



**Lexington R-V  
Early Childhood  
Center  
Student Handbook  
2019 - 2020**



## Welcome

Welcome the Lexington R-V Early Childhood Center. We take pride in cultivating a program that is rooted in developing appropriate practice and current research. We strive to make learning visible. Every child has a story to tell, and within that story is the secret of reaching him or her as a learner. Children's stories are windows into their uniqueness and clues on how to connect the child and the curriculum.

The ECC is a place where children are safe to question, explore, and make predictions about the world around them. As professionals in the field of early childhood, it is our responsibility to provide children with the best possible early care and education. With our philosophy in mind, we have selected teachers and staff with an understanding of developmentally appropriate practice.

The Handbook is designed to acquaint all families with our philosophy, organizational structure, family involvement, health and safety, and general policies and procedures. The handbook is posted on the Lexington R-V website and a hard copy is kept in each classroom.

We understand that a child's family is the most important relationship in his/her life, and therefore, families should be an integral part of their child's program. Your involvement in our program is essential. We are interested in your background, culture, and your interests. The more we learn about one another, the more we grow as a learning community. Please volunteer in your child's classroom and serve in the PTO (Parents-Teachers Organization). PTO meets the first Tuesday of each month at 6:30 PM at the LBS library.

## Mission

Our mission is to instill a love of learning in children and prepare them for kindergarten socially, developmentally, and academically.

## **Vision**

The Lexington ECC is a model center promoting student success through parent and community involvement and a collaborative environment committed to the growth and wellbeing of children.

## **Commitments**

We, the Early Childhood Center Staff believe:

- All children can learn.
- Children learn best in a safe, caring environment.
- Families and community are vital to a child's learning.
- All children can become contributing members of the community.

## **General Information**

All children will be going outdoors for play time. Please dress your child according to the weather. Although care is taken, clothing does sometimes become soiled during outdoor play and during some classroom activities, such as painting and cooking.

All students must be toilet trained before attending preschool, unless the child has a current medical condition. If an accident occurs while your child is at school, he/she will be cleaned up promptly. All children should have a change of clothing (labeled with the child's name) to be left at the school in case of an accident. In the instance that your child has to wear clothing provided by the school, please be sure to launder and return as soon as possible.

The center's classrooms are located at Alli's Place at the 4 Life Center.

Field Trips - During the school year, children will participate in trips planned and supervised by the teacher with help from the parents.

Locker/Cubby: One is provided for each child and is marked with the child's name.

Child's Personal File - Families may request access to their child's personal file at any time. Children's personal files are kept confidential. Our licensing and accreditation agencies may request limited documents from personal files, but otherwise the information is used only by the Lexington R-V School District and the child's family.

Personal Belongings - Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. Students are not to bring toys, games, balls, or other like items unless they have permission by the teacher. Any personal property brought to school for any reason is the responsibility of the student who brings it. The school is not responsible for any loss or damage to toys or personal items that are brought to school. Parents are urged to put names on all personal belongings including backpacks, coats, hats, mittens, etc.



## **What to Expect**

Based on our experience and the advice of experts, (all, some, none) of the children in our preschool will experience (none, some, all) of the following. All are normal behaviors.

1. Your child may become overly tired and irritable on school days. This may cause him/her to be overactive and noisy or very tired and whiny. This new experience is very stimulating. Allow him some quiet time or a short nap.
2. Your child may act very differently on the days you volunteer at school. He may exhibit very negative behavior. Don't be embarrassed or push him away. Give him the attention he needs. It is very hard for him to share you with so many others.
3. Your normally outgoing child may be very quiet at school or vice versa. Accept this and let him enter at his own pace. Many young children prefer to watch first before entering play or a group.
4. Your child may do things at home for himself that he will not do at school or vice versa, like dressing himself.
5. Your child may pick up behavior or language you dislike. This can happen anywhere, not just at school.
6. Your child will not necessarily "play together" with other children. He will play alone or alongside others. He may go quickly from one activity to another, spending little time with any.
7. Your child may come home spotted with paint or grass stains, but glowing with wonder over his experiences.
8. Your child may suddenly not want to come to school or will want you to stay. Look for the reasons. Talk with the teacher.
9. Don't expect your child to be equally happy every day. We all have ups and downs. Part of preschool is learning about life and to accept its ups and downs.
10. Do not always expect your child to learn facts or complete songs, or bring home a finished product suitable for framing. He is learning skills, developing coordination and developing a happy, well-adjusted attitude towards others and life.

## **Admission**

Those families interested in the Lexington R-V Early Childhood Preschool program are encouraged to attend the Spring district-wide screening. If you cannot attend a screening, an in-home screening may be provided through the Parents as Teachers program. Once the screening has been completed, the

interested families are then referred to the Early Childhood Preschool. Children are selected for the full day program through a lottery system based upon the interest forms. There are 40 full day slots and 40 half day slots for students.

Parents receive an enrollment letter and payment acknowledgement form. The registration is completed through the on-line parent portal through the school district's website. [www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)

The enrollment forms consist of the school enrollment form, health inventory form, proof of residency, free/reduced meals application, medical examination form and if needed, medication authorization forms for medical conditions.

The medical examination form must be completed and on file within 30 days of admission. Copies of the child's proof of age (birth certificate) and immunizations are required.

## **Daily Operation**

The Lexington R-V Early Childhood Center will offer services Monday through Friday.

**Full Day: 8:00am-3:00 pm**

**AM: 8:00 am-11:00 am**

**PM: 12:00 pm-3:00 pm**

The Lexington R-V Early Childhood Center will follow the Lexington R-V School District calendar. We will not be in session if the Lexington R-V School District is not in session; this includes teacher in-services, early outs, and inclement weather. Announcements of school closings due to inclement weather or other emergencies will be made over local radio and TV stations as early as possible. In case of the staff being ill or unable to attend, a substitute will be employed for the day.

## **Arrival/Departure**

For your child's safety, we require that you or an authorized adult bring your child into the Early Childhood Center each morning. To avoid any confusion or disruption to the classroom schedule, please limit your check in process to 15 minutes. If you need to visit with your child's teacher for more than 5 minutes, please schedule a conference. Please call the Early Childhood Center by 8:15 a.m., if your child will not be attending that day. The door is locked 10 minutes after the start of class.

## **Tardiness**

The school day begins at 8:00am. A student will be counted tardy beginning at 8:15am and 12:15pm. It is important for students to arrive to school on time. Parents will be notified after the third tardy; after six tardies a letter will be sent to the parents and the district's social worker. When a student arrives late, it often puts that student at a disadvantage because important instructions and announcements for the day will have been missed. Every minute counts in education.

## **Attendance**

(District Standard-Board Policy JED-AP1)

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the parent will be contacted by phone or in person.
2. When a student has accumulated 4 absences, an attendance letter stating the student's attendance and school district's attendance expectations will be sent.
3. After 10 consecutive days of absence from school with no contact, the student is dismissed from the program.

## **Early Childhood Center PICK-UP Procedures**

### **Bus Riders:**

- Students will be released from class at 11:00 am or 3:00 pm.
- Buses will pick up students at the front of the 4-Life Center.

### **Car Rider Line:**

- Car riders will be released from the BACK of the 4-Life Center at 11:00 am and 3:00 pm.
- Parents are asked to enter the back of the building from the Chinese Restaurant and exit from Save-A-Lot. Please remember to yield for Save-A-Lot customers.
- Children will be brought to the car and buckled into the car seat/booster seat by EC staff. Children will not be released if a car seat or booster seat is not present.
- Do not exit your vehicle to pick up your student. For safety reasons, your student will be brought to your vehicle.

### **Park and Pick-Up:**

- Parents are to park in the FRONT of the 4 Life Center to pick up students if they are wanting to enter the building.
- Please be prompt in picking up your child. We ask that parents wait in the hallway until the doors open when picking up your child, This request is for the children's safety. If checking your child out early, please sign in at the office and we will dismiss your child to the office.



## **Fee Information**

The Early Childhood Center Preschool program revenue is based on the student tuition to pay its current expenses. We rely on prompt payment in order to operate the program. We will not be able to provide services for those children whose fees are not current. There will be no refunds for periodic absences. Please make checks payable to: Lexington R-V EC program.

Tuition for the program is \$70.00 per week for Full Day Classes and \$35.00 for Half Day Classes. This fee is due each Monday unless another payment schedule has been developed for your child. If, at any time, your balance exceeds \$200, your child will be withdrawn from the Early Childhood Program until payment is made in full. Tuition does not include meals or snacks. Students may purchase breakfast and lunch or bring them from home. A breakfast, lunch and afternoon snack will be available each day for an additional fee.

Breakfast and lunch are available for full day programs, breakfast for ½ day AM students and afternoon snack for ½ day PM students.

Breakfast \$2.04

Lunch \$2.60

Snack \$1.06

If you need tuition assistance please fill out the Division of Family Services packet available at the school office and file it with the Missouri Department of Social Services. A Free and Reduced Lunch form for meal assistance, can be obtained at the school office and returned to the school office. Parents must give two weeks written notice regarding withdrawal of a child from the program. You are responsible for paying the tuition regardless of your child's attendance. This is necessary so that we can remain adequately staffed. No charge will be assessed for regular calendar school holidays or school closings.

## **Parent/School Communication**

If you need to reach teachers by telephone, you may call during the school day. If you call during instructional time, a message will be taken. If you desire to speak with the teacher or your child during the day, your message will be accepted at the office and forwarded to the classroom so a return call can be made at the earliest possible time to avoid interrupting the learning environment.

We recognize the importance of maintaining positive communication between school and home. When parents contact the director for assistance in addressing a parental concern, the following procedures will be used:

1. The director will encourage the parent to discuss his/her concern directly with the classroom teacher.
2. In cases where parents are uncomfortable with discussing the concern with the classroom teacher, the director will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible.

Communication between school and home is beneficial for all students. The district schedules conferences two times a year - fall and winter. Parents are urged to attend. Refer to the school district calendar for exact dates. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed and can be scheduled by contacting the teacher or calling the school office.

## **Family Resource Center**

An information area is available with announcements for you to view and read. Please take the time to scan the parent information area regularly to keep informed of the center happenings and/or announcements. Weekly lesson plans and monthly menus will be posted in the office for viewing.

## **Parent Teacher Organization**

We value the relationship the school has with parents. When teachers and parents join and support PTO, it strengthens this relationship. We encourage you to invest in your children and school by joining our PTO! Each year our goal is to achieve 100% membership! We encourage you to get involved for the students! Contact the school office for more information. Meetings occur the first Tuesday of each month at 6:00pm.

**\*\*\*Even if you can't attend the meetings, you may still be of help!**

## **Child/Abuse Neglect Policies and Procedures**

The Lexington R-V School District has a public school liaison. The liaison works with the school district, the family, and the Division of Family Services. The District liaison is Nicky Bennett. She may be reached at (660) 259-4391 x219.

### **Reporting Child Abuse/Neglect:**

All staff are mandated reporters. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal or his or her designee, who will become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri DFS, as required by law.

Investigating Child Abuse/Neglect: When DFS receives a child abuse report which alleges that an employee of a school district has abused a student; the report is handled by the Superintendent of Schools, the School Board and DFS. For a complete policy, see Board policy JHG on the web at [www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)



## **Fire and Disaster Procedures**

We have regular fire and disaster drills at school. We urge all families to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. You will find helpful disaster planning information in your phone book.

The children are taught to listen to the teacher's directions. We will assemble and count everyone and give aid and comfort as needed. We will stay with your children until you or someone of your choice can get here. Teachers have basic first aid training and CPR training.

## **Head Lice**

Head lice outbreaks are monitored by the nurse. As outbreaks occur, classroom screenings will be provided. If your child is found with head lice, you will be notified and your child will be excluded from school until all live bugs are gone. An adult must accompany the student to the office for a head check before returning to the classroom setting. To prevent the spread of head lice, parents should notify the school nurse if head lice are found on your child's head. Here are a few simple tips to remember:

- Remind your child not to share combs, brushes, hair accessories, hats, coats...
- Blow dry wet hair - lice don't like heat!
- Wash jackets and coats once a week in hot water.
- Wash bedding twice a week in hot water.
- Signs to watch for are an itchy scalp and neck. It is good to check once a week at the base of the scalp and behind the ears (look for tiny gray colored seeds attached to the hair shaft or live bugs crawling around the scalp)
- Ask the school nurse for handouts and current remedies for treatment of head lice.

*For additional information refer to the district's policy JHC-AP2*

## **Fever**

When determining whether the exclusion of a child with fever is needed, a number of issues will be evaluated: recorded temperature (elevated body of temperature 100°F or higher); is the elevated body temperature accompanied by behavior changes, headache, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or if the child is unable to participate in routine activities. Body temperature will be determined by a variety of assessment devices: Ear, Oral, Axillary and/or Temporal. Because of the range of available devices and varied temperature norms, Lexington School District will use 100°F as our determinate factor.

If your child has been sent home from school due to fever greater than 100°F, please keep them home for at least 24 hours, (from the time they were sent home) after they are symptom free WITHOUT fever reducing

medications. We encourage frequent hand washing and appropriate cough hygiene, into the bend of the elbow, not the hand. Good hand washing is the best defense against the spread of germs!

The Lexington R-V School District will be following the Center for Disease Control (CDC) guidelines as follows: The Centers for Disease Control and Prevention recommends that people with influenza-like illness remain at home except when necessary to seek required medical care. They should remain at home until they have been free of fever exceeding 100° F (37.8° C) for AT LEAST 24 hours without the use of fever-reducing medications.

Please respect our efforts to protect all children from contagions and to minimize the time out of school due to illness for all of our students. As always, please feel free to contact any of the school nurses with questions.

## **Program Evaluation**

Parents will be given the opportunity on an annual basis to evaluate the preschool, and our ability to meet your child's needs. These are very important to us. Please take the time to complete and return them.

## **Assessing Your Child's Development**

We will be observing your child throughout the year to assess their development physically, emotionally, socially, cognitively, creatively, and language skills. Information will provide the basis for parent-teacher conferences held in October and March each year. Conferences can be held at any time if either the parent or teacher requests one. Children are given benchmark assessments three times per year through the DRDP (Desired Results Developmental Profile).



## **Curriculum Approach**

The Lexington R-V Early Childhood Center uses elements of the Project Construct Philosophy, and the Missouri Pre-K Standards for the curriculum. The Project Construct Philosophy is approved by the Department of Elementary and Secondary Education. Project Construct is derived from constructivism - the theoretical view that learners construct knowledge through interactions with the physical and social environments. Through "hands on, minds on" learning experiences, students in constructivist classrooms attain deep understandings in the core content areas while they also learn to work collaboratively with adults and peers and to be life-long problem solvers.

Our center believes that young children learn best through a curriculum which begins with an understanding of their play. Children learn through doing active play rather than passive learning.

Children also understand things which are real or concrete rather than abstract. We emphasize the process of learning rather than the products.

Our curriculum is planned on a weekly basis and is appropriate for the age span of the children in the classroom. Areas of consideration are the different needs, interests, and developmental levels of the individual children. Our program addresses the needs of the whole child, taking into account all of their developmental needs: physical, social, emotional, and cognitive. We feel that a program that addresses only the cognitive or academic needs of children cannot prepare them with all of the skills they will need for life.

Our program is based on the belief that not all children share the same interests. We allow children to make many choices throughout the day regarding which activities they wish to participate in. Our goal is to shape the program around the children, rather than fitting the children into the program.

## **Teacher and Paraprofessional**

The Department of Elementary and Secondary Education requires the preschool program to utilize teachers that have the following minimum qualifications:

Lead Teacher -

Early Childhood Teacher Certificate or Early Childhood Special Education Certificate

Paraprofessional -

Child Development Associate (CDA) or 60 college hours and experience working in a program with young children and their families.

Staff members participate in a continuous program of professional development in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

## **Visitors**

You are welcome to visit your child's school. As always, student safety is our first concern. Upon entering the building, visitors will be asked to present a valid state-issued ID, such as a Driver's License, which can be scanned or manually entered into the system. If a parent or guardian for any reason does not have US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school building without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, that date, and the purpose for his/her visit. In the event that a person does not have identification, he/she can still be given access to the building by the building administrator, but will be escorted by a school staff member or School Resource Officer (SRO). A visitor's badge will not be necessary for those who visit our buildings simply to drop off an item in the office or pick up paperwork. Upon leaving the building the visitor must return to the front desk/main office and hand in the badge and exit through the front doors. The office will remove the visitor from the system.

Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity. When arriving at the building, please check in at the office and get a visitor's pass prior to going to classrooms.

Instructional time is reserved for focused learning and such cannot accommodate visitors or guests. Parents/guardians requesting to visit a classroom should contact the office to arrange an appropriate time. Parents and guardians needing to visit a teacher should make an appointment so the teacher's time with students is not interrupted. The district encourages the protection of instructional time from any interruptions.

Celebrating birthdays is a special time. On this day we encourage you to visit the last 20-30 minutes of class to read a book or share the time with your child. All birthday treats are to follow the school wellness policy. Please notify your child's teacher at least one day in advance of your visit.

## **School Parties/Wellness Policy**

Celebrations in school are planned to support educational goals. However, appropriate alternative activities can be requested. Please communicate with the school if you have any concerns about a celebration. No balloons or flowers may be sent to school due to safety reasons; if they are, they will be kept in the office until the end of the day. If your child wants to contact school friends for a party celebration outside of school, please avoid passing out invitations while at school as not everyone will be invited and feelings can easily get hurt. If there is no other way to invite a student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding.

The Lexington R-V School District's goal for school parties is to comply with the Missouri Eat Smart Guidelines. At each party we can provide the children with the following:

Treats: Each child may have one (1) prepackaged food item. The item must be individually sealed in plastic. The nutritional guidelines must be available if needed. (Example--If the treats come in a box, the nutritional guidelines may be on the outside of the box but not necessarily on each individual treat. This is okay.) A dozen donuts in a box are not okay as they are not individually wrapped. If you are purchasing in bulk, look for "Individually packaged" on the outside of the box or container. Each child may have one (1) edible take home treat. Take home treats do not have to be a food item. However, if they are, the same guidelines as above still apply.

Goodie bags can contain both an edible item (1) and also non edible items. There is no limit on the number of non edible items a child can receive. Drinks: Drinks must be at least 50% juice or bottled water. Gallons of juice may be brought as long as they are store bought and arrive unopened. Most juices will say "100% Juice" plainly on the front label if they are. If you are in doubt, check the nutritional guidelines on the bottle. It is required that this information be on the bottle.

## **Nutrition**

Students may purchase breakfast and lunch or bring them from home. A breakfast, lunch and afternoon snack will be available each day for an additional fee. Those students requiring dietary changes must provide medical information signed by a physician and provide a listing of allowed food substitutions. Breakfast and lunch are available for full day programs, breakfast for ½ day AM students and afternoon snack for ½ day PM students.

Breakfast \$2.04

Lunch \$2.40

Snack \$1.06

## **Children with Special Needs**

Our program will accommodate children with special needs (physical, behavioral, cognitive, etc.). Close communication with the parents is essential to providing quality care. If the child has already been evaluated by the school district, we will work to implement the IEP that is developed. If we feel a child should be evaluated so that they can get extra help early on, we will make recommendations to the parents and notify appropriate school personnel.

## **Illness or Emergency**

You are the best judge of your child's health, and we trust you will not bring a sick child to the center. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick up your child. The parent/guardian will be contacted and arrangements will be made. If the parent/guardian cannot be contacted, the teacher and nurse will seek medical care with the local hospital. The nurse will have each child's emergency medical and allergy paperwork on file.

For any minor injuries, the child will be taken to the school nurse if necessary. Minor injuries will be treated with soap, water, ice and Band-Aids. Should a serious accident occur, the nurse will attend to the child and return him/her to the school. An accident report will be filled out and signed by parent/guardian on all accidents. A signed copy will be given to the parent/guardian and a copy filed in the child's file at the Early Childhood Center.

The Health Care CSR 30-62.192 provided by the Health Department is used to determine if the child remains in the program or goes home because of illness.

If a child exhibits any of the following symptoms they should not attend school that day. If children develop any of the following symptoms, they must be sent home and may not return until symptom free for 24 hours:

- Diarrhea—more than one abnormally loose stool. If the child has one loose stool, he/she shall be observed for additional loose stools or other symptoms.
- Severe coughing: If the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing.
- Difficult or rapid breathing; especially important in infants under six months.

- Yellowish skin or eyes.
- Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of puss.
- Unusual spots or rashes-please inform staff.
- Sore throats or trouble breathing.
- An infected skin patch(es) crusty, bright yellow, dry or gummy areas of the skin.
- Unusually dark or tea colored urine.
- Gray or white stools.
- Fever over one hundred degrees Fahrenheit by mouth or ninety-nine degrees Fahrenheit under the arm.
- Headache and stiff neck.
- Vomiting more than once.
- Severe itching of the body or scalp, or scratching of the scalp. These maybe symptoms of lice or scabies.

When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during school hours. If so, the school nurse will administer medications while supporting district guidelines. For a complete copy of the "Administrative Guideline for Medications", ask your school nurse.

The Lexington R-V School District has the following guidelines for medications being given at school:

- \* All medication are to be brought to school by an ADULT and a Medication Consent form must be completed and signed.
- \* Prescription Medication must be in a current pharmacy labeled container with student's name, date, doctor's name, medication name, quantity, frequency, dosage and how the medicine is to be administered.
- \* All Over-the-Counter Medication will be in the original labeled container and accompanied by a doctor's written order containing all of the above information.
- \* The school does not supply or stock any medication.

## **Playground Guidelines and Recess Policy**

1. Students are to play only on school property with designated areas of organized games.
2. Students must learn to use the playground equipment properly; students may not:
  - a. Crawl up the slide
  - b. Stand on the slide
  - c. Play where there are safety hazards
  - d. Throw snowballs, rocks, sticks, etc.
  - e. Fight or use profane language
  - f. Pull clothing or hats
  - g. Ride with multiple children on toys
  - h. Swing sideways on the swings-only front to back; can swing on tummy and bottom only.
  - i. Stand on trikes (sitting only)
3. Students may not play tag or chase games since these games frequently result in confrontational or physical problems between students.
4. Once a student is on the playground for recess, she/he may leave the playground only with the permission of the playground supervisor or classroom teacher.
5. At the end of a recess, students should line up in an orderly fashion prior to entering the building.
6. Students may not stay in at recess unless they are ill and have a note from home.

7. Students remaining in the building must read or do quiet work in a supervised area.
8. Consequences may be given on the playground to any student who displays inappropriate behavior.

Recess offers important time for physical activity and social development. Weather permitting, students are given outside recess each day, so please be sure that your child is dressed appropriately. The district has established the following guidelines for recess during cold months:

- \* +20° F and above may have full outside recess
- \* +19° F to +1° F may have a shortened recess
- \* 0° F and below must have indoor recess

\*These guidelines are based on the wind chill index.

A student well enough to attend school is considered well enough to participate in playground activities and will be expected to do so. When it is necessary for a student to be excused from playground activities or physical education or have limited activities, a daily written statement from the parent stating the reason must be given to the teacher.

## **Dress Code**

- No flip flops due to safety reasons.
- Please keep mittens/hats at school
- Shorts under dresses are suggested because of time spent on the floor.
- Make sure clothing is the appropriate size and keep an extra set of clothes at school.
- Children get DIRTY!!

## **Discipline**

### **Chronic Disruptive Behavior/Discharge Policy**

We will make every effort to work with the parents of children having difficulties in childcare. We are here to serve and protect all of our children, though. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of another child may require the following actions.

#### **Initial Consultation**

The Director may require the parent(s) of any child who attends the Center to meet for a conference. The Director and classroom teacher will meet to develop a plan to change the behavior.

#### **Second Consultation**

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. The problem will be defined, outline new approaches to the behavior and discuss the consequences if progress is not apparent.

## Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the preschool program indefinitely. The Director may immediately suspend a child at anytime he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called from work at anytime the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately.

Suspensions from the childcare program may vary from a few hours to an indefinite period.

The Early Childhood Center reserves the right to cancel the enrollment of a child for the following reasons:

- \* non-payment or excessive late payments of fees.
- \* not observing the rules of the center as outlined in the parent agreement.
- \* physical and/or verbal abuse of staff or children by parent or child.
- \* ten (10) consecutive days absent without notifying the center of your child's absence.

## Public Complaint or Concerns

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the preschool. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as the faculty, the Director, the Superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district. This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education (DESE) under the Goals 2000: Educate America Act and the Improving Schools Act (IASA).

1. Complaints on behalf of individual students should first be addressed to the teacher/employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the Director of Special Services.
3. Unsettled matters from (2) above or problems and questions concerning the program should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it should be brought to the Board of Education. Questions and comments submitted to the secretary of the Board in letter form will be brought to the attention of the entire Board at a regularly scheduled or called meeting.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of the Department of Elementary and Secondary Education and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.



## Parents Library & Resources

You have access to the following materials:

PAT Enrollment Forms

Licensing Regulations

Your child's portfolio

Lesson plans (posted)

Staff child abuse and neglect/criminal record forms

Submitted Missouri Accreditation material

## Technology Usage

**Student Users:** No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of the parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee.

**Privacy:** A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time.

The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

**Violations of Technology Usage Policies and Procedures:** Use of the district's technology resources is a privilege, not a right. A user's privilege may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. For complete policy, see Board Policy EHB & EHB-R.

## Licensing Regulations

The Lexington Early Childhood Center is licensed for child care services through the Missouri Department of Health and Senior Services. The center is obligated to comply with the Missouri State Statute Section 210.201-259, RSMo and Department of Health and Senior Services Licensing Rules for Child Care Centers. A copy of the license is on display by the entrance of the Early Childhood Center. A copy of the Department of Health and Senior Services Licensing Rules for Child Care Centers is available at all times for families to view in the office. Our center is regulated by the Northwestern District Health Office, 3717 South Whitney

Avenue, Independence, Missouri (816-350-5465). The Northwestern Office can be contacted for more information or to view public records.



*Lexington Schools*



**[www.lexington.k12.mo.us](http://www.lexington.k12.mo.us)**