

Kids' Korner

Parent Handbook 2019-2020

Tarkio R-1 Preschool

1201 Pine Street
Tarkio, MO 64491
660-736-4177 ext# 3134

Principal

Mrs. Kari Taylor

Preschool Director and Lead Teacher

Mrs. Courtney Driskell

Preschool Assistant

Mrs. Melissa White

The purpose of the parent handbook is to give parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Kids' Korner. This document is reviewed annually. The handbook may be amended at any time and those changes will be communicated by the administration to the staff and parents/guardians. It needs to be noted that this handbook does not cover all rules that govern our school. The intent of this handbook is to give a general overview of the rules and expectations.

A strong home and school environment is essential when building a good environment for young children. Our staff will try to do our very best to keep you informed and involved in our preschool program. Ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved in Kids' Korner Preschool. We look forward to getting to know you and your family.

Preschool Hours and Dates

Tarkio R-1 Kids' Korner Preschool is a full-day program with developmentally appropriate educational activities from 8:00a -3:00p daily (Monday through Friday). Kids' Korner follows the Tarkio R-1 School District calendar, including start and end dates, days off, screenings, and early dismissal dates.

Non-Discrimination Policy

Kids' Korner Preschool does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, national origin or sexual preference.

Preschool Tuition

Preschool tuition is on a sliding scale and is based on financial qualification under the food service program. Application forms will be sent home with each student or can be picked up in the Elementary Office. This paperwork should be filled out and returned as soon as possible. The completed forms will be processed to determine monthly tuition rates. If an application is not completed and submitted, tuition will be set at full rate.

Determination	Monthly Tuition Rate
Full	\$240.00
Reduced	\$120.00

(The reduced price is the fee charged if a child qualifies for free/reduced meals.)

Children enrolled at Kids' Korner are expected to attend for the full nine-month school year. Payment schedules and contracts will need to be signed by the person responsible for paying tuition. Tuition payments are due on or before the first day of each month, with the first payment due on or before September 1 and the final payment due on May 1. Payments may be paid in the Superintendent's office at 312 South 11th Street in Tarkio in person or by mail. If payment has not been received on the 1st of the month, a late notice will be sent from the Superintendent's office. If payment is not received by the 5th of the month, your child may not be able to attend until payment is received. Please contact the Superintendent's Office at 660-736-4161 with questions about tuition payments.

Preschool tuition may be tax deductible. To claim this deduction parents will need to keep tuition receipts. Please do not expect the district to duplicate receipts at tax time. The District's ID numbers for this purpose are: Federal Tax ID 44-600451; EIN 031; District Code 003.

Enrollment Qualifications

Children must be 3 years old before August 1st of the program year and must be fully potty trained to attend preschool. (See Discharge/Termination for more information.)

The preschool must have the following documents on file for your child to attend:

- Enrollment form (including emergency contact names & numbers)
- Medical Exam Report signed by a Physician
- Health Report complete by Parents
- Handbook Contract

All school forms, including health/immunization records, must be kept on file at the preschool before any child may attend. All files will be kept at the preschool for two years.

Enrollment Procedure

Kid's Korner Tarkio R-1 Preschool will hold an open registration during the month of March. Advertisements will be put in the local paper two weeks prior. Preschool Enrollment papers may be picked up at Kids' Korner starting February 24, 2020.

The Preschool will hold an open enrollment on March 9, 2020 from 8-9am at the Preschool. Enrollment forms will be date-stamped in the order received. Twenty spots will be filled according to priority standards starting with children who attended Kids Korner during the previous school year, in-district 4 year-olds and then in-district 3 year-olds in the order they were received. After 20 spots have been filled the remaining or additional students may be put on a waiting list in the order they were received.

Parents will receive notification by mail when enrollment is complete.

In the event that all 20 spots are NOT filled at the end of the March Enrollment, ALL resident names received after enrollment closes will be written on an enrollment/waiting list in "first come/first served" order.

Arrival/Departure

Please be consistent and on time when bringing and picking up your child. Prompt arrival cultivates future good attendance habits and gives the child a secure feeling of beginning the day with the class. Always accompany your child into the building and make certain a teacher has noted their arrival before you leave. Children are never to be left in the building without a teacher present. Please call the school at 660-736-4177 by 8:15 if your child will be late or absent.

Kids' Korner provides a quality preschool. Kids' Korner hours are 8:00-3:00. Tarkio R-1 does not provide daycare beyond those hours. Thus, children may arrive no earlier than 7:45a and need to be picked up promptly by 2:45p. If a student has school-age siblings, he/she will be walked into the Elementary Building and will be picked up at 3:00p in the elementary pick-up line at the West end of the building. If a student does not have school-age siblings being picked up in the pick-up line, he/she will need to be picked up from Kids' Korner by 2:45p. If a child is picked up after 3:00, the parents will be assessed an

additional cost of \$10.00 per day. The child may have to be picked up in the elementary office. Prompt pick-up is necessary and important for your child's secure feelings. A child left waiting feels insecure and may worry. Please speak with the Principal or Preschool Director if different arrangements need to be made.

Releasing Children

All parents must fill out a form listing all authorized adults to pick up their child. Children will only be released to a person listed on the form. A driver's license identification may be required by an authorized substitute picking up the child. Parents may add someone to the list by letting the teacher know. *There is a requirement for court orders be on file in the office if restrictions exist to pick up a child.* Please see to it that the administration has all current documentation.

Discharge/Termination

Termination of enrollment may take place if the child is not benefiting from the program, if the child's behavior substantially interferes with the educational program, or if tuition has not been paid. Children may not attend preschool until they are fully potty-trained and can take care of their toileting needs independently. While we know accidents will happen, our facility is not licensed by the Health Department to accommodate diapering or changing of pull-up diapers. Therefore, parents may be called to change their child's clothing when soiled. Frequent accidents may be cause for the district to terminate the child's enrollment.

Quiet/Rest Time

Following lunch, the preschoolers will have a quiet/rest time. They will rest on cots using their own bedding. Quiet time will always begin with story time and soft music. Quiet time will last a maximum of 60 minutes. If your child does not nap after the first 30 minutes, he/she may be allowed to get up for quiet activities until quiet time is over. All napping items will be kept in your child's bedding cubby. Bedding will be sent home on every other Friday to be laundered and will need to be returned the following Monday.

Family Observation/Participation

Families are welcome in the preschool at any time. Please notify the teacher if there is something special you would like to share with the class or help the teacher do.

We ask that you make your good-byes brief and lovingly firm on a daily basis. We find that children become involved and happy as soon as the parent leaves. We will also have many times throughout the year when we will need parent participation (parties, field trips, etc.)

We would appreciate every parent signing up for one or more of the activities. Volunteering gives you an opportunity to actively participate in enriching your child's school experiences.

Kids' Korner Preschool encourages family involvement in order to make your child's transition into preschool successful. The preschoolers will bring home monthly activities that you may complete together as a family. The children are extremely proud to share these family projects with their friends. We thank you in advance for completing these and having a positive influence on your child's first school experience. There will also be many special activities and projects throughout the year when we will need parent participation. Please remember it is the process that is important; not the product.

Parent Newsletter and Calendar

A parent newsletter will be sent home each Friday. In addition, a school calendar and a snack schedule will be sent home each month. Be sure to check your child's backpack for these handouts. Every note sent home is also displayed in the parent's corner. Friendly reminders are posted daily. Please take a few minutes to look over the parent's corner each day. It is there for your convenience.

Weather or Other Emergency Closings

Announcements will be made on the following radio stations: KMA at 960 AM/99.3 FM; KNIM at 97.1 FM; KFEQ at 680 AM; the following television stations: KQTV 2 St. Joseph and Channel 60 on Tarkio Cable TV; as well as our INDIAN ALERT system. Patrons may sign up for the Indian Alert text message system. Please visit the district website http://tarkio.k12.mo.us/pages/Tarkio_R1 and click the icon on the district webpage. If severe weather occurs after school is in session, and you are in question as to whether school will be dismissed, please listen to one of the above stations for information. Tarkio Schools will continue to report school closings due to snow or weather on the above stations and will use this system as an overlay to the public announcements.

Illness, Injury, Accident Procedure

Children should not attend school if they display any one of the following symptoms: fever, sore throat, skin rash, red or inflamed eyes, discharge from ears, vomiting, diarrhea, severe cough, or severe itching of the body or scalp. Please keep your child home for twenty-four hours after fever, vomiting or diarrhea and report any contagious disease so other parents may be notified. If your child displays any of these symptoms or becomes injured at school the school will contact the parent/guardian. For this reason, please make available to your child's teacher and the office accurate, up-to-date information as to where you can be reached and the name and telephone number of the person to contact in case you are not available. This emergency person must have a working telephone and access to reliable transportation.

Medication-Policy 2870

All medication will be disbursed through the nurse's office in the Elementary building.

Prescription Medication must be in the original container and left in the nurse's office for dispensing. Administration of prescription medications are only to the person named on the prescription. Written instructions must include when the administration of the prescription should occur, length of time the administration occurs, and the parent's signature.

Over the Counter Medication – May be sent by the parent if he/she feels the child is unable to get through the day without it. When sending over the counter medication, it must include a note from the parent including the amount and time for the administration of the medication, and length of time the administration occurs. Medication must remain in the nurse's office.

Tylenol – Tylenol follows the over the counter medication rule as stated. Parents should send a note requesting administration of Tylenol. If students have a history of recurrent headaches and the parent feels it is necessary, with parent permission, parents provide a small supply for the student where it will be in the medication cabinet for the student.

Cough Drops – Parents may send cough drops to school with the student and kept in the child's classroom.

Inhalers – Inhalers are a prescription medication and need to follow the above prescription medication rule. Prescription labels are equal to a written doctor’s order, so if you have a label on an inhaler box, please send the box with the inhaler to school. The pharmacies are very good about printing extra labels or making an extra bottle for you to send to school.

Birthdays

Birthdays are important milestones in children’s lives. We welcome birthday refreshments in preschool. Please arrange the day and time in advance with the teacher.

Parties

Three planned parties are: Halloween, Christmas, and Valentine’s Day. Please feel free to sign up as a room parent for your favorite party at the beginning of the year. The announcement of party times announced as the time gets closer.

Personal Appearance Code

Children are encouraged to wear clothing that is comfortable to play in (indoors and outdoors). In the winter, children need to bring clothing to school that will allow them to play in the snow such as boots, mittens, winter coat, stocking hat, etc. We play outside every day that weather permits, so please dress your child accordingly. Outdoor play will consist of organized group games, as well as free time. If the weather does not allow us to go outside, we will offer gross motor activities inside.

Food Service

Breakfast, lunch, and milk may be purchased at the current elementary school rates for breakfast and lunch. Applications for reduced or free meal pricing go home with students at registration or on the first day of school. All parents are encouraged to complete an application form so that students have the opportunity to enjoy balanced meals at the lowest cost. One form per family is sufficient.

Please pay for student meals in advance by depositing money into the students’ food service accounts. Each student has his/her own individual account, and/or money for all meals (breakfast, lunch, and/or extras) goes into the same account. Please send money in a sealed envelope with name, grade, and amount. If sending money for more than one student, please indicate how much money you want in each child’s account. We recommend all students deposit at least \$5.00 into their account. At the end of the school year, students may carry over any remaining balance or receive any remaining balance. Paying in advance for the month is the best practice. It is important to keep money in your student’s account. There is absolutely no charging. You will receive notice when your child’s account reaches \$15.00 or less.

Breakfast: \$2.15 for an adult meal, \$1.50 for a student meal.

Lunch: \$3.50 for an adult meal, \$2.30 for a student meal.

An afternoon snack is provided by parents on a rotational basis. A monthly snack calendar will be sent home at the beginning of each month. Please feel free to switch with other parents or let the teacher know if you are unable to provide snacks on a given day. Snacks must be store-bought and unopened. Snacks should include enough for the classroom of students and 2 adults.

Conferences

Parent/teacher conferences will be held twice a year. (One in the fall and one in the spring). When time permits, the fall conference may be an in-home visit for the first year students (only) and include the parent, child, and teacher. Otherwise, the fall conference will be held in the classroom. The teacher will make this decision from year to year and send out notices. Spring conferences will be held in the classroom.

Discipline

Positive methods of discipline will be used in preschool. These methods will encourage self-control, self-direction, self-esteem, conflict resolution, and cooperation. The children, with teacher guidance, will make up rules of the classroom. The rules will be clear and concise, and the children will be expected to follow them. Verbal reminders and encouragement will be made when necessary to help the child see the need for the rule. If behavior persists, the child will have a brief time alone in the room followed by a choice of two educational activities then a chance to return to the group of children.

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline. Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action. Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom

detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

BEHAVIOR MANAGEMENT

GUIDELINES FOR CHILDREN AND STAFF

The classroom will be designed and managed to create positive learning experiences. This will help to decrease behavior conflicts. Children will help to develop behavior guidelines and boundaries. Hitting, kicking, biting and using aggressive behavior will never be acceptable behaviors. Staff will use positive reinforcement as well as natural and logical consequences when dealing with behavior issues. It is our goal to encourage children to become independent decision makers and take responsibility for their behavior choices.

If children are having conflicts with each other over a toy or material in the classroom, the teacher will guide the children to come up with possible solutions. Giving the children a chance to safely solve problems promotes positive developments in the child. Children will be able to sympathize and learn rules of cooperation. By the end of the year, most children learn how to positively solve problems and come up with acceptable solutions. This is a valuable skill they can use throughout their life.

Chain of Command

The smooth operation of our preschool requires a high level of communication and professionalism. Communication and problem resolution benefit from following the chain of command. Skipping links in the chain may create friction and delay the resolution. All communication should be handled through the proper chain of command. This is not to deny communication, rather to ensure that the system is respected and that the issues are resolved by the closest links in the chain.

The chain of command is as follows:

Students/parents-Teacher/staff-Building Principal-Superintendent-Board of Education.

Parent Advisory Committee (PAC)

The PAC is made up of the principal, Preschool teacher, Assistant, and 5-6 parents. The PAC will meet twice a year. The goal of the PAC is to help the teacher and assistant with classroom holiday parties, fundraisers, be a liaison to the community, and help with recruitment. Membership sign-ups are at the beginning of each year. Minutes are kept and distributed to all parents after each meeting. We are extremely fortunate to have such a committed and enthusiastic group of parents.

Directory Information

The Tarkio R-1 School District has declared the following information as "Directory Information". Directory information is information contained in the education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, the most previous school attended, photographs, photograph with student name for district or local newspaper publications.

Please note you have until September 1, of the school year to inform the District in writing that the designated directory information should NOT be released without the parent's or eligible student's (18 years of age or attends an institution of post-secondary education) prior consent.

CHILD ABUSE POLICIES

Mandated Reporting

As professionals in contact with young children and their families, we at Kids' Korner Preschool are required by law to help the DFS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child care workers, are mandated reporters. Thus, it is policy of Kids' Korner preschool program to report any and all suspected cases of child abuse and/or neglect to DFS. Our school will offer full cooperation of its staff during the investigation of the reported incident. Missouri Law: Section 210.003.7, RSMo

DAILY SCHEDULE

The following are some components that will be incorporated into each day:

- Wash up/Breakfast/Table tasks
- Large group/Circle time
- Individual work time/Small group/Centers
- Cleanup/Wash up
- Outdoor Activities
- Music/Journaling/Large Group
- Wash up/Set Table/Lunch
- Wash up/make cots
- Story Time on cots/Quiet Time
- Wash up/put cots up
- Snacks
- Outdoor Activities

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Tarkio R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Tarkio R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Tarkio R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians.

Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of

Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Tarkio R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Administration offices between the hours of 8:00a.m.-3:30p.m. Monday through Friday or by appointment. This notice will be provided in native languages as appropriate.

Philosophy for Early Childhood

Each child is unique and it is our endeavor to treat each child as an individual. We encourage individuality whereby each child may find identity, purpose, and power for his/her life by engaging in developmentally appropriate activities both in social and academic areas.

The young child learns best about the world through experimentation and exploration. It is necessary to provide a flexible program that enables each child to learn at his/her own developmental pattern. Play is an integral part of the program; as it is through play a child unveils the world around them.

Teachers and parents form a partnership in carrying out the responsibilities of nurturing and educating each child. Kids' Korner provides a warm and loving environment where each child can develop to his/her potential aesthetically, emotionally, intellectually, physically, and socially.

Curriculum Framework Based on Project Construct

Curriculum Philosophy: The Project Construct Curriculum, based on the Department of Missouri Education, is utilized in our program. This curriculum is process-orientated and is based on the premise that children learn best when they are actively involved in experiences that are meaningful to them. Teachers provide a learning environment where children can achieve their potential by following their own interests. Children need both time and opportunity to act on the environment by experimenting, creating, and imagining.

We do not spend time filling in workbooks, drilling facts, or filling in worksheets. By concentrating on what children already know, we find out what else they want to discover and allow them to develop curiosity, creativity, confidence, and initiative. We give the children a chance to make choices and let them construct experiences. This allows the children to develop compassion towards others and develop higher level critical thinking skills.

Young children in their quest for knowledge are very active learners. In this light, our curriculum goals are geared toward active learning experiences. Through a variety of group and individual experiences, we hope to empower each child to:

- * think for oneself
- * solve realistic problems
- * become critical thinkers and creative problem-solvers
- * develop cooperative and collaborative skills
- * develop a love of learning

Project Construct curriculum is shaped by the belief that student success depends both on a solid foundation of content knowledge and the ability to apply it to real problems and new situations.

SOCIOMORAL DOMAIN

Area: Social Development

Goals: Build relationships of mutual trust and respect with adults; Build relationships of mutual trust and respect with peers; Consider the perspectives of others. Cooperate and collaborate as a member of a community.

Area: Personal Development

Goals: Be inquisitive, confident, inventive, and reflective; Take initiative.

COGNITIVE DOMAIN

Area: Mathematical Thinking

Goals: Develop logical thinking; Develop numerical thinking; Develop geometric, spatial, and temporal thinking; Analyze data; Exchange mathematical ideas.

Area: Scientific Thinking

Goals: Increase knowledge of the physical world; Develop and apply scientific thinking; Exchange scientific ideas.

REPRESENTATIONAL DOMAIN

Area: Language Development

Goals: Develop effective listening and speaking abilities; Develop as a reader; Develop as a writer; Use language to communicate in a variety of ways; Gather and comprehend information from a variety of sources.

Area: Symbolic Expression

Goals: Represent ideas and feelings through pretend play, music and movement, and art and construction; Recognize that symbolic expression has social, cultural and historical contexts.

PHYSICAL DOMAIN

Area: Motor Skills

Goals Develop motor skills for personally meaningful purposes.

Area: Health and Safety

Goals: Develop healthy living practices.

The Project Construct Curriculum correlates with the Missouri Preschool Standards. All instruction, and assessments are linked to the Missouri Early Childhood Standards. More information may be obtained from the Missouri Department of Education website.

The number one goal of our Preschool is socialization and Kindergarten readiness. This preparation also includes laying the foundations of good attendance, reading, writing, math, and other areas of academics to help children who reside in the Tarkio R-1 district reach their fullest potential.

- To experience and develop a sense of self-esteem and self-worth
- To develop and strengthen impulse-control skills
- To exhibit a positive attitude toward life and others

- To demonstrate cooperative, pro-social behavior
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information that will lead to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills
- To develop beginning reading skills
- To acquire beginning writing skills
- To enhance gross motor skills
- To enhance and refine fine motor skills
- To use all senses in learning

Kids' Korner Preschool adheres to high quality/best practices regarding teacher requirements, adult/child ratios, curriculum, nutrition, and other administrative practices.

Tarkio R1 makes every effort to ensure the safety of students from environment hazards and pollution through the use of environmental friendly supplies and spraying for insects is not done when students are present and is done in a timely manner that no students will be in the area immediately after treatment. All chemicals and cleaning agents are kept in locked cabinets or closets.

Emergency Procedures

Emergency phone numbers are clearly posted by all phones.

The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached. Parents are responsible for keeping phone and contact information updated.

In case of an emergency, a faculty/staff member may go with the child to the emergency room and remain until a parent/guardian arrives.

Teachers report in writing any injuries that may occur while the child attends preschool.

Teachers notify the parent/guardian of any injury requiring first aid treatment.

Fire drills and tornado drills are routinely practiced to prepare children in the case of an emergency. Shelter-in-place (lockdown) drills are held at irregular intervals throughout the year.

Emergency evacuation plans are posted in the preschool by each exit.

The signal for fire, tornado, and/or shelter in place is part of the Preschool alarm system.

General Safety Practices

- Background screenings are conducted of personnel are conducted per district policy.
- All staff members are mandated to report any suspicion of child abuse/neglect.
- Children are supervised at all times.
- Authorized pick-up information is on file and in the emergency directory.

- If we are not familiar with the authorized pick-up person we will ask to see identification and will match the person's ID with the emergency directory information provided by the parent(s).
- Each room is equipped with a first-aid kit.
- Teachers take roll and monitor the number of children in their care.
- Teachers move throughout the play yard to ensure adequate and appropriate supervision.
- The play yard monitored closely for safety and improvements.
- Staff is trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- Medicines are stored out of children's reach and administered only with written permission of parent/guardian.
- Individuals who serve food wear gloves when handling ready-to-eat foods.
- Cleaning supplies are stored out of children's reach.
- Teachers fill out documentation for accidents, incidents, and health-related situations. Parents receive copies of accident/incident forms.
- Teachers follow universal precautions for blood-related accidents and incidents.
- Latex "free" gloves are available in each room for emergencies.
- Toys are checked frequently and broken toys are discarded.
- Emergency numbers and first aid kits are included in fanny pack for walking and field trips.
- Parents are informed in advance of all field trips.
- Teacher-child ratio may be adjusted for field trips to ensure that there is a higher ratio of adults to children.
- On field trips children must stay where teachers can see them at all times and vice versa.
- Health and safety information incorporated into the curriculum and taught to the children on a regular basis

ACKNOWLEDGEMENT

Please sign and return by Friday, August 23rd. Thank You.

I have received the 2019-2020 Kids' Korner Parent Handbook and have read through its entirety. I understand and agree to adhere to the policies and regulations put in place by the Tarkio R-I School District.

Student Name

Parent or Guardian Signature

Date