbing equipment indoors.
- Staff is trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- Medicines are stored out of children's reach and administered only with the written permission of the parent/guardian.
- Individuals who serve food wear gloves when handling ready-to-eat foods.
- Cleaning supplies are stored out of children's reach.
- Educators fill out the documentation for accidents, incidents, and health-related situations. Parents receive copies of accident/incident forms.
- Educators follow universal precautions for blood-related accidents and incidents.
- Latex "free" gloves are available in each room for emergencies.
- Toys are checked frequently and broken toys are discarded.
- Warrior Preschool administration works with parking operations to improve parking lot safety - extra stop sign, caution sign, etc.
- Emergency numbers and first aid kits are taken for walking and field trips.
- Parents are informed in advance of all field trips.
- On field trips, children must stay where educators can see them at all times and vice versa.
- Health and safety information incorporated into the curriculum and taught to the children on a regular basis.

INCLEMENT WEATHER POLICY

Warrior Preschool Guidelines for Inclement Weather--

1. If the Smithville School District is CLOSED, the Warrior Preschool will be closed.
2. If the Warrior Preschool is open with Threat of Inclement Weather:

When the Warrior Preschool opens as usual, but inclement weather becomes a serious threat, the Smithville School District will determine if an early closing time is necessary.

When the Smithville School District closes early due to inclement weather, the Warrior Preschool will also close early. Parents will be notified through email, telephone calls, and announcements by text message and social media that the Warrior Preschool will be closing early.

HEALTH POLICY

Each child must have a current health information form and immunization history in their file. Classroom educators will notify parents when communicable diseases are present and we ask that you notify the school when your child is out with a communicable disease.

ALLERGY POLICY

Smithville School District school buildings are nut-free zones.

When children are diagnosed with an allergy or there is a known allergy at the time of enrollment the parent must notify the school with a written doctor's statement. This would include food or other allergies (such as bee stings). If there is a doctor's plan for the care of the child due to the allergy, this must be given to the office and must have the doctor's signature to meet licensing standards.

If, for any reason, your child cannot eat a certain food, please provide a written notice from your physician and discuss this issue with your child's educator, principal, or director. Foodservice may be able to accommodate different dietary needs (e.g. vegetarian, lactose intolerant). The school district will provide food substitutes to the best of our ability. The Warrior Preschool will always be able to provide alternative beverages (milk and water).

A list of the children with allergies to various foods will be posted in the kitchen for those that prepare snacks and lunch to use in providing alternate selections. Parents will be asked to complete a release form allowing the school to post identified allergies. This form will be available from the office.

CPR/AED/FIRST AID TRAINING FOR STAFF

The school nurse is CPR, AED and First Aid trained. Each year, training in CPR and first aid are made available to staff at no cost to the individual.

CLASSROOM FIRST-AID KITS

Each classroom will have a bag of first aid supplies. The bag is to be taken with the class whenever leaving the room for outdoor play or taking a "field trip" to a destination on campus. The classroom educator should keep the school nurse informed when supplies need to be replaced.

Children with the following may NOT attend school:

- Chicken Pox
- Vomiting/diarrhea
- Fever (100°F or above)
- Strep Throat
- Conjunctivitis
- Whooping Cough
- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever
- Flu
- Unexplained/draining rash
- COVID-19

Unusual behaviors will be monitored closely and parent(s) will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling of general discomfort or seeming unwell
- Loss of appetite

The Warrior Preschool has limited isolation space, children developing any symptoms that require dismissal shall be picked up by the parent/guardian as soon as possible. Children will be kept in the Nurse's

Office until the parent/guardian comes. The child will be supervised at all times while in the Nurse's Office either by the nurse during regular school hours or by staff if the nurse is not on duty.

If the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.

Children may remain at the Warrior Preschool if they have ONE (but not more than one) of the following symptoms:

- A child with a temperature under a hundred degrees Fahrenheit (100°F).
- After an illness has been evaluated by a physician, medication has been prescribed, and any period of contagion has passed as determined by a licensed physician.
- When it has been determined that a child has a common cold unless the principal, director, and the parent(s) agree that isolation precautions should be taken.

Smithville School District policy states that a child must not return to class until he/she is free of symptoms (vomiting/diarrhea) for at least 24 hours.

Children with (1) ONE OR MORE of the following symptoms may NOT be brought to the Warrior Preschool or will be sent home if these symptoms occur:

- Diarrhea: More than one (1) abnormally loose stool
- Headache or stiff neck
- Severe coughing
- Unusually dark, tea-colored urine
- Difficult or rapid breathing
- Gray or white stool
- Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.
- Fever one hundred degrees Fahrenheit (100°F) or above.
- Pinkeye-excessive tearing, redness of eyelid lining, irritation, followed by swelling or discharge of pus
- An infected skin path(es)-crusty, bright yellow, dry, or gummy areas of the skin
- Unusual spots or rashes
- Vomiting
- Sore throat or trouble swallowing
- Yellowish skin or eyes

Also, the children may not be brought to the Warrior Preschool if he or she is taking an antibiotic prescribed within the last 24 hours - children must be on antibiotics for 24 hours before returning to school. The first dose of an antibiotic or a new medication that the student has not had before will not be given at school.

Children Sent Home for Illness

Children sent home from the Warrior Preschool due to illness shall not return to school the following day. A child who is feeling ill needs to be in a quiet place where he/she can rest and have lots of attention and tender loving care.

If children develop a fever while at school they will be isolated and cared for in the Nurse's office or with staff until the parent or emergency contact person can pick them up.

Children may return to school 24 hours after the disappearance of all symptoms, including the disappearance of fever, without the use of fever-reducing medicine. Children returning with any of the previous symptoms or illness will be excluded from the Warrior Preschool immediately. The decision is at the discretion of the staff.

Children Returning After Illness

When your child is ready to return and medication is required, a "Medication Authorization" form must be signed by the parent and placed on file for all over-the-counter medications and prescription medications before the school nurse can administer the medication. If the medication is a prescription, a physician's authorization is required with a signed medication authorization form.

Medication Authorization

All medication will be given to the child only with the dated, written permission of the parent(s) stating the length of time the medication may be given and if necessary, the physician's authorization. If the medication is a prescription medication, a physician's authorization is required.

Prescription medication shall be in the **original container** and labeled with the child's name, instruction for administration, including the times and amounts for dosages, and the physician's name. This may include sample medication provided by the physician. The physician will need to complete the authorization form.

All non-prescription medication shall be in the original container and labeled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages. The medication must be the appropriate children's version of the medication. Only the directions on the box can be followed unless the physician's order is obtained for something different.

Medication Authorization forms are available for short-term (two weeks or less) and long-term (daily medications). If the Warrior Preschool will be administering medication daily or over a long period of time, a physician's signature is required. Parents are asked to take home medication once they are no longer administered at the Warrior Preschool.

Accident and Illness Policies and Procedures

If a child is injured after arriving at school, the parent will be notified. The enrollment forms require home, cell, and emergency contact phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned.

If the child is injured during the day, the parent will be contacted to pick up the child. If we cannot contact the parent, we will call the emergency contact. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care for a sick child, and has transportation to the Warrior Preschool. If the child would require treatment in the Emergency Room, 911 and the parent will be contacted. Arrangements will be made for transporting the child to the Emergency Room.

If a child needs immediate medical attention, the educator or nurse will call 911. Then the parent will be called. If we cannot reach the parent, the emergency contact will be phoned. The educator who witnessed

the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries.

Parents that have children with food allergies must notify the Smithville Warrior Preschool with a written doctor's statement at the time of diagnosis or at enrollment. If, for any reason, your child cannot eat certain food, please provide a written notice from your physician and discuss this issue with your child's educator. Food service may be able to accommodate most different dietary needs (e.g., vegetarian, vegan, lactose intolerant). If this is not possible, foods may need to be sent with the child on a daily basis. Please talk to the educator, building administrator, or director if you have any questions. Lunch menus are posted on a monthly basis.

CHILD ABUSE POLICIES

Mandated Reporting

As professionals in contact with young children and their families, we at the Warrior Preschool are required by law to help the DFS become aware of children who may be abused or neglected. According to the law, public or private school educators, educational administrators, guidance or family counselors; as well as daycare/child care workers, are mandated reporters. Thus, it is the policy of the Warrior Preschool program to report any and all suspected cases of child abuse and/or neglect to DFS immediately by telephone and to follow up within 24 hours. Our school will offer full cooperation of its staff during the investigation of the reported incident.

GUIDANCE AND DISCIPLINE

One goal of the Warrior Preschool is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors guides the staff in their interactions with children. We use the Conscious Discipline Philosophy and welcome you to seek out information on the philosophy. The Warrior Preschool program also utilizes the Second Steps curriculum.

Young children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors. Therefore, children need to be encouraged to make good choices and to be prevented from harming themselves or others. This can best be accomplished through close supervision, gentle guidance, and most importantly, redirection.

Children need to learn to identify and express their feelings. However, often this requires the caregivers to acknowledge the child's response to the situation, and help him/her use appropriate strategies. For example, if we see a child about to hit another child for taking a toy away, we will prevent that child from hitting the other and say, "It looks like you want to keep the truck", and provide an alternative to hitting. We will also help the child understand that other child's point of view. "I see that Tommy is playing with the truck you had. It looks like he wants it too. Can you tell him that you are playing with it?" Through this method, children can begin to learn about the intentions of others. We hope to prevent one child from

hurting another and at the same time help that child to learn to identify feelings and verbalize expectations.

Small children are very egocentric. As a result, they are not yet capable of understanding the concept of sharing and taking turns. Therefore, it is our responsibility to lend guidance through redirection to other activities when conflict situations occur.

As every parent knows, caring for young children requires a lot of patience. Children require ongoing guidance and support as they learn about themselves and others. Dealing with challenging behaviors is a process of teaching rather than punishment and control. Children are reminded what TO DO, rather than what NOT TO DO. For example, instead of, “DON'T run”, children are told, “Please walk to the door”. Through this strategy: (1) children know what you expect, (2) a more positive classroom climate is promoted, and (3) children and adults form supportive relationships.

An additional strategy used with older preschoolers and school-aged children is to help them learn how to solve their own problems and resolve conflicts. Educators provide support and guidance as children develop and practice these skills. The staff at the Warrior Preschool recognizes that similarities in principles at home and at school make children more successful in their experiences.

STUDENT DISCIPLINE

Code of Conduct: The Student Code of Conduct at Smithville’s Elementary Schools is designed to foster student responsibility, respect for authority and for others, a strong work ethic, and to ensure orderly operation throughout the school. Research indicates that students will adjust themselves better to school and will learn more in an atmosphere that is safe and in an environment that is conducive to learning. No code of conduct can be expected to list each and every offense which may result in the use of disciplinary action. For the most part, the consequences contained in this Code of Conduct are suggested guidelines. The principal and staff have authority to use discretion and common sense as they enforce the consequences for a particular violation of rules.

Discipline is Our Responsibility: All school district staff members are responsible for the care and supervision of the students of Smithville’s Elementary Schools. The authorization to hold every student accountable and to promote responsibility, respect, and self-control while in school, on the school grounds, at school-sponsored activities, on the school bus, or during recess periods at school belongs to every school employee.

Educators shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each educator to maintain a satisfactory standard of conduct in the classroom. An individual staff member can usually handle minor misbehavior on the part of a student that disrupts the normal day-to-day procedures of the classroom or interferes with the orderly operation of the school. Misbehavior that is frequent or of a serious nature often requires the intervention of personnel at the administrative level.

When a student is sent to the office for disciplinary reasons, it may be assumed that the student has: (1) consistently failed to exercise responsibility, (2) consistently failed to respect the rights of others, (3) continued to disrupt the learning environment. When a student has been sent to the office, the

administrative personnel will then use professional discretion in determining the type of disciplinary procedure that is needed to ensure that the student's behavior is corrected.

Discipline Philosophy: Schools must prepare students for their responsibilities in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, educators, and students. A discipline policy is a tool that helps prepare students for these responsibilities. In this regard, the discipline policy becomes an integral component of the education process and a symbol of the commitment of parents, students, educators, and administrators to maintain an effective learning environment.

Corporal Punishment: The Smithville R-II School District does not use corporal punishment as a measure of correction or of maintaining discipline and order (File JGA).

Safe Schools Act of 1996: Under the Safe Schools Act of 1996, all employees of the district shall annually receive instruction related to the specific contents of this policy of discipline and its implementation, including methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity for confidentiality.

Threats of Violence: It is considered of extreme importance that the students and employees of the Smithville R-II School District perceive our schools to be safe and unthreatening environments for learning. As such, threats of violence or bodily harm, be they verbal, physical, visual, or written, will not be tolerated and will result in swift investigation, appropriate disciplinary action, and possible notification of law enforcement authorities. Students and district employees are urged to contact an administrator, educator, or counselor immediately if they have been threatened or are made to feel threatened at any time.

Missouri's School violence Hotline number 1-866-748-7047 19 Make A Call, Help Us All! Report threats against students, educators and schools.

Proactive and Preventative Strategies

The following district beliefs guide decisions around student discipline in preventive and proactive ways:

- We believe that high student engagement results in positive student behavior.
- We believe that building quality staff-student relationships and staff-staff relationships creates a school culture where all learn, trust, and own personal behavior.
- We believe that establishing positive expectations, consistent structures, and explicitly taught routines creates an environment in which all students can learn and are empowered to make good choices about their behavior.
- We believe that as our society and community changes, we need continual professional development to ensure our students' academic, behavioral, and social-emotional growth

Following a proactive and preventative approach, the following methods will be used:

- establish and teach clear rules & expectations (3-5); state rules in the positive
- establish and teach routines & procedures
- analyze classroom environment for potential drawbacks (including structure, layout & decor)
- provide behavior-specific praise
- provide choice
- recognize that educator's actions impact behavior
- provide students with "opportunities to respond" (OTR)

- provide feedback stated in the positive; praise desired behavior; structure opportunities for goal setting; explicitly describe corrective behavior
- make student and educator engagement a priority
- provide ongoing professional development for staff
- show respect for students; ignore some behaviors
- teach conflict resolution

When problems such as harmful actions, inappropriate language, inappropriate behaviors, property destruction, and/or unsafe behaviors towards themselves or others, the following methods may be used:

1. If a student is making inappropriate choices, and proactive and preventative approaches have not been effective, the student is moved to a safe spot in the classroom. This is typically a designated area in the classroom that is set apart from the other students, but in a location that allows the student to continue to receive instruction. The Safe Spot is viewed as a “cooling off” spot for students.
2. If the student is still unable to rejoin the class or causes further disruption to the class, a behavioral interventionist or administrator is called into the classroom to assist. The attempt to recover and rejoin the class is done within the classroom setting unless the behavior is disrupting the learning of others.
3. Some students may require a behavior plan that is created and implemented with the support of a behavioral specialist and/or administrator. Communication with the student’s parents/guardians is an integral component of impacting behavioral change.

If the student is still unable to follow expectations, the following actions may be administered:

First Offense: Principal/Student/Teacher conference with parent.

Subsequent Repeated Offense: Principal/Student/Teacher conference with parent. Student will be sent home for a determined amount of time (1 day) Tuition will still be applicable.

Further Repeated Offense: Principal/Student/Teacher conference with parent. Student will be sent home for a determined amount of time (1-3 days) Tuition will still be applicable.

Continuing Repeated Offense: Principal and parent conference. Student will be removed from the Warrior Preschool Program. The 30-day Termination Notification will not be required for current tuition from the day of removal forward.

BULLYING

Bullying means intimidation, unwanted aggressive behavior, or harassment that is repetitive or likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student; or substantially disrupts the orderly operation of the school.

Bullying may consist of physical actions, gestures, oral or written communication, or any threat of retaliation for reporting acts of bullying. Bullying also includes cyberbullying which is transmission of a

communication including, but not limited to, a message, text, sound or image by means of any electronic device.

Students and staff who witness acts of bullying are required to report such acts to building or district administration. Reports may be made in person to building or district administration or through the Bullying Report Form which can be found on the district website and each building website. When a report is filed via this form, building and district administration are alerted via email so an investigation may be conducted. All reports of bullying will be investigated according to Smithville School District Policy JFCF.

Bullying that includes harassment based upon race, color, religion, sex, disability, ancestry, country of origin or age will also be investigated as a potential violation of Smithville School District Policy AC which prohibits discrimination, harassment and retaliation based upon a federally protected class.

When required by law, information gathered through bullying investigations will be shared with law enforcement. Consequences for bullying include detention, in-school suspension, out-of-school suspension, or expulsion. Depending on the severity of the incident, any of these consequences can be used whether it is the first or subsequent offense.

Missouri School Violence Hotline: If you suspect your child is being bullied, remember to support your child, inform others and take action. The Missouri School Violence Hotline does take reports on bullying.

First, focus on your child. Be supportive and gather information about bullying. Tell your child you are concerned about him or her and ask questions. Contact your child's educator and/or principal. He or she will probably be in the best position to understand the relationships between your child and other peers at school. Ask the educator to talk to other adults who interact with your child at school to see if they have observed students bullying your child. If you know your child is being bullied, take quick action. There is nothing worse than doing nothing, and bullying can have serious effects.

For more information about bullying, bullies, victims, and what adults can do, check out this website provided by the U.S. Department of Health and Human Services: www.stopbullyingnow.hrsa.gov or call 1-866-748-7047.

Crisis Plan: Each of the schools in the Smithville School District has a Crisis Plan in place. Drills are conducted periodically throughout the school year to ensure that students and staff will respond quickly and appropriately in the event of a crisis. At the start of the school year, and periodically throughout the year, educators will review with students the procedures to be followed during crisis drills.

Discipline Strategies Used by Warrior Preschool Staff and Students

- Maintaining realistic expectations of children based on knowledge of child development.
- Providing clear and simple limits.
- Planning an environment that facilitates a caring atmosphere.
- Providing appropriate activities that keep children engaged to prevent challenging behaviors.
- Modeling appropriate and respectful behaviors.
- Redirecting inappropriate behaviors toward desired outcomes.
- Giving children choices between two appropriate alternatives.
- Encouraging children to work together to solve problems.
- Encouraging children to use their words to solve problems or to elicit peer cooperation.

- Providing logical and natural consequences for children's actions.
- Guiding children away from the situation until they are able to calm down and address the problem.
- Conflict resolution (for older preschoolers and school-aged children).

When there is an ongoing behavior concern, educators will contact the child's parents. Communication may be in the form of informal or formal parent-educator conferences, or written behavioral reports. If a conference is scheduled, the parent and educator will discuss strategies to promote appropriate behavior and develop a plan for change.

OUTDOOR PLAY

Outdoor play is an important part of the early childhood curriculum, and we consider the outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience. Typically, full-day children go outside twice each day, and half-day children go outside once each day. If your child is not well enough to play outdoors, he or she is not well enough to attend preschool.

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). During the cold-weather months, the preschool has a few extra hats and mittens, but not enough for everyone.

Outdoor Temperature Policy: The Warrior Preschool uses the following general guidelines when determining if the children and staff will go outside:

Winter--If temperatures fall below 35°F wind chill, staff will keep children indoors. As temperatures approach 35°F wind chill, staff will call time and temperature to monitor the latest weather conditions. Staff will also check our playground wind factor and for snow accumulation and water puddles.

Typically, staff members wait until later in the day to take the children outside when temperatures are warmer. Children spend a shorter amount of time outside in cold temperatures and are monitored closely. Please make sure your children have dressed appropriately for outdoor play--boots, mittens, hats, warm coats, etc.

Spring/Fall--As temperatures/heat index approaches 100°F, staff monitor the latest temperature and weather conditions. Children often participate in water play activities outside.

SMOKING

Smoking is not permitted on the grounds of the Smithville School District.

PART VI

FAMILY INVOLVEMENT

KNOWING AND UNDERSTANDING OUR PRESCHOOL FAMILIES

Families and culture are celebrated in the Warrior Preschool. The role of parents is vital. Family involvement and connectedness is an integral piece of what makes our program strong. Their role in informing and working together with their child's educator is the glue that keeps our center in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices, linguistic, racial, religious, and cultural backgrounds. Program staff will actively use information about families to adapt the environment, curriculum, and teaching methods to the families we serve.

FAMILY ARRANGEMENTS

The Warrior Preschool recognizes that all families are not structured similarly and that some families may live apart due to a variety of circumstances.

The Warrior Preschool educators and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's mailbox to accommodate both parents' need for information.

If information is needed by the Warrior Preschool staff regarding custody, child pick-ups, etc., please provide us with the formal paperwork. Unless we have the appropriate paperwork, we cannot keep a child's biological mother and/or father from picking up his or her child.

PARENT COMMUNICATION

Classroom routines and activities will be shared through newsletters and social media. It is helpful for you to review activities planned for the day with your child. This is a great way to talk with your child about his/her day. You may find if you ask your child, "What did you do today?", you might hear, "nothing". If you know about specific activities that occurred, you can ask more direct questions: "Can you tell me about the picture you painted today?" Because the curriculum is planned in advance, some changes based on spontaneous learning opportunities, children's interests, and needs can be expected.

We encourage you to provide the Warrior Preschool with an email address. This can facilitate timely communication and notification of special classroom and Warrior Preschool events. The educators may also use email to send newsletters and weekly project work descriptions to you.

The Warrior Preschool may also host a closed group page on Facebook or other social media where happenings and pictures will be posted only to the members of the page.

PARENT AND EDUCATOR CONFERENCES

Individual parent-educator conferences will be offered at least once during each school year. During the conferences, you will review and receive a copy of the Developmental Summary on your child.

Ongoing, informal communication of parent or educator concerns and the sharing of special joys, sorrows, and accomplishments in the child's life are important. Please feel free to speak with your child's educator during arrival/departure, or schedule a time to talk privately.

PART VII

GENERAL INFORMATION

HOW TO HANDLE A PROBLEM OR COMPLAINT

If a parent has a problem or complaint, it is the policy of the preschool that is directed to the attention of the Educator, Building Administrator or Director. If the response is unsatisfactory, parents may speak to the Smithville School District Superintendent. Parents are encouraged to make suggestions about preschool policies and programs.

Andrea Ambroson
Warrior Preschool Director
816.532.0406
ambrosoa@smithville.k12.mo.us

VOLUNTEERS AND VISITORS

Volunteers in the classroom are welcomed. You, a grandparent, an uncle or aunt, or other significant family friends are welcome to come to the classroom and share special skills, interests, and experiences with the children. Possibilities include but are not limited to:

- Read a book
- Tell a story
- Assist with a special art lesson in drawing, painting, sculpture (no arts/crafts projects)
- Do some science or math experiments
- Show photos of a past trip
- Tell me about your job, hobbies, etc.
- Cooking activities, holiday foods, ethnic recipes, healthy snacks
- Play an instrument, teach new songs
- Teach a dance or exercise program, yoga
- Share information about your culture/country, teach a language
- Talk about your favorite artists, musicians, bring examples of their work
- Gardening and planting

Classroom volunteer hours will be coordinated with the educator of the classroom. If you are interested in volunteering on a regular basis, please initiate the sign up process at the front office. Regular volunteers will be required to obtain a background clearance, sign technology agreement, and sign the guideline acknowledgment form.

Visitors will be asked to check-in at the main desk of the Eagle Heights Elementary School. A valid driver's license is required.

CLOSING STATEMENT

A strong home and school environment are essential when building a good environment for young children. All of our staff will try to do our very best to keep you informed and involved in our preschool program. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report

any changes especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved in the Warrior Preschool. We look forward to getting to know you and your family.