

**West Perry School District
Pre-K Parent Handbook
2023-2024**



**West Perry School District
Pre-K Parent Handbook
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Accident Reports

In case of a minor injury, staff will administer first aid. Pre-K staff will complete an “ouch” report to document the injury. The “ouch” report will be sent home with the child at the end of the day. A copy of the report will be in your child’s file.

In case of a serious injury, parents will be contacted immediately. If parents cannot be reached, the following steps may be taken:

1. Contact 911.
2. Take the child to the emergency room and remain with the child until parent arrives.
3. The child’s doctor will be notified.

It is essential parents keep contact information up to date in case of emergency. The West Perry School District is not responsible for anything as a result of false/incorrect information given at time of enrollment or emergency contact information not being updated by parents.

All expenses incurred in the treatment of injuries due to accidents will be the responsibility of the participant or his/her insurance carrier.

Allergies

At time of enrollment, parents are required to provide information about any known allergies. If needed, Pre-K staff will meet with the family to create a plan if your child is severely allergic. Pre-K staff may request documentation from a doctor on the procedural guidelines relating to the prevention and treatment of the child’s allergy. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy on page 11 in this handbook.

Appropriate Dress

Children will have a very active day! Children should be dressed in comfortable and appropriate clothing. The children will play outdoors each day, weather permitting. Please make sure your child’s clothing and jackets are suited to the weather. Washable **play** clothes are recommended. The district is not responsible for lost or damaged clothing. Please label any extra clothes, jackets, mittens, backpacks, etc. that you send to school with your child. This will help reduce the chance of lost items.

Appropriate Dress, Continued

Some activities are messy (paints, glue, markers, etc.) and children will get dirty! Therefore, children should have at least one complete change of clothes (including shoes and socks) in their cubby or locker.

Shoes that are appropriate for running and climbing activities should be worn. Rubber soled, athletic sneakers are the best. If your child comes in snow boots, please send a change of shoes for them to wear. For safety reasons, flip flops and open-backed sandals are strongly discouraged!

This program follows a “weather permitting” approach. Children will be taken outdoors when temperatures are between 25 and 90 degrees. Wind chill and precipitation are also considered.

Arrival Procedures

Children arriving on buses

- When the buses arrive, the Pre-K students will get off the bus and walk to the classroom. They may be escorted by an adult and/or older students.
- The Pre-K teacher will meet the Pre-K students at the classroom.
- A district staff member is present outside when the Pre-K students enter the building.

Children arriving with parents

- In order to avoid the elementary bus traffic, parents will drop off their children between 8:40 and 8:45. Follow your building’s procedures.
- The children may be escorted to the classrooms.
- If your child is late, you will need to enter the building and go to the main office. Once signed in, the child will be escorted to the classroom.

Departure Procedures

Children leaving on school van

- School staff will walk all students out to the exit at dismissal.
- Students are transported to drop-off locations determined by the transportation director. **An adult must be present at the drop-off locations under all circumstances, even if you have older children.**

Departure Procedures, continued

Children leaving with parents

- Parents picking up their children at the end of the day should arrive by 1:40pm. Parents should pull up to the dismissal area and remain in their vehicles.
- School staff will wait with the pick-up students. A school staff member will call individual children to the vehicle.
- Each person picking up his/her child will sign out the child on a clipboard. Once the child is secure in the car and has been signed out, the car may leave and the next car pulls up.
- For the safety of your child, please be prepared to have the pick-up person show photo identification.

Once a child is signed out, the parent is then solely responsible for supervising the child while on school premises.

Attendance

The following attendance guidelines may vary during the 2023-2024 school year.

- The West Perry Pre-K Program is open Monday through Friday except for closures due to holidays, in-service days, snow days, or other emergencies. Children enrolled in the West Perry Pre-K Program are considered full-time and must attend 5 days per week for the full length of the day.
- Pennsylvania Pre-K Counts funding requires that the Pre-K Program provide 180 student days within a complete school year. The Pre-K Program days of operation may vary slightly from the school district calendar in which the Pre-K Program operates in order to meet this requirement. Parents will be informed in writing of additional Pre-K days of operation not listed on the school district calendar.
- Parents are strongly encouraged to schedule any medical or dental appointments after the Pre-K Program dismissal so that children can reap all the benefits offered through the services provided by the Pre-K Program.
- If your child is unable to attend on any given day(s), a written excuse including the reason for the absence must be provided to the teacher within three days of the date of absence.
- **Excused absences** are defined as those absences when your child is prevented from attending for mental, physical, or other urgent reasons. These can be further defined as illness, family emergency, death of a family member, health or dental appointments,

fire, natural disaster, or other extenuating circumstances deemed as excused by West Perry School District Pre-K Program management staff.

- **Unexcused absences** are any absences that are not included in the above definition of excused absences or any absences that are not accompanied by a written excuse within three days of the date of absence.
- If your child is absent from class for an extended period of time (3 consecutive days), the teaching staff will contact you to learn the nature of the absence and offer support, as appropriate.
- If your child has more than five consecutive unexcused absences, the teaching staff and family, together, will discuss the reasons for the absence and discuss strategies to support your child's attendance in school.
- Children who have 10 or more consecutive, unexcused absences or more than 10% unexcused absences over the course of the school year (more than 18 days total) and whose family have not responded to program supports will be dismissed from the West Perry Pre-K Program.
- In the event a child leaves the West Perry Pre-K program, the vacancy will be filled by a child on the district's Pre-K Counts or District waiting list or a child will be recruited from the community.

Bullying

Bullying happens when a person with greater power takes unfair advantage of a less powerful person, and these negative actions are repeated in a pattern behavior. The West Perry School District will not tolerate bullying by children or by adults. In either case, once the problem has been brought to the classroom teacher's attention, a meeting will be scheduled with parent(s) and a plan of action will be determined. If the problem does not cease, the child may be dismissed from the program.

Child Abuse Reporting

Under the Child Protective Services Act, West Perry Pre-K staff are considered mandated reporters and are required to report any suspicion of abuse or neglect to the appropriate authorities. Mandated reporters are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report.

Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The district takes this responsibility very seriously and will make

Child Abuse Reporting, continued

all warranted reports to the appropriate authorities. The Child Protective Service Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith”.

Communication

Frequent and regular communication between the West Perry Pre-K teacher and the child’s parents is important. The Pre-K teacher will keep parents abreast of classroom happenings through newsletters, notes home, phone calls, parent communication apps such as SeeSaw and emails. Parents are encouraged to contact their child’s Pre-K teacher with questions.

Confidentiality

Information relating to your child is confidential and will not be released unless a parent or legal guardian provides written authorization. An exception will be made in the event of suspected child abuse.

Custody of Children

A copy of all court orders related to child custody, including those that limit the parental rights or access to the child, must be on file in the West Perry Pre-K classroom. The court order must be **certified** with the judge’s signature. Unless a court order is on file in the classroom, both biological parents have equal rights to the child. However, if a question arises, the district always refers to the requests of the enrolling parent. Local police will be contacted should a conflict arise.

The orders of the court will be strictly followed. If conflicting court orders are presented, the most recently dated court order will be followed.

Daily Schedules

The West Perry School District Pre-K curriculum is designed to meet the needs, interests, and developmental readiness of the children. Each classroom will follow lesson plans and incorporate themes that are implemented in a caring, nurturing, and FUN environment. Daily schedules will be posted in each West Perry School District Pre-K classroom.

Discipline

West Perry Pre-K staff will encourage positive behavior by praising students and positively reinforcing appropriate behavior.

Inappropriate behaviors will be handled based on the situation. Consequences may include: teacher gives warning and reminds student of appropriate behavior, redirection, missing part of an activity, Think Slips, etc.

If inappropriate behavior is being seen consistently, a behavior plan may be put in place. Examples of behavior plans include sticker charts, a parent communication log, earning rewards, etc.

If needed, Pre-K staff will work with parents to implement a behavior plan that helps a child be successful. Parents will be expected to meet to discuss their child's behavior and work with West Perry Pre-K staff to help create a behavior plan that helps their child's behaviors improve.

If a parent does not become involved in supporting a behavior plan or inappropriate behavior continues, your child may be dismissed from the program.

Early Intervention Services

The West Perry Pre-K program works closely with the Preschool Early Intervention programs to coordinate early intervention services for enrolled children. In addition, the Pre-K teacher can make family referrals to Early Intervention when deemed necessary based on screening and/or assessment results, classroom observations, and/or parent concerns.

Parents/guardians will be informed of any referrals and are active participants in the referral process.

Emergency Preparedness Plan

An Emergency Procedures binder has been developed to address emergency or crisis situations which affect the entire building or the school district as a whole. This plan provides personnel with a standardized set of procedures to follow in emergencies. A copy is kept in every classroom/office and is available for review upon request. West Perry School District staff are provided with ongoing staff training relating to emergencies and revisions of this plan.

Fire Drills

Fire and emergency/evacuation drills occur once a month. West Perry Pre-K staff and children will not always be made aware of drill dates or times, as this is the most useful way to assess the effectiveness of the fire and emergency/evacuation drill plans.

Hours and Days of Operation

Monday through Friday – 8:45am-1:45pm

The West Perry School District Pre-K classes will start in August and end in June. Please refer to the West Perry School District Pre-K calendar for days throughout the school year when Pre-K classes will not be in session.

Illness Policy

If a child becomes ill during the day, the child will be taken to the school nurse and the parents will be notified. Parents are required to pick up an ill child within one (1) hour of notification by phone. If a parent is reached, but cannot pick up the child within the hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed as an emergency contact. If a parent cannot be reached, the staff will call the remaining emergency contacts provided by the parent until arrangements can be made to pick the child up.

Students should not attend Pre-K class with any of the following conditions:

- Fever of 100 degrees or higher; student must stay home for 24 hours after the temperature returns to normal
- Vomiting and/or diarrhea
- Any undiagnosed rash; student needs to see a physician before returning to school
- Persistent, uncontrollable cough
- Red, irritated eyes with pus-like or excessive watery drainage; student may return after treatment and/or there is no drainage or irritation
- Head lice; the school nurse will use her discretion to determine when a child can be in the classroom
- Strep throat; student may return 24 hours after antibiotic treatment
- Ear infection; student may return 24 hours after antibiotic treatment
- Scarlet fever; student may return 24 hours after antibiotic treatment
- Tonsillitis; student may return 24 hours after antibiotic treatment
- Chicken pox; student may return 24 hours after antibiotic treatment
- Impetigo; student may return 24 hours after antibiotic treatment
- Ring worm; student may return when judged non-infectious by physician, may attend if area is completely covered

Illness Policy, continued

- Mononucleosis; student must have blood work to confirm diagnosis and must have a physician's note to return to daycare
- Medication must be prescribed by a physician. Staff are not permitted to give any medication without doctor's prescription.

The district reserves the right to request written permission from a physician for a child to return to the West Perry School District Pre-K class after the child has been ill with a communicable disease or infection.

Inclement Weather Policies

School Closing: When the West Perry School District closes due to inclement weather, the Pre-K classes will also be cancelled. No students will report to school.

1 Hour Delay: In the event of a 1 hour delay, the Pre-K classes will start at 9:45. Students will ride their normal buses to school, but the runs will be delayed by 1 hour.

2 Hour Delay: In the event of a 2 hour delay, the Pre-K classes will start at 10:45. Students will ride their normal buses to school, but the runs will be delayed by 2 hours.

3 Hour Delay: In the event of a 3 hour delay, the Pre-K classes will start at 11:45. Students will ride their normal buses to school, but the runs will be delayed by 3 hours.

Weather Related Dismissals: When West Perry School District dismisses early, the West Perry Pre-K class will dismiss at the same time. Transportation arrangements for weather-related dismissals will be provided to the families by the transportation director.

Individualized Education Plan (IEP)/Individual Family Service Plan (IFSP) Plans

If your child currently has an IEP/IFSP, the district requests a copy. This enables the district and families to work together to ensure that your child's guidelines and goals are put into practice. You are not required to share this information if you do not wish to do so.

Meals/Nutrition

During the 2023-2024 school year, breakfast, lunch and snack will be provided to all children at no cost.

Snacks: A snack will be provided to all students.

Breakfast: Free breakfast is available for Pre-K students.

Family Style Lunch: Lunch will be provided to all Pre-K students. The West Perry School District is a participant in the Child and Adult Care Food Program. Each parent is required to complete a Child and Adult Care Food Program form for free and reduced meal reimbursement. Students are expected to eat the lunch provided by the school, unless there are concerns about allergies. Packed lunches are discouraged and not recommended.

Birthday Snacks/Holiday Treats: During the 2023-2024 school year, families who offer to share birthday snacks or holiday treats are encouraged to provide healthy and nutritious snacks. These snacks must be individually wrapped with a listing of ingredients. Homemade snacks are not permitted due to the potential of cross contamination of food allergens. If non-nutritious sweets are provided, a nutritious alternative snack will be provided by the West Perry School District in addition to the celebratory treat.

Food Allergies/Restrictions: Parents are required to provide written notification of any food/dietary restrictions (i.e., lactose intolerance, etc.). If a child requires a special diet for any reason, a detailed note from a physician or parent must be on file. Please be sure to discuss your child's eating habits with his/her teacher.

***For the safety of your child, parents are required to provide notification in the form of a physician's note of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction.

Medication Policy

West Perry School District recognizes that parents have the primary responsibility for the health of their children. It is the district's policy that medication is given **before** or **after** school hours whenever possible. If it is essential that the student receives any medication, prescription or over-the-counter, during school hours, a medication form **must** be completed and returned to the office or **no** medication will be given. A hard copy of the form has been provided in this handbook.

Parents are requested to bring the medication to school. Please do not bring the entire supply of medication. Please use the original container. **If the medication is not in the**

original container, it will not be administered. The label **must** indicate: 1) the student's name, 2) type of medication, 3) amount to be given, 4) time to be given, 5) date to be given, and 6) name of physician.

Students are not allowed to carry any medication with them unless requested by a doctor. The parents of any student requiring long-term medication should have a conference with the school nurse. Medication left at school will be discarded after a reasonable amount of time.

Orientation & Parent Meeting

Orientation is an opportunity for children to meet their Pre-K teacher and see their classroom and will be held prior to the first day of class. Any children who enroll at another time of the year are welcome to set up a meeting to visit the classroom, meet the staff, and give staff any information specific to the child. A mandatory parent meeting will take place on the same date as orientation to verify enrollment information and review the West Perry Pre-K Parent Handbook.

Parent-Teacher Conferences

Parent-Teacher conferences will be held twice a year (in the fall and spring). Information will be shared with parents about their child's development and social progress. The Pre-K teacher will send home information about how to schedule a parent/teacher conference.

Parent Visitations

The West Perry School District welcomes parents for **scheduled** visitations. Please contact your child's teacher if you would like to schedule a visit. The classroom teacher can inform you about any restrictions that may be in place. However, the Pre-K teacher will share pictures and messages with families using various communication tools. The district values your input and welcomes the opportunity to connect with you via phone or email or virtual meeting.

PowerSchool Enrollment

PowerSchool Enrollment is an online tool used by the West Perry School District to gather enrollment information such as demographics, health information, emergency contacts, policy/permission sign-offs, etc. The Pre-K application was submitted using PowerSchool Enrollment and basic information was collected on the application. This information will populate the student data form. All families must complete the student data form each year their child is enrolled at West Perry School District.

- Families will receive an email with instructions on accessing and completing the Student Data Form.
- Pre-K Families should complete the Student Data Form prior to the first day of school.

Pre-K Classroom Membership

West Perry School District believes that continuous enrollment in the Pre-K program is a support that will benefit students in subsequent years. However, it may be necessary to adjust a student's membership in extreme circumstances. These include:

- Repeated physical harm to staff or other program participants
- On-going behavioral concerns including verbal abuse, prolonged tantrums, or destructive behavior
- Continually leaving the room or group which results in a safety issue

The Pre-K staff will work together with parents/guardians for the best care of each child. Working together as a team is a necessary step to correct repeated inappropriate behavior. Your patience, support, and follow-through are necessary.

Student membership may also be terminated for:

- Failure to submit required medical documentation
- 10 or more consecutive unexcused absences or more than 18 total unexcused days without parent response to program supports

Registration

The Pre-K application process begins at the same time as Kindergarten Registration. The West Perry School District will publicize the beginning of the Pre-K application process through social media, flyers/yard signs in the community, and website posts. Parents can call any elementary school or access the online application on the district's Pre-K Counts webpage. Pre-K families are uniquely situated to help spread the word and refer to the Pre-K program by directing interested parents to the web site, the classroom teachers, and the district office.

Release of Children

The safety of every child is a priority for the West Perry Pre-K staff. Children will not be released to any family member or friend who is not authorized by the parent in PowerSchool Enroll. If you know that someone other than the usual pick-up person will be coming, written notification that is signed and dated must be given to the Pre-K staff, and the person picking up will be required to show photo identification. Anyone picking up a child from Pre-K must be 18 years or older and present a photo ID.

In case of an emergency, a parent should call the school office and inform staff a person listed in PowerSchool Enroll is picking up his/her child.

Screenings

As part of the West Perry School District's Pre-K program, enrolled children participate in various developmental and physical screenings. The screening results provide the Pre-K teacher and parents with important information about the child's development and physical health. These screenings are the first step in identification of potential delays or health concerns that can be addressed through additional evaluation or follow-up care.

Developmental Screening

Pennsylvania Pre-K Counts providers must complete a developmental screening on all children within 45 calendar days of the child's first day in the classroom setting. The West Perry Pre-K Counts program uses the Ages and Stages developmental screening for this purpose. This screening is completed by each child's parent/guardian at the beginning of the school year. Parents/guardians will receive information about administering Ages and Stages from the Pre-K teacher.

Physical Health Screenings:

Physical and oral health is important to a child's school readiness. As part of the enrollment process, parents/guardians will receive physical and dental forms that can be submitted to the district. Each child enrolled must have an age-appropriate Private Physician's Report of Physical Examination and Private Dentist Report on file in the West Perry School District Pre-K classroom within 60 days of the child's first day of attendance in the program. The Private Physician's Report of Physical Examination form includes immunizations as well as a physical. Each child must have a thorough examination by a licensed physician. Reminders will be sent but it is the parents' responsibility to provide the required form within 60 days.

If there are any special considerations such as health, behavior or any other needs your child requires, please inform the district in writing as early as possible to ensure proper arrangements for your child. Please give careful consideration to health needs, such as diet or allergies, when enrolling your child.

If a family needs insurance for their enrolled child, please visit the [Pennsylvania Children's Health Insurance Program \(CHIP\) website](#) for more information.

Staff

Each classroom is staffed by an Early Childhood certified teacher and a highly-qualified paraprofessional. The West Perry Pre-K staff meet all requirements related to clearances, educational background, continuing education, and teacher-child ratio. Staff attend regular, ongoing professional learning in child development and best practices.

Toilet Training

Students who attend the West Perry Pre-K program should be toilet trained. If a child is still having occasional accidents, parents must provide Pull Ups and a change of clothes. West Perry School District Pre-K staff are happy to reinforce and support the toilet training process, but children should be able to identify when they need to use the bathroom and engage in bathroom self-help.

Waiting List

Families of Pre-K students may be placed on a waiting list. Providing the parents meet the income eligibility requirements, the child meets the age requirement, and the family resides within the West Perry School District, slots will be prioritized using the following weighted system:

- ELL student (2 points)
- Homeless student (2 points)
- Teen motherhood (2 points)
- Behavioral supports (1 point)
- Student involved with Child Protective Services (1 point)
- Educational level of parent/guardian (1 point)
- Child of incarcerated parent(s) (1 point)
- Individual Education Plan (1 point)
- Migrant (non-immigrant)/Seasonal student (1 point)

Students who have been enrolled in the Head Start home-based program will receive the highest priority if the parents request a center-based setting.

Waiting List, continued

Families who do not meet the income eligibility requirements, whose child does not meet the age requirement, or who do not reside in the West Perry School District can still be placed on a waitlist. However, families on the waitlist who meet the income requirements, age requirement and who reside in the West Perry School District will be prioritized.

Paperwork and the enrollment process must be completed in full prior to the first day of class in order for your child to officially be enrolled. Phone conversations with Pre-K staff do not officially enroll your child.

Withdrawal from the West Perry Pre-K Program

If you intend to withdraw your child from the West Perry Pre-K Program, kindly give sufficient notice to the teacher so the district can fill the slot. The district appreciates a two-week notice when possible.

Pre-K Curriculum

West Perry Pre-K teachers use a variety of resources to plan and implement high-quality Pre-K instruction in the classroom. Below are brief descriptions about each one:

Pennsylvania Early Learning Standards

- Framework for instruction
- Teachers reference the standards when planning
- Nine Key Learning Areas
 - Approaches to Learning Through Play
 - Language and Literacy Development
 - Mathematical Thinking and Expression
 - Scientific Thinking
 - Social Studies Thinking
 - Creative Thinking and Expression
 - Health, Wellness, and Physical Development
 - Social and Emotional Development
 - Partnerships for Learning

Creative Curriculum

- Fully aligned with the PA Early Learning Standards
- Promotes the use of exploration and discovery as a way of learning
- Enables children to develop confidence, creativity, and life-long critical thinking skills

PATHS

- Social/Emotional curriculum that is aligned with K-1 instruction
 - Includes reading, telling stories, puppetry, singing, drawing, and using science and math concepts
- Contains lessons and materials that help young children develop better self-control, self-esteem, emotional awareness, basic problem-solving skills, social skills, and friendships
- Prevents and reduces behavioral and emotional problems

Eureka Math

- Math curriculum used PreK-6th grade
- Contains lessons and materials that help young children connect the real world with math, build confidence, and increase fluency
- Aligned with PA Core Standards

Heggerty

- Phonemic awareness resource used in Pre-K-3rd grade
- Contains lessons on rhyming, segmenting, blending sounds

Family Resources to Support the Pre-K Curriculum

GPS

- Online, interactive ten question quiz about your child
- Provides customized tips and resources based on answers to questions

West Perry School District
Prescription or Over the Counter Medication
Requiring Physician Permission

Date: _____ School Year: _____

Student Name (last, first, MI) _____ Date of Birth: _____

PHYSICIAN SECTION: please complete the following section, or attach a prescription with the following information. **If this is an inhaler or epi-pen order, please denote permission for the student to carry.

Medication Name: _____

Dosage: _____ Route: _____ Frequency: _____ Specific Times: _____
Discontinuation Date (if applicable): _____

Reason for Medication: _____

Contraindications, possible side effects, adverse reactions: _____

Student is allowed to carry their inhaler _____ EpiPen _____
(physician initials required)

Health Provider Information:

Name:
Address:
Phone number
Fax:

Signature of Health Provider/ Date

PARENT/GUARDIAN: I, _____, parent or legal guardian of _____, hereby request and authorize the West Perry School District and its nurses and/or designated employees to administer or assist the student in the self-administration of medication as indicated above. I have read, understand and acknowledge: (a) The West Perry School District's Medication Policy, (b) that school personnel other than the school nurse, in his/her absence, may be involved in the administration of medication to my child; and (c) as appropriate, school personnel may be advised of the administration of medication to my child. This agreement shall be effective for the school year or until revoked by me in writing.

Please place **initials** in the appropriate sections below

_____: I give permission for my child to carry his/her inhaler _____ epi-pen (must also have physician approval above)

_____: I give permission for the school nurse to discuss my child's medication, need for medication and related information with the above medical provider

Parent/ Guardian Signature Date: _____

West Perry School District
Pre-K HANDBOOK AGREEMENT

The West Perry Pre-K Handbook is available online on the district website,
www.westperry.org/Pre-KCounts. You may request a paper copy.

By signing this form, I indicate that I have read and understand the West Perry Pre-K Handbook.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Home Address _____

Phone _____

Child's Name _____

