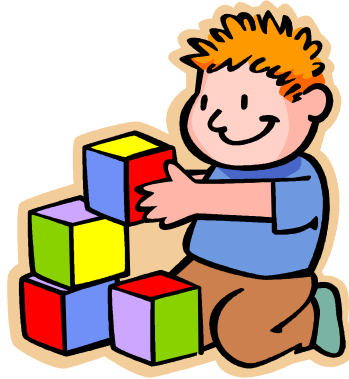
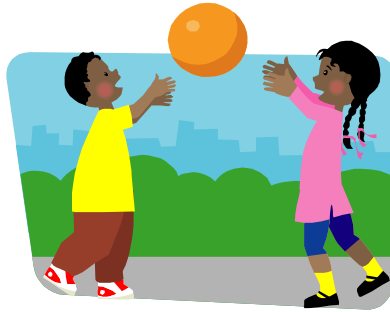


Beaufort County Schools



Pre-K Parent Handbook
2017-2018

Contents

| | |
|--|------|
| Welcome..... | 2 |
| Mission Statement..... | 3 |
| Core values..... | 4 |
| Curriculum..... | 5 |
| Transportation..... | 6 |
| Medical, Immunization & Medication..... | 7 -8 |
| Nutrition..... | 9 |
| Emergency Information..... | 10 |
| School calendar Information..... | 11 |
| Parent Participation..... | 12 |
| Abuse and Neglect..... | 13 |
| Discipline and behavior Management Policy..... | 14 |
| Quiet Time..... | 15 |
| School Calendar..... | 16 |
| Student Information Sheet..... | 17 |

WELCOME

Dear Parents/Guardians,

The Beaufort County School System and Pre-Kindergarten staff would like to extend a warm welcome to you and your family. We are excited about the new relationship we will develop with you and your child. By working as a team we will be able to keep the lines of communication open between home and school. We believe that parents are the most important teachers of children. We welcome your participation at all times.

This handbook is designed to provide you with information to keep you informed about our goals, policies, and plans. You will want to read it, use the information, and keep it in an easy-to-reach location so you may refer to it throughout the year.

We look forward to working with you and your child this school year, as we share a year of rich and rewarding learning experiences. If you have any questions or concerns, please contact your child's teacher at the school.

Beaufort County Schools
Pre-Kindergarten Administration and Staff

The Mission of Beaufort County Schools Team is to enhance the quality of life in our community, by nurturing all students and educating them to their fullest potential.

Theme

- Providing a safe harbor where all children are successful.

Vision

- Beaufort County Schools will provide a safe and orderly educational environment for maximizing individual student achievement.

Focus

- We will align the efforts of all schools to provide a safe, orderly and positive educational environment for maximizing individual student achievement.

Goals

1. We will expect each school to provide a clean, caring, safe, orderly and positive environment.
2. We will expect everyone to contribute to academic growth for each individual student.
3. We will recruit, develop and retain quality teachers, administrators, and staff.
4. We will encourage and promote family, community and business support and involvement.
5. We will continue to implement the comprehensive internal and external communication plan for Beaufort County Schools.

Beaufort County Schools Core Values

Visionary Leadership

- Providing, by example, all stakeholders the clear direction, high expectations, and best support needed to see and attain the future course for the district.

Systems Perspective

- Viewing the system as a whole - understanding that the alignment, linkage, and coordination of all parts are necessary for the highest performance of the total organization.

Management by Fact

- Using valid and reliable data to plan, make-decisions, and solve problems.

Customer Driven

- Planning and decision-making efforts with the customer as the central focus.

Valuing Employees and Partners

- Recognizing and appreciating the value of all employees' and partners' contributions to the achievement and success of all students.

Value Diversity

- Understanding and respecting the diversity of all stakeholders and creating an environment that ensures the success and ethical treatment of all.

Responsibility

Being morally, ethically, professionally, fiscally, and personally accountable to all stakeholders.

Curriculum

The Creative Curriculum, 5th edition

L

Social/Emotional Development

- Regulates own emotions and behaviors
- Establishes and sustains positive relationships
- Participates cooperatively and constructively in group situations

Physical Development

- Demonstrates traveling skills
- Demonstrates balancing skills
- Demonstrates gross-motor manipulative skills
- Demonstrates fine-motor strength and coordination

Language Development

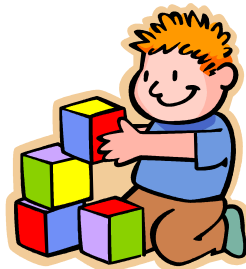
- Listens to and understands increasingly complex language
- Uses language to express thoughts and needs
- Uses appropriate conversational and other communication skills

Cognitive Development

- *Demonstrates positive approaches to learning
- *Remembers and connects experiences
- *Uses classification skills
- *Uses symbols and images to represent something not present

Literacy

- *Demonstrates phonological awareness
- *Demonstrates knowledge of the alphabet
- *Demonstrates knowledge of print and its uses
- *Comprehends and responds to books and other texts
- *Demonstrates emergent writing skills



Transportation

- Upon arrival, all children must be accompanied inside the child's classroom by an adult.
- Office staff and teachers must be notified of the child's arrival.
- Upon the child's departure, an adult accompanies the child to a car or bus.
- Authorization is required, in writing, when anyone other than the designated adult arrives to pick up the child.
- For children riding the bus to school, **an adult must put the Pre-K child on the bus and fasten the safety restraint system**
- When a child is transported by the facility to the child's home, **an adult must be available to receive the child from the bus.** This means the driver must see an adult who is authorized, (in writing- if not the parent) to pick up your child, and then the child will be allowed to get off of the bus. When releasing children to persons other than a parent, staff will ask for items such as a driver's license for identification verification. No Exceptions!
- **Children must never be left unattended at the school bus stop or at the school**
- Safety procedures will be posted in your child's room to inform you of times for arrival and departure and designated location where children should be taken inside the school in the morning.



Medical, Immunization, Medication

Medical

You will be given an emergency card to be filled out by the first day of school. This should have your name, address, home telephone number, work phone number and the names and telephone numbers of at least two other adults that will be responsible for your child if you cannot be contacted during the school day.

You will be called if your child has signs of any of the following:

- Fever
- Diarrhea
- Vomiting
- Pink eye
- Scabies or lice
- Chicken pox

Illnesses

In order to keep your child, other children and Pre-Kindergarten staff members healthy, we request that you DO NOT send your child to school if he or she is sick. The following conditions require you to keep your child at home from school:

- Chicken Pox or other rashes (may return to school with doctor's note)
- Diarrhea (within the past 24 hours)
- Vomiting (within the past 24 hours)
- Pink eye (may return to school with doctor's note)
- Severe coughing or congestion
- Thick, green nasal congestion (excessive runny nose)
- Must be fever-free without medication -for at least 24 hours
- Sore/Strep throat
- Ring Worm (may return with proof of treatment)
- Lice (may return with proof of treatment)

Immunizations

Your child must have had required immunizations before entering preschool. Please check with your child's primary medical provider.

Medication

If your child has prescription medication that needs to be administered during the school day, it **must** be in the prescription bottle with doses listed. You **must** bring the medication directly to the person in your school who is designated to dispense medication. **Medication may not be sent to school with your child nor can it be transported on a school bus.** You will need to fill out a form, "Request for Medication to Be Given During School Hours". Your child's medical provider will also need to fill out part of the form.



Nutrition

Your child will receive breakfast and lunch at school at no cost to you through your schools' participation in Community Eligibility Provision. They will eat in the cafeteria. You will receive a Beaufort County Schools menu once a month to let you know what is being served on a daily basis. The director of child nutrition for Beaufort County Schools monitors all meals. If your child has a food allergy to any foods being served, please notify the school **with a note from your child's physician** and they will be served an alternative food.

If your child is having a birthday, and you wish to send a special snack to school that day, you may do so. All foods must be commercially packaged. You will receive information concerning all other special parties sponsored by the school.



Emergency Information

Emergency procedures for fires, tornadoes and evacuation of the school building are practiced at school. If you have any questions about these procedures, see your child's teacher or school administrator. Emergency procedures and exits are posted in each classroom. There are CPR and First Aid-certified individuals at EVERY school. In addition, CPR and First Aid charts are posted in every classroom. In the event of a medical emergency with your child, you will be contacted. If the situation is severe, 9-1-1 will be called.

ALL contact information **MUST** be kept updated with your child's teacher and school. We **MUST** be able to reach you in case there is an emergency situation. The following items **MUST** be kept on file with your child's teacher and school:

- Current and working HOME and/or CELL phone number
- HOME address
- Current WORK phone number, if applicable
- Place of employment, if applicable
- The name and phone number of a person to contact if parents cannot be reached in the event of an emergency.

YOUR CHILD'S TEACHER MUST BE NOTIFIED OF ANY AND ALL ALLERGIES OR MEDICAL CONDITIONS.



SCHOOL CALENDAR

We follow the calendar for the Beaufort County Schools. Please watch your local TV stations or listen to your local radio station for closings due to inclement weather.

****A copy of the current school year calendar is provided in the back of this book.**

The school calendar can also be found on the Beaufort County Schools website, www.beaufort.k12.nc.us.



Parent Participation

Parents are an important part of their child's education. You are your child's first and most important teacher and role model. For this reason, Pre-Kindergarten teachers desire to work with parents in a positive and effective manner. By working together parents and teachers can have a tremendous effect on children and their first school experience.

Parent volunteers are encouraged and are always welcome in the Pre-Kindergarten Programs in Beaufort County Schools. Pre-Kindergarten teachers and staff want to insure the safety and quality education of your child. In order to help us do our jobs, please keep the following suggestions in mind:

- **Daily attendance is of the utmost importance for your child to gain rich experiences**
- Parents are expected to attend parent conferences and parent meetings when requested.
- Check and empty your child's book bag every day for letters, important information or artwork.
- Respond in a timely manner to your child's teacher's requests for supplies, field trip money, permission forms, help, etc.
- Follow the school's procedures for dropping off and picking up your child. If you have questions or concerns about these procedures, see your child's teacher or school administrator.
- Make sure your child has a full set of extra clothing to be kept at school.
- **ALL VISITORS TO PUBLIC SCHOOLS MUST SIGN IN AT THE OFFICE BEFORE GOING TO THE CHILD'S CLASSROOM.**

By working together, we look forward to having a rewarding school experience with you and your child.

ABUSE AND NEGLECT

We are required by law to report any suspected case of child abuse and/or neglect to the Department of Social Services. If a parent suspects abuse and neglect within their child's program they are to report it to a school official.

*****The following procedures will be followed if abuse or neglect is suspected:**

1. Staff will report concerns to the school principal/school counselor.
2. The school principal/school counselor will notify:
Beaufort County Department of Social Services, Child Protective Services.
3. Findings and Subsequent action will be documented and placed in the child's file.
**All information is kept confidential.
4. A report from the Beaufort County Department of Social Services will be kept in a separate and secure folder at the school.

Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior expectations.

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences for their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their level.
11. DO use short, supervised periods of "time-out".
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, or otherwise physically punish children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave children alone, unattended, or without supervision.
7. DO NOT place children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

Quiet Time

"Quiet Time" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "Quiet Time" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "Quiet Time", the child has a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.



Student Name: _____

Teacher: _____

School: CPS, EES, NES, SWS

I have received and read the Beaufort County Schools Pre-Kindergarten Handbook. I understand that my child has qualified for enrollment in the Pre-K program. Regular attendance and participation is necessary for maximum benefits. Absences are excused with appropriate notes from parents. If my child is a bus rider, I agree to abide by the transportation rules that apply to Pre-K students.

Parent Signature

Date

(This completed form must be returned to your child's teacher.)