

**Mt. Vernon-Enola Elementary School Calendar**  
**2015-2016**

August 17	First Day of School
September 7	Labor Day
September 17	Progress Reports
October 14	End of First Quarter (42 days)
October 22	Parent/Teacher Conferences
October 23	School Holiday
November 16	School Holiday
November 25-27	Thanksgiving Holiday
December 18	End of Second Quarter (42 days)
December 21-January 1	Christmas Holiday
January 4	Second Semester Begins
February 4	Progress Reports
	Parent/Teacher Conferences
February 5	School Holiday (Snow 1)
February 15	President's Day (Snow 2)
March 11	End of Third Quarter (48 days)
March 21-25	Spring Break
April 21	CAPS Conferences
April 22	Teacher Work Day
May 15	High School Graduation
May 24	End of Fourth Quarter (46 days)
May 25	Snow Day #3
May 26	Snow Day #4
May 27	Snow Day #5

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# Mt. Vernon-Enola Preschool

## Parent-Student Statement of Responsibility

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Student's Name

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Date

The statement below must be signed and returned to the Preschool teacher within one (1) week after receiving the handbook.

We have read the Mt. Vernon-Enola Preschool Handbook and Discipline Policies and although we may not agree with all of the regulations, we understand that our child must adhere to them while he/she is at school, on the bus during field trips, or in attendance at school-related activities. In the event that we are not entirely certain of some aspect of school policy, we will contact the principal or preschool teacher for clarification within one (1) week after receipt of that policy. Our signature below represents our understanding of all rules and regulations stated in the Preschool Handbook and Discipline Policies for enrollment into the MVE Preschool program.

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Parent/Guardian Signature

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Date



## **DIRECTOR'S MESSAGE**

This booklet attempts to explain some of the basic concepts that your child will experience while participating in the preschool program as well as your role as a parent. Our goal is to implement a program that enables your child to continue to grow and develop successfully. We want you to be involved with us in making these important decisions regarding your child's needs. The preschool staff is eager to serve you and your child with the best educational services possible.

Rob Rollins  
Preschool Director

## **PRESCHOOL STAFF**

Rob Rollins, Elementary Principal /Preschool Director	(501) 849-2211
Novela Leach, Administrative Assistant	(501) 849-2211
Sara Loyd, Teacher	(501) 849-3219
Leslie Smothers, Para educator	(501) 849-3219
Tammy Hoover, Para educator	(501) 849-3219

## **PURPOSE & OPERATIONAL POLICIES**

The purpose of the Mt. Vernon-Enola (MVE) ABC Preschool is to provide safe, healthy, nurturing experiences for children whose parents due to employment or socioeconomic factors are unable to access preschool services. The objectives for the ABC Preschool Program will focus on the following components:

- Provide nutritional meals and snacks.
- Provide a developmentally appropriate curriculum to improve gross and fine motor skills, language, cognition, and social skills.
- Provide opportunities for interaction with disabled and nondisabled peers that will promote exploration and curiosity of the world.
- Enhance parental competence and involvement.

The MVE Tuition Program exists in conjunction with the ABC Program.

## **PARENT INVOLVEMENT**

1. Prior to the first day of school, an open house will be scheduled, inviting all parents and community members. An overview of student assessment, accreditation, program goals, staff, curriculum, facilities, and federal programs will be presented. This information will also be published in the local newspaper. Parents and students will have opportunity to meet with teachers and staff to discuss and receive materials and information needed for a successful school year.
2. Parents will be surveyed to determine their interests and availability for volunteering. A list of volunteers will be compiled and given to faculty and staff.
3. The school's process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions, will be included in the school's policy handbook.
4. Two parent/teacher conferences per school year will be scheduled.
5. Discussions with parents of high school students to address involvement in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities, will be held during CAP conferences and financial aide meetings.
6. Include parents/community members as participants in school decisions through various committees and the local parent/teacher organization. Promote community service through school activities and organizations.
7. Maintain communication with parents and community members through the use of the school website, quarterly newsletter to all parents, emailing of daily announcements to parents, providing online access to grades and homework assignments through eSchool software, faculty and staff web pages, and contact through School Reach Notification System.
8. Provide parental involvement professional development training for faculty and administration.

## **VOLUNTEER POLICIES**

A volunteer will be defined as a person who helps with classroom activities and projects but is not considered in the staff/child ratio and who is not given disciplinary control over children. A volunteer must have a current health card or physician's statement showing the absence of contagious tuberculosis and three personal references. A volunteer must be under the direct supervision of the classroom teachers at all times. Volunteers will not exceed one volunteer for each five children within the classroom. (An exception shall be given to parents who volunteer to assist in field trips.)

## **CONCEPTS FOR THE SCHOOL YEAR**

The MVE Preschool Program is both age and individually appropriate. Students are guided through various learning activities to enhance individual differences in ability and interest. The curriculum is based on the NAEYC book, *Guidelines for Developmentally Appropriate Practice in Early Childhood Programs Serving Children from Birth through Age 8*, as well as the High Reach Frameworks, and is utilized to include hands on activities which promote physical, social-emotional, self-help, cognitive and communicative skills.

## **ADMISSION OF CHILDREN**

Tuition paying students are prioritized based on age, district of residence, and the order in which the completed applications are received.

ABC students are prioritized by district of residence, age, number of qualifying factors, and the order in which the completed application is received. In order to be accepted into the MVE ABC Preschool Program, the child must qualify for the program under one of the following areas:

1. Income level as listed on application form
2. Teenage parent (18 years old or younger at time of birth)
3. Low birth weight (under 5 lbs. 9 oz.)
4. Parent without high school diploma or GED
5. History of abuse/neglect or drug/alcohol abuse
6. Disability under PL 99-457
7. Failed developmental screening
8. English as a second language

## **NECESSARY ENROLLMENT FORMS FOR TUITION PAYING STUDENTS**

1. Child Data Form
2. Legal Birth Certificate
3. Social Security Card
4. Photo Release
5. Discipline Policy
6. Updated Shot Record
7. Cover Sheet indicating child is not eligible for the ABC Program
8. Health Screening
9. Signed Tuition Contract

## **NECESSARY ENROLLMENT FORMS FOR ABC STUDENTS**

1. Legal Birth Certificate
2. Social Security Card
3. Updated Shot Record
4. Proof of eligibility
  - A. Income Level – Previous year's tax forms or recent check stub
  - B. Teenage Parent – Child's Birth Certificate (18 years old or younger at time of birth)
  - C. Low Birth Weight – Birth Record or Hospital Document
  - D. Parent W/O Diploma – Transcript from High School last attended
  - E. History of Abuse/Neglect or Drug/Alcohol Abuse – Document from Social Services or other agency
  - F. Disability – Determined by Evaluation Conducted by Arch Ford Cooperative Early Childhood Program
5. Health Screening
6. Child Data Form
7. Cover Sheet indicating how the child qualifies for ABC
8. Photo Release
9. Discipline Policy
10. Informed Consent to release information to the ABC Data Center in Little Rock
11. Completed application w/enrollment date.

## **CLOTHING AND PERSONAL BELONGINGS**

Your child will have many opportunities to experience a variety of activities. Simple clothing that is washable will allow your child to participate comfortably in all activities from playground fun to messy art projects. Because children need regular outdoor physical activity, please be sure to provide your child with proper clothing (sweater, jacket, hats, mittens, etc.). Shoes should also be appropriate for outdoor play. Each child will also need one complete change of clothing at the Preschool. Please include underwear, pants, shirt, and socks. Please label all clothing. Soiled clothing should be taken home and replaced with a fresh set the next day.

## **ARRIVAL AND DEPARTURE**

The preschool day begins at 7:30 am and ends at 3:00 pm. No child without preschool personnel approval will be allowed to enter the facility prior to 7:30. Parents/Guardians who arrive later than 3:00 should notify the preschool or elementary office. Parents are required to sign in each child upon arrival in order, to leave the child in the care of a preschool teacher, and to sign the child out and notify the teacher upon departure. It is the parent's or guardian's responsibility for transportation to and from preschool. Older siblings are to remain with their class and are not to be picked up at the ABC classroom.

## **ATTENDANCE AND ABSENCES**

Education is more than the grades students receive in their classes. Important as that is, students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction which results in higher student achievement. In recognition of the need for students to regularly attend school, the district's policy governing student absences is as follows:

Absences will be of three types: A, B, and C.

### **Type A:**

- They are excused, not limited in number, and all missed work can be made up.
- Absences for which professional documentation is presented. Professional documentation can be from a doctor, judge, or other professional attesting that the student missed school because of illness or reasons beyond the control of the student.
- Absences for funerals (no more than one day per funeral) with proper documentation.
- Suspension from school upon the initial discovery of head lice.
- The student will have the same number of days to turn in missed assignments as the number of days absent.

### **Type B:**

- They are not excused, limited to 12 per year, however all work can be made up.
- Absences with or without documentation from parents. This may occur when a parent decides to allow a student to stay home for any reason without professional documentation (i.e. sickness, family trips, fatigue).
- Additional days missed during the treatment and removal of head lice after the student has been sent home.
- No more than 12 Type B absences will be allowed in a school year. Excessive Type B absences (more than 12 per year) may result in the notification of proper authorities, filing of FINS petition, or the possibility of retention upon the 13th absence.
- The student will have the same number of days to turn in missed assignments as the number of days absent.



- Students who arrive between 8:00 – 8:30 a.m. or leave between 2:30 – 3:05 p.m. are considered to be tardy or an early checkout. Students coming in after 8:30 a.m. are considered as a half-day absence and those checking out before 2:30 p.m. are also considered as a half-day absence. These are unexcused unless documentation listed in Type A absences are provided.

### **Type C:**

- Absences resulting from a disciplinary suspension or expulsion.
- These absences are not excused but they do not count towards the Type B limit of 12 absences.
- Upon the first suspension work may be made up, however, all additional suspensions will result in zeros (0) on all assignments/tests given during that time.

When a student has accumulated six (6) Type B absences, a letter will be sent home to the parent or guardian as a matter of record. When a student has accumulated ten (10) Type B absences, the parents/guardians of the student will be contacted to conduct a conference either by phone or in person regarding the number of absences and the consequences for excessive absenteeism. Excessive Type B absences (more than 12 per year) may result in the notification of proper authorities, filing of FINS petition, or the possibility of retention upon the 13th absence.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore, at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's absences. If additional absences are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

## Petition for Additional Absences

\_\_\_\_\_ has accumulated 3 4 5 6 7 8 9 absences this  
(Student name) (circle one)

semester for the following reasons:

Absence number one \_\_\_\_\_

Absence number two \_\_\_\_\_

Absence number three \_\_\_\_\_

Absence number four \_\_\_\_\_

Absence number five \_\_\_\_\_

Absence number six \_\_\_\_\_

Absence number seven \_\_\_\_\_

Absence number eight \_\_\_\_\_

Absence number nine \_\_\_\_\_

Because of the reasons for the absences noted

I, \_\_\_\_\_

(Print student, parent, guardian name)

request that \_\_\_\_\_ additional absentee days be granted.

(number)

\_\_\_\_\_  
(signature of person making request)

\_\_\_\_\_  
(date making the request)

Students have the right to attend school in the Mt. Vernon-Enola Public School District in accordance with state law (Arkansas statutes 80-1502 to 1504, amended act 1069 of 1985), board of education policies and individual school procedures.

## ADDITIONAL ABSENCES

Additional absences that are not charged against the allowable number of absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement upon his/her return to school from the parent, guardian, person in loco parentis, or appropriate government agency stating such reason:

1. To participate in an FFA, FHA, or 4-H sanctioned activity;
2. To serve as a page for a member of the General Assembly;
3. To visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting;
4. For purposes pre-approved by the school administration such as to obey a subpoena or to attend an appointment with a government agency;
5. Due to the student having been sent home from school due to illness.

Students are not required to get an admit slip for an absence. Students are required to sign in or out in the office when arriving or leaving campus other than at regular start and end of the school day. Students are only allowed to be signed out during the day by a parent/guardian.

Students participating in school sponsored activities will not be counted absent.

Students will be permitted to turn in all work missed due to an absence under the following rules:

- A. Students will have the as many days to turn in make-up work as were missed, with this exception; assignments given before the absence, are due on the first day returning.
- B. The first day a student returns to school after an absence, the student must ask the teacher what work he or she missed that must be made up.
- C. The student must turn in to the teacher the make-up work without the teacher asking the student to do it. This is the student's responsibility.
- D. Providing a student receives a make-up assignment and is not in school the day it is due, then it is due the first day the student returns to school.

Underlying the above proposed absentee policy is the premise that every classroom teacher will provide an exciting, interesting, learning experience each and every day for each and every student enrolled in his or her classes. It is also imperative that classroom teachers evaluate their students several times in each grading period as a method of learning, for evaluative purposes, and for purposes of re-teaching.

## **TARDIES**

Promptness is an important character trait that district staff is encouraged to model and help develop in our students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromise potential student achievement.

Students are considered tardy if they are not present in their classrooms by 8:00 a.m. Students are counted tardy until 8:30 a.m. Students arriving after 8:30 a.m. will be counted as a half-day absence. Those students who are tardy 10 times or more will not be eligible for the “Outstanding Attendance” award at the End of Year Honor’s Assembly.

Early check-outs before 2:30 p.m. will be counted as a half-day absence. Any student checking out at or after 2:30 p.m. will be counted as a tardy.

A student who is tardy to school should be signed in at the office by a parent and get a tardy slip before going to his/her class. Tardiness due to a late bus does not count against a student.

Excessive tardies and/or early check-outs (**10 per semester**) may result in reporting to juvenile authorities. If a FINS petition is filed due to excessive, unexcused absences, the number of times a student has been tardy will also be turned over to the truancy officer.

## **DISCIPLINE POLICY**

Physical punishment shall not be administered to children. The method of discipline shall not be humiliating, frightening, or physically harmful to the children. Discipline shall be consistent and individualized for each child. It shall be appropriate to the child’s level of understanding. It shall be directed toward teaching the child acceptable behavior and self control. Redirecting the child into acceptable behavior is our primary form of discipline. However, if the child will not obey, the “time-out” chair will be considered. The child will be placed in a chair until he/she can regain control of emotions and the situation. The time spent in the chair will be one minute for each year of the child’s age. Time out will be monitored by using a portable wind-up timer. If measures taken are not effective, then a conference with the parent will be held to discuss appropriate interventions. Disciplinary action may be one or a combination of the following. In the case of severe disciplinary offenses, the program director or manager may choose from any of the following on the first offense.

1. Redirect child to another activity or area
2. Time out
3. Conference with program manager and/or coordinator
4. Conference with parents
5. Suspension
6. Expulsion

### **SUSPENSION:**

The MVE Preschool Program has the authority to suspend students from school for obstinate conduct, insubordination, infectious disease, or other conduct deemed inappropriate. Such suspension shall be in accordance with procedural due process guidelines. (Ref. Ark. Stat. Ann. 80-1516; Goss vs. Lopez, 95 S. Ct. 729 (1993); Arkansas Commission of Pupil Discipline in Public Schools, Model School Board Policies for Students Discipline).

## **EXPULSION:**

The Preschool Program has the authority to expel a student from school if an offense is serious enough to warrant such action. The Program may expel a student for the remainder of the semester or for the remainder of the school year or permanently for conduct where the student's continued attendance at school would be unacceptably disruptive to the educational program, or would be attended with reasonable danger to other students and staff.

## **REPORTING CHILD ABUSE/MALTREATMENT**

Act 1208 of 1991 defines abuse as any nonaccidental physical injury or mental injury; or any injury which is a variance with the history given. This includes welts, bruises, cuts, burns, scratches and broken bones. Sexual abuse and emotional abuse are also reported and investigated. Neglect is defined as abandonment, lack of food, utilities, shelter, or lack of supervision. The MVE Preschool teachers are mandated reporters of child abuse/maltreatment. If a mandated reporter does not report abuse, she can be found guilty of a Class C misdemeanor. The teacher will immediately notify program manager, coordinator or building principal. If program manager, coordinator or building principal is unavailable, teacher is to notify the Abuse Emergency Hotline and inform program manager as soon as possible. Teachers will place the documentation in a confidential folder.

## **INTERVIEWING OF STAFF/STUDENTS BY DEPARTMENT OF HUMAN SERVICES**

Preschool staff and children are subject to be interviewed by Child Care Licensing, DCFS Special Investigations and law enforcement for investigative purposes and/or for determining compliance with Licensing Requirements. When an interview has taken place, parents will be notified by mail.

## **ILLNESS**

Your child's health is a matter of major importance to us. If your child becomes ill while at MVE Preschool you will be requested to pick up your child immediately. In such an event your child will be isolated from the other children until you arrive. The following guidelines should be considered for keeping your child out of the center:

1. A fever (or has had one in the past 24-hour period). Your child is not to return to preschool until free of fever for 24 hours.
2. Constant cough, wheezing, nasal discharge, sneezing, vomiting, or diarrhea.
3. Symptoms of communicable disease – These are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus fever.
4. Lice – Children will be sent home immediately, and will not be permitted back to the Preschool until treated and all presence of live lice and/or nits are completely gone.

## **MEDICATION**

All medication given to a child at the MVE Preschool must be authorized by a written statement from the physician and/or parent. All medication must be in the original container, indicating the child's name, type and date of the prescribed medication, amount and time of dosage. When medication is brought to the Preschool, it is to be given to a staff member so that it can be stored properly. A medication sheet MUST be completed and signed by the parent before any medication can be given.

## **INJURY**

The classroom teachers make every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we realize that you will want to be aware of your child's illnesses or injuries that occur. In order to keep you informed, your teachers will provide you with an Accident and Illness Record for each occurrence. In case of a serious injury, we will make every attempt to contact you for instructions. If we cannot reach you, we will call the person you have indicated on the enrollment form to make medical emergency decisions about your child. Please keep these numbers updated on all enrollment forms. Your signed emergency medical release will also assist us in getting prompt medical attention.

## **MEALS AND SNACKS**

The MVE ABC Preschool provides each child with nutritious meals and snacks. Breakfast, lunch and an afternoon snack will be provided daily. All of our meals are provided by the local school district and meet the daily nutritional requirements of preschoolers. Menus will be posted in the Preschool.

The MVE Tuition Preschool will be required to pay for breakfasts and lunches if the family does not qualify for the free and/or reduced lunch program.

## **TRANSPORTATION**

Transportation to and from school will not be provided by the school district. The school will provide transportation to and from field trips for the Preschool Program. Your child must follow all bus rules in order to ride the bus on trips.

## **NAPTIME**

After lunch, a nap period is provided for all preschool children. To protect your child's health, we provide a sanitized cot, sheet and cover for your child to use during rest periods. Children are not required to sleep, but are required to stay on their cot and rest.

## **SCHOOL CALENDAR**

The MVE Preschool will follow the school district calendar. The preschool will be closed on district recognized holidays and will dismiss early as the calendar indicates. The preschool will remain open on Flex Days. Flex days are considered student days in which the elementary and

high school staff are in workshops. Flex days do not affect the operation of the preschool program in any way.

## **PAYMENT OF TUITION**

For the students enrolled in the tuition paying program, there is a one time registration fee of \$65.00 due upon enrollment. Tuition is due every Monday in advance of the coming week in the amount of \$65.00 per week (or \$12.00 per day). Tuition is due when your child is absent as well as on the Flex Days since the preschool is still in operation on those days. Tuition is not due on days the preschool is closed for holidays. Tuition will not be prorated on early dismissal days. Upon falling three payments behind (\$180.00 for full time enrollment), the preschool director or manager will notify parent/guardian of the balance and set up a payment schedule. If no attempt is made to reduce the balance and the balance exceeds \$300.00 or five weeks without payment, the student will be considered for removal from the program.

## **EMERGENCY DRILLS**

Emergency drills are held monthly to acquaint your child with evacuation and other emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do. At the sound of one long continuous bell ring, the students will line up single file facing the front entrance. The teachers will escort the children out of the building and onto the parking lot to the area in front of the stop sign. This drill will occur in preparation for fire or threat of fire. At the all clear signal from the elementary principal, the students will return to the classroom. At the sound of short consecutive siren blasts, the children will line up single file and walk into the designated closet. They will be seated on the floor with heads down and hands on top of head until the all clear signal is received. This drill will occur in preparation for severe weather or threat of severe weather.

## **TOYS**

In order that the children not be disappointed with a broken or lost toy, we prefer they use the toys we provide. Please leave all toys at home unless otherwise notified.

## **ACCESS TO CHILDREN DURING CENTER HOURS**

The MVE Preschool Program operates with an open door policy where parents are allowed to visit at any time during daily activities. Visitors should sign in at the entrance of the preschool after receiving permission to enter the facility from the elementary office.

## **DONATION POLICY**

A donation list will be posted in the foyer. All donations will be appreciated, but no parent will be required to donate.

## **COURT ORDERS**

Parents with court orders pertaining to their child must file the order with the elementary school office and at the preschool. A copy of the original order will be required.

## **RELIGIOUS ACTIVITY**

To assure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

- (a) ABC funds must be used exclusively to support allowable ABC program costs incurred to provide non-religious instruction and activities during the ABC day; and
- (b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity.

## **CLOSING REMARKS**

This handbook is not intended to be all inclusive. It does not and cannot contain all of the rules, regulations and procedures that are needed for an efficient and effective function of the Mt. Vernon-Enola Public Schools or Preschool as an educational institution. New information will be given and new rules will be made to fit each new situation that might occur. It is our wish that each student at this Preschool conduct himself/herself in a way that will be acceptable to all concerned.

We are all here for one purpose and that is to see that each of the students receive an education that will allow them to develop to their fullest potential and insure their mental and physical growth, which in turn, will insure their future happiness.