

PORTAGEVILLE ELEMENTARY  
Preschool Handbook  
2022-2023



Home of the Bullpups

Phone: (573) 379-5706

Together Everyone Achieves More  
Let's be a TEAM

Dear Families,

Welcome to Portageville Elementary Preschool! We are pleased you have enrolled your child into our preschool program and look forward to getting to know you and your child. We believe that preschool is an important first step in building a strong educational foundation. The skills children learn during their preschool years help prepare them for rigorous activities and subjects of elementary school.

This material is a guide designed to provide you with important information about the procedures and policies of our program. We ask that you please read this booklet carefully and keep it as a reference throughout the year.

If you have any questions or concerns, please ask your child's teacher. Also, please feel free to contact Shanna Barham at 573-379-5706.

We appreciate the opportunity and thank you for sharing your special little one with us at Portageville Elementary. We look forward to working with you and encourage you to participate in your child's preschool program. We know that as we work together we can make a difference in your child's life.

Portageville Preschool Teachers

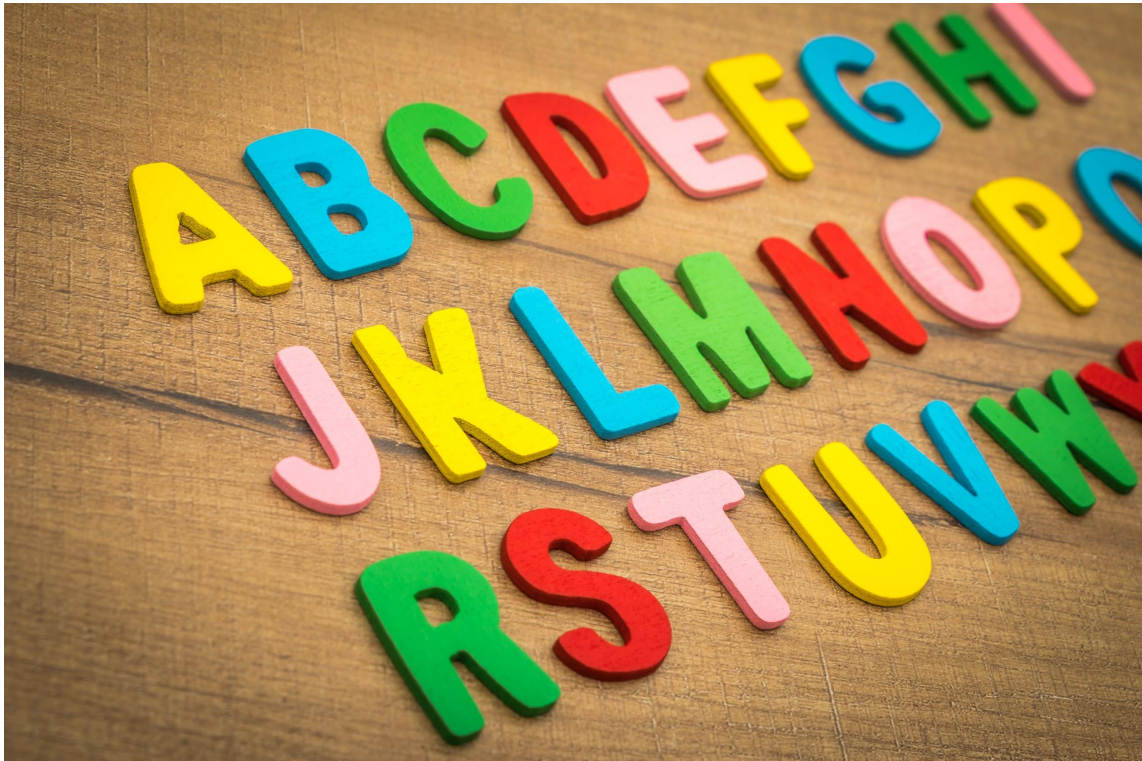
Portageville Elementary School

## **Mission Statement**

The Mission of Portageville Elementary is to foster a collaborative community where all students learn to their maximum potential in a challenging, safe and supportive environment.

### **We are committed to the following goals:**

1. Foster a school culture where all students are inspired, engaged, and challenged.
2. Consistently teach, model, and reinforce positive character traits by working together as a cohesive unit to foster an environment of respect and responsibility.
3. Develop fluent readers and instill a love for reading that will continue throughout life.
4. Nurture a love for writing so that all students can write fluently for a variety of reasons.
5. Make sure that all students gain a deep understanding of mathematical concepts and the role that math plays in all areas of life.
6. Provide a learning environment where all students have the opportunity to explore the world through science and social studies and develop a curiosity for everything around them.



## 2022-2023 SCHOOL CALENDAR

Monday-Thursday, August 15-18-----Teacher In-service  
Thursday, August 18-----Open House  
Monday, August 22-----Students' First Day  
Monday, September 5-----Labor Day (No School)  
Friday, September 16-----Early Release  
Friday, October 7 -----Teacher In-service  
Monday, October 10-----Columbus Day (No School)  
Friday, October 14-----First Quarter Ends  
Monday, October 24-----P/T Conference (12pm-7pm)  
Monday- Friday, November 21-56-----Thanksgiving Break  
Monday, November 28-----Teacher In-service (No School)  
Friday, December 16-----Early Dismissal—Second Quarter Ends  
Monday, December 19-Dec 30-----Christmas Break  
Monday, January 2-----Teacher In-service (No School)  
Tuesday, January 3-----Students Return  
Monday, January 16-----MLK Jr. Birthday (No School)  
Monday, February 20-----Presidents Day (No School)  
Friday, March 3-----Third Quarter Ends  
Monday, March 13-----P/T Conference (12pm-7pm)  
Monday, March 27-March 31-----Spring Break  
Friday, April 7-----Good Friday (No School)  
Friday, May 12-----Early Dismissal--Fourth Quarter Ends—Students' Last Day!

Make-up days:

1. May 15th
2. May 16th
3. May 17th
4. May 18th
5. May 19th
6. April 7th

# **Portageville Elementary: Pre-K Supply List**

1 inch binder  
Crayons (3 boxes)  
Glue sticks  
Wet wipes  
Small backpack  
(no wheels;big enough to fit a binder)  
Scissors  
Notebook  
Lysol/Clorox wipes  
Pencil box with name on it  
Kleenex  
Blanket and mat

**One Ziploc bag labeled with your child's name containing season appropriate  
spare change of clothing.**

## **Optional**

8 ct washable watercolor set  
Markers  
Colored pencils  
Snacks (goldfish, cookies, etc.)  
Juice  
Paper towels

## A Typical Day at Preschool

During the regular school day, your child will be engaged in learning with his/her teacher and friends. Part of the day is less structured, and children engage in free choices. Other times are more structured, and children are working individually or in small groups. Large group activities provide students an opportunity to work together as a class. Healthy snacks, lunch and outdoor play are essential parts of each day. All portions of the preschool day are developmentally appropriate for young children. Classrooms are divided into centers which provide a variety of learning activities for the children to enjoy.

A sample classroom schedule might look like this:

- **Arrival time** - the children learn responsibility by finding their classroom, hanging up backpacks, and coats. Usually when the children first arrive in the classroom, they participate in free choice activities as they become acclimated to the classroom.
- **Learning centers** - children will have the opportunity to have choices involving writing, blocks, dramatic play, manipulatives, listening centers, etc.
- **Group activities** - sometimes the children are in small groups of four or five learners who are working on an activity together. At other times, a group activity may be for the whole class to come together in a circle and enjoy a story time, calendar activity, singing, etc.
- **Snack** - children can socialize while eating a healthy snack (mid morning and mid afternoon). This is an opportunity to learn about manners and independence as they serve and clean up after themselves.
- **Recess** (morning and afternoon) - children enjoy playground activities such as sliding, riding tricycles, climbing, running and participating in group games.
- **Music and Movement** - children express themselves through theme related finger plays, music and rhythm.
- **Lunch**
- **Rest Time/Quiet Play**
- **Dismissal** - Your child may ride the bus or get picked up in the back lot. \*\*Please remember if you are picking up your child, you will drive behind the school (Barnes Avenue), turn left onto 12th Street and get in the line for pick up. Preschool pickup is behind the school. Please DO NOT come from the front of the school to get in line for back pickup. Thank you!!!

## Why is Play Important?

Play is essential for children to learn. Research indicates that children learn best in an environment which allows them to play, explore and discover. Play is an important part of a developmentally appropriate preschool program. Play enhances language development, thinking skills, social competence, creativity, and imagination. Children need an active environment that is safe and offers choices. Play provides the opportunity for children to practice new skills. Simple play experiences help children gain knowledge about the world and use their real experiences to organize concepts of how the world works. Children build upon what they know. Through play, children explore their world, find out how to get along with others, test their skills and muscles, try out new ideas and feel secure enough to try different activities. Play is an important part of life!



## Arrival and Dismissal

**No** child should arrive at school before **7:30AM**. Before this time, there is no supervision provided. Preschool students will go straight to their classrooms. Children in grades K-5 will be expected to go outside on the playground when they arrive at school if they do not wish to eat breakfast. If they choose to eat breakfast, they will need to go to the cafeteria between 7:30 and 7:45. If it is rainy, students are to go to the cafeteria and either eat breakfast or sit on the non-eating side. A **7:45** bell will dismiss students to their classrooms. At **7:55 AM the school day begins**. Students will be marked tardy after 7:55 AM. At **8:00 AM** each day, doors will be locked for your child's safety. We will also practice school lockdowns from time to time, so students and staff will know how to respond if an emergency situation should arise. If it is necessary to bring your child in late, you are required to check the students in at the office.

Our bus dismissal time for all students will be **3:00 PM**, with walking students leaving at approximately **3:05**. At the dismissal bell, students should leave the campus and proceed home. With younger elementary students, if there is a change in their normal routine, **a written note of instruction must be sent from home or the parent must come by the office with written instruction before 2:00 PM in the afternoon.** Students will not be signed out after 2:40 p.m. If you need to pick up your child early, please be here before 2:40 p.m. This will alleviate confusion on the part of the teachers, office, and bus drivers that can happen during those last minutes of the day. Use the area in the back of the building to pick up or drop off students. Please do not park in front of our building between 2:30-3:00.

To help ensure your child's safe arrival at school, we will again be doing our Call Back Program. If your child is not at school, we will call you to check on them. You may also call the school to inform us if your child will be absent. You will receive a separate form to fill out to enroll your child in this program.

## Parent/Teacher Communication

### Class Dojo and Weekly Newsletters

A current telephone number and emergency contact number is needed at all times. If you have changes to any of your child's information, please let the teacher know immediately.



## Attendance Days

It is very important that our students be at school daily. If a child arrives late or leaves early, a parent must accompany them to the front door to be checked in. Classroom teachers cannot release students from their care without a call from the office.

If a student is absent for two days in a row, please call the office and explain the reason for the absence. Also, please make sure all missed assignments are made up after an absence. Our policy states that a student must not miss more than six days a semester. Please get a doctor's excuse for any visit the child has with a doctor. **If a student misses more than six days a semester, summer school will be mandatory.** If a parent feels that their child has a legitimate reason for more than six absences, he or she may call and speak with an administrator. Failure to attend summer school or to comply with the recommendation of the attendance committee will result in retention.

1. Excusable absences shall be only for:

- a. Personal illness (illness of student or illness or death in the immediate family)
- b. Other serious personal or family business.
- c. Doctor or dental appointments that could not be scheduled outside the regular school day.
- d. Administrator's decision will be applied to all absences.

Students enrolled in school should not be absent more than 6 days each semester. The responsibility for attendance is that of the student and parent or guardian. Unique cases involving circumstances beyond a student's control (prolonged absence due to illness confirmed by a doctor's statement) may be given consideration by the superintendent and the school board.

## TARDIES

Students who arrive in their classroom later than **7:55** will be counted tardy.

After 2 tardies parents will be notified by phone.

After 3 tardies- Students will be assigned ASD (After School Detention)

4 tardies-2 days of after school detention

5 tardies-3 days of after school detention

**Excessive tardies may result in ISS or further disciplinary action**

**Five or more tardies in a semester will result in mandatory summer school.**

## Lunch and Snack Time

Lunch time will be at 10:30. Students are allowed to bring their lunch, however, it needs to be something they can eat themselves without assistance and that doesn't need to be heated. We will have snack time daily as long as we have snacks to give and would greatly appreciate students bringing in snacks. Please make sure snacks are a great option for everyone. We highly discourage any snacks with peanuts.

**\*\* If there is a student with a certain food allergy we will ask that you avoid bringing any snacks that contain that food.\*\***

## Dress/Clothing

Your child needs to be dressed in comfortable clothing that is easy for them to use the bathroom themselves. Full body clothing pieces such as rompers, playsuits, and bodysuits are highly discouraged. Please be sure your child is dressed each day in comfortable clothing that allows for freedom of movement and safety. The students are involved in activities that keep them moving much of the day. Also keep in mind that our students may play outside so send your child to school in appropriate outerwear as well. Playground play requires closed-toe, sturdy shoes rather than flip-flops or sandals.

## Toilet Training

Students must be fully potty trained. This means no pull ups, however, we understand that each child is different and may need support or assistance to help them become consistently potty trained. Students need to be able to independently wipe. Also we require that students have an extra pair of shoes, socks, underwear, pants, and shirts kept at school in case of accidents.

## School Cancellations

The announcements of school dismissal, because of severe weather conditions, will be made through our school alert system that automatically texts each parent at the phone number(s) listed on each student's information file ,and will be announced on the school website, and on facebook.

## Student Discipline

The Portageville Preschool staff respects each child's individuality. We encourage independence and strive to always be positive and rewarding of desirable behavior. We set clear limits and expectations and make these known to the children. We model appropriate interactions with others and provide cues to the children to remind them of what is expected.

When undesirable behavior occurs, redirection is required. We will be consistent, reasonable, and realistic. The child will be told why the behavior is unacceptable.

We cannot allow any child to hurt other children, teachers, or themselves. When aggressive behavior occurs, the parents will be notified and a conference may be scheduled. The parents will be expected to begin immediate cooperative effort with the teachers to help the child learn appropriate behavior. Parental cooperation and support is an essential element in helping the child.

Consistent disruptive or inappropriate behavior is harmful for all children and is also detrimental to the quality of the program. Therefore, teachers will schedule a conference concerning behaviors. The teachers and parents will openly discuss the problems, the causes, and our ability to work with the behaviors that are causing concern. Parental cooperation/support is expected and will be necessary for the child to remain enrolled.



## Health Information

You will need to make arrangements for alternate care when your child is ill. If your child has been running fever or vomiting/diarrhea, he or she must be completely well, without the aid of medication, for 24 hours before returning to school. Any child exhibiting signs of illness outlined in the Missouri Department of Health Licensing Rules Manual will be sent home. These symptoms include but are not limited to the following:

- A fever of 100 degrees F, or higher, by mouth or 99 degrees F under the arm
- Difficulty breathing
- An upset stomach associated with vomiting or diarrhea
- Severe coughing/severe runny nose with yellow/green discharge
- An unexplained rash
- Yellowish skin or eyes
- Itchy, watery eyes with a yellow discharge often associated with pink eye or conjunctivitis
- Sore throat or trouble swallowing
- Headache or stiff neck
- Unusually dark, tea colored urine or grey or white stool

Should a child become ill during the school day, the parent will be notified immediately and will be required to pick up their child immediately. A child sent home with one or more of these symptoms must be symptom free for a period of no less than 24 hours before returning to school. Exceptions to this policy will only be made if a child returns to school with written authorization from the child's physician stating that the child is not contagious and may return to school before the 24 hour period has been met.

In the case of a medical emergency, we will follow your written instructions for emergency medical care. First Aid will be administered by the school nurse. The parent or authorized adult will be notified as quickly as possible. If medical attention is required immediately, administration will call the local ambulance service, which will transport the child to a local hospital. All accidents and injuries will be dated and noted in your child's record.

## Emergency Drill

Students, teachers, and other district employees shall participate in Emergency Drills. Students must follow the direction of the school personnel quickly and in an orderly manner. Each classroom will have specific instructions posted. Notification to move to protective areas will be by signal from administration.

## Missouri Parent Education Program

This is a program offering home visits, group activities and screening for families of children birth to 5 years of age. To find out more about Missouri Parent Education Program, call the elementary office at 573-379-5706.

If you have any questions/concerns, please feel free to contact the preschool teachers or the elementary office. We look forward to working with you and your child.



