

Tiny Pirates Preschool

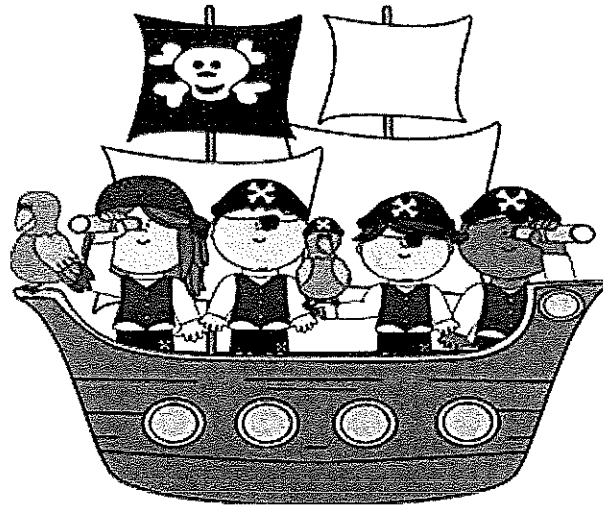
Chamois R-I

Parent Handbook

2021 - 2022

Policies and Procedures

Updated 3-4-2021



Teacher/Director: Mrs. Gretchen Dudenhoeffer

Teacher Assistant: Miss. Brooke Walsch

Administrator: Mr. Jeremy McKague

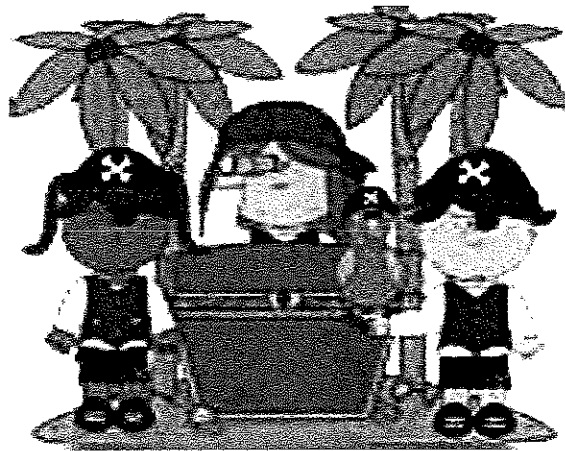
602 S. Poplar

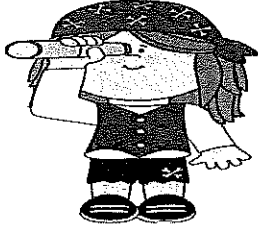
Chamois, Mo 65024

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Welcome to Tiny Pirates Preschool

573-763-5006

We would like to welcome you and your child to Tiny Pirates Preschool. As your child begins their preschool experience with us, we know it will be a positive and rewarding one that will prepare your child for the transition into kindergarten.

Philosophy

Our goal here at Tiny Pirates Preschool is to provide each child with a variety of developmentally appropriate activities that are designed to meet each child's individual needs; to help children recognize and use appropriate social skills; to provide a safe and secure environment. It is our goal that each child will be given the opportunity to grow and to learn the necessary skills to become responsible citizens and to make a smooth transition into kindergarten and the elementary school setting.

Mandated Reporting:

All staff of Tiny Pirates Preschool are mandated reporters. This means that we are required by the state of Missouri to report any **known or suspected** child abuse.



Requirements for Enrollment

Child must be 3 by August 1 and potty trained. Provided there is an opening at the time they turn 3. We will not hold a spot until your child turns 3.

The family does not have to reside in the Osage R-1 School District.

The enrollment form must be on file.

Within 30 days of a child's first day of school, a medical form must be completed and turned in.

A copy of the child's immunization record **MUST** be brought in before the child's first day of preschool. Your child will not be able to start preschool until it is on file. All immunizations must be current and complete.

The family must provide the school district with a copy of the child's social security card and birth certificate.

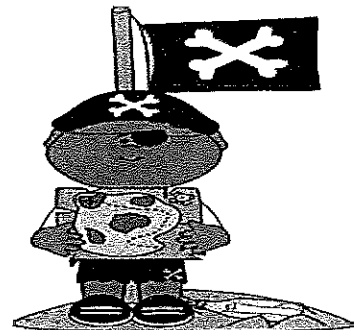
Wait List

The wait list for enrollment is on a first come, first serve basis.

Hours and Days of Operation

Tiny Pirates Preschool is open Monday-Friday 8:00am – 3:20pm

Tiny Pirates Preschool will be closed on all days that the Osage R-1 School District is closed; including Professional Development Days, legal holidays and days closed due to inclement weather.



Fees and Tuition

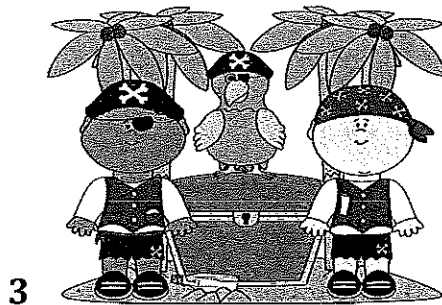
Tuition is \$75.00 per week. Our preschool fees are based on a sliding scale and possible help is available through the Child Care Assistance Program. To apply for assistance please fill out an application for the Child Care Assistance Program which you can pick up from the preschool, or elementary offices. We charge for the full week regardless if your child is present or not. This includes all Holidays except winter/spring break.

Payment Procedures

Payments can be made weekly, by-weekly or monthly. Unless other arrangements have been made with the Lead teacher/director or superintendent. All payments are due by the last school day of the month.

We will accept cash (in an envelope with your name on it) check or money order.

All checks must be made to Osage R-1 School. Payments should be taken to the elementary school secretary or given to the preschool teachers.



Arrival and Pick-Up

For the safety of the children they must be signed in and out daily.

A list of all adults who may pick up a child will be kept on file. For their safety and protection, your child will not be released to someone who is not on the list. A photo ID will be required.

Please contact us if someone other than the child's parents/ grandparents will be picking them up. If it is not someone on the list and the parents have not notified us we will not release the child to anyone.

Visitors

We love to have visitors! For the safety of our children, we ask that you sign our visitor clipboard when visiting the class. Visitors and volunteers in the classroom more than 5 hours a week will need to have on file a TB Test/Assessment, a Confidentiality form as well as a background check per the State of Missouri Regulations. You'll see many wonderful learning activities during this time and we encourage you to visit!!!

Clothing

Children should come to school dressed in simple, washable clothing appropriate for the season.

Dress shoes and sandals make it difficult for running and playing outdoors. Flip flops are not allowed. It is important to ensure children wear appropriate foot wear; such as tennis shoes. Children wearing short skirts should wear shorts underneath so that they can run and play freely!

Due to unforeseen accidents and spills, please keep a minimum of at least 1 set of extra clothing (including underwear and extra socks) in your child's cubby, just in case. Please make sure your child's change of clothes is season appropriate.



Meals and Snack

Breakfast, lunch and snack will be provided for your child and is included in the cost of tuition. All meals meet the nutritional guidelines set forth by the DHSS and a menu will be provided for families. An alternate food choice will be available for those children with a food allergy. Please notify staff to any food allergies or dietary concerns and written documentation must be provided by the child's physician.

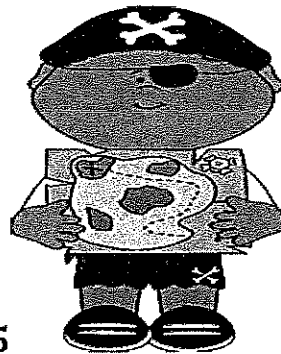
Nap/Rest Time

We have rest time from 11:45 until 1:45. Your child is not required to sleep but, to remain quiet and after 30 minutes he/she may read a book or do quiet activity.

Health Policy

Children are observed upon arrival and throughout the day for signs of illness. If unusual behavior is noticed it will be monitored closely and recorded on a Symptoms Sheet. These behaviors can include, but are not limited to:

- **Cranky or less active than usual.**
- **General feelings of discomfort.**
- **Loss of appetite**
- **Cries easily**
- **General signs of listlessness, weakness, drowsiness, flushed face or headache.**



Health Policy Cont.

A parent will be contacted if symptoms are observed and further monitored to see if symptoms progress.

If a child exhibits any of the following. They must either remain at home or be sent home if already at school.

- **Fever:** if a child has or has had in the last 24 hours a fever of 100F orally, 99F under the arm, or is on a fever reducing medication, such as Tylenol. A child must be fever free for 24 hours before they may return to school.
- **Vomiting:** if the child has vomited twice in 24 hours or has vomited once and displacing other symptoms. The child needs to stay at home for 24 hours after symptoms disappear.
- **Diarrhea:** if a child has 2 abnormally loose stools, or if they have 1 loose stool accompanied by other symptoms. The child must remain home for 24 hours once the symptoms disappear.
- **Severe coughing and / or sneezing:** if the child makes a high – pitch whooping sound after coughing, or if the child turns red or blue in the face.
- **Difficult or rapid breathing:**
- **Pinkeye:** if a child has tears, redness or eyelid lining, irritation, or swelling and discharge or pus. A child must stay home until the discharge has completely stopped or if they have been on medication for 24 hours and have a physician's written permission to return to school.
- **Yellowish skin or eyes:**
- **Sore throat or trouble swallowing:**
- **Infected skin patch (es);** crusty bright yellow, dry or gummy areas of the skin.
- **Unusually dark, tea colored urine:**
- **Grey or white stool**
- **Headache or stiff neck**
- **Unusual spots or rashes, undiagnosed skin eruptions**
- **Sever itching of the body or scalp:** evidence of head lice, mites, scabies, or severe itching/scratching of the body or scalp.

- **Other signs or symptoms:** those symptoms that is compatible with that of a communicable disease, especially if the child has been exposed to communicable disease.

If a child has scabies, ringworm, lice or impetigo they may only return when they are no longer contagious and must present a note from a physician.

Accidents/Incidents

Accident and incident reports will be completed and signed by the parents when a child is hurt or for when another child inflicts harm on a child. The children will be cared for and parents will be called if the situation warrants a call. The form will be placed in the child's file.

Medication

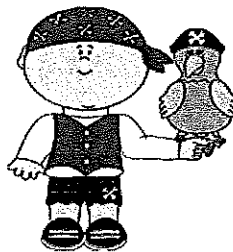
Medications will only be administered with dated, written permission from the parents stating the medication name, amount to be administered, and time(s) to be administered, and how long the medication should be administered.

Prescription medications shall be in their original container labeled with the child's name, instructions for administration, including times and dosage amount, and the physician's name. This includes sample medication given by the physician.

Medication will be returned to the parent or disposed of immediately when no longer needed.

Birthdays/Holiday Celebrations

A store bought, pre-packaged snack may be brought in for children's birthday and for special snack. Please let staff know ahead of time of special celebrations. This will be served to the children for their afternoon



Communication

Open communication between the school and the families is crucial to the success of the program and the children's education. Newsletters are published weekly. There is a bulletin board where other info is posted, such as the menu, daily schedule, lesson and activity plans and calendars. There is also a space provided where important notices and information can be posted.

Communication about your own child or the program should be first discussed with the Teacher/Director. If problems or concerns still exist, please contact the school Administrator.

Parents are welcome to check in on their child. Parent/teacher conferences are scheduled for every child twice a year. Parent may also view their child's portfolio with the director present.

Discipline

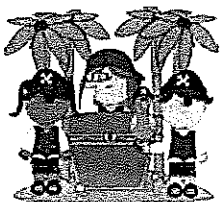
At Tiny Pirates Preschool we take a positive approach to discipline, we focus on learning to make good choices, being respectful to our school, being respectful to others. And being respectful to ourselves.

We will guide children to make good choices and to help them accept consequences when they don't make good choices.

We will assist children in understanding their feelings and learning how to express them in an appropriate manner.

A cool off time may be used by a child when they need a few moments to collect themselves and get their selves under control. The child will determine how much or how little time is needed. Teachers will guide children in calming techniques.

If a child displays consistent discipline problems, such as violent behavior towards students or staff, behavior that causes injury to themselves, other students or staff; or a consistent disruption of learning the staff will meet with the families to set up a plan. If these issues are not resolved through conferences between the parents, Preschool staff, and administrator the student may be asked to leave the program.



Biting is a serious offense

If your child bites other children or staff you will be notified immediately and asked to come and get your child for the day. If the biting continues your child will be removed from the program.

Withdrawal from School

Withdrawal from Tiny Pirates Preschool will require a two-week notice. Full tuition will be due for the last two weeks, even if the child has already been removed from the center.

Field Trips

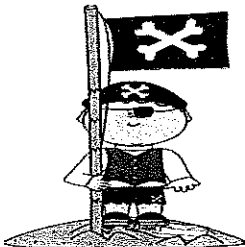
Parents will be given advance notification of these events. Permission slips will be required if allowing your child to participate in the activity. Additional fees for these trips or programs may be required. Parents are welcome to attend these events. No transportation will be provided by the district.

Childs Personal File

All parents have the right to see their child's personal file. Please ask the Teacher/ Director if you feel you need to look at it.

Preschool Supply List

- 1 complete change of clothes that can stay at school (pants, shirt, underwear, and socks)- Season appropriate **(Marked with child's name)**
- 1 small blanket (small enough to fit in cubby)
- 3 boxes of kleenex
- Back pack



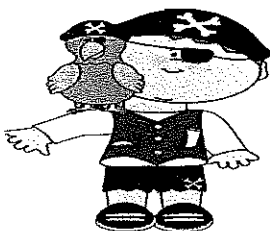
Curriculum

With Project Construct children will learn what they genuinely need and want to know. When children have opportunities to plan and select their own activities, they not only acquire knowledge and skills in the process, but also the inclination to use them. Along with individual interests and needs, children also have personal styles of learning. Like adults, they learn in different ways and at different rates. By being flexible in expectations about when and how children will develop and by encouraging children to identify and solve problems that interest them, adults can give young children a good start on a course of lifelong learning.

Children actively construct knowledge and values by interacting with the physical and social worlds. Because their thoughts are still closely tied to action, young children require a learning environment within which they can interact physically, intellectually, and socially. They need to act on objects and observe reactions, to make predictions, and to attempt to produce desired effects through their own actions. They also need to interact with their peers and exchange and compare ideas.

In their universal effort to understand the world, children's thinking will contain predictable errors. These errors are necessary to the learning process. Children who ask questions and who risk making incorrect predictions are engaged in active thinking. Often, the errors also reflect advances in reasoning. When adults correct or dismiss these errors, they not only discourage children from thinking for themselves, they also neglect signs of advanced reasoning. Given sufficient time and appropriate guidance to recognize and correct their own errors, children both construct new knowledge and gain confidence in their own ability to figure things out. Teachers who are knowledgeable about child development use children's errors in thinking as useful guideposts for planning future instruction.

Children's development is an interactive and interrelated process and spans the Sociomoral, Cognitive, Representational, and Physical Development domains. As children explore and expand on their interests and construct understanding in a particular domain, that understanding influences their development in other domains as well. While all developmental domains thus influence each other, it is within the Sociomoral domain (the area of children's personal and social development) that children best further their cognition and language.



Dial 4 Screening

All children will be screened using the Developmental Screening Kit, called the Dial 4. This screening gives us an idea of the child's development level based on Cognitive, Motor and Language skills. If a child is unwilling or too distracted then they will be rescreened once they feel more at ease and comfortable with the classroom and teachers.

Developmental Delays

When a teacher observes a student with difficulties or if there is information gathered from the Dial 4 screening or from any medical professional that warrants additional screenings, the Special Educational Director will be contacted for suggestions and possible referral for further testing and evaluations.

State Compliance

All families have the opportunity to view the results of the State Inspections, Fire Inspections, and Sanitation Inspections. These records are for public knowledge. Please see the Teacher/Director for this information.

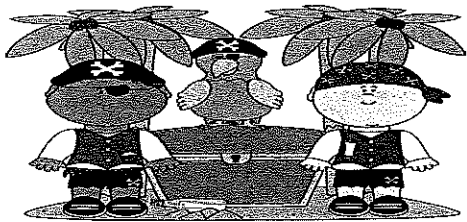
Sunscreen & Lotion

Permission slip need to be completed prior to Tiny Pirates Staff applying any sunscreen or lotion to child. Parents will provide either sunscreen or lotion for their own child. It must be in the original container with the child's name written on it. At no time will another child be allowed to use it.

Daily Schedule

8:00 - 8:15	Drop off/ Meet & Greet/ Hand washing for breakfast
8:15 - 8:45	Breakfast/Clean Up
8:45 - 9:00	Morning Meeting/Group Time: (Storytelling/Shared Reading/Counting Pockets/Finger plays/Songs/Language) - Includes 10 mins. structured activity
9:00 - 10:00	Open Classroom/Free Choice: (Art, Writing, Science, Sensory, Math, Manipulatives, Dramatic Play, Literacy, Small Groups) Includes 10 mins. structured activity
10:00 - 10:10	Clean Up
10:10 - 10:20	Music and Movement - (15 mins. teacher led activity)
10:20 - 10:30	Story Time
10:30 - 10:40	Bathroom Break/ Get Ready for Outside time
10:40 - 11:10	Outside Play - Includes 30 mins. unstructured play & a 10 min. teacher led activity or game
11:10 - 11:15	Handwashing and getting ready for lunch
11:15 - 11:45	Lunch
11:45 - 1:45	Clean up/bathroom/ Nap/Rest Time
1:45 - 1:55	Wake Up/Bathroom and Handwashing for snack
1:55 - 2:15	Snack
2:15 - 2:30	Afternoon Meeting/Story Time - Includes 10 mins. structured activity
2:30 - 3:00	Outside Play- Includes 30 mins. unstructured play & a 10 min. teacher led activity or game
3:00 - 3:05	Handwashing/water break
3:05 - 3:20	Busy Boxes/Quiet Reading Time/ Pick Up

- ❖ Class meeting throughout the day as needed
- ❖ Toileting breaks/Handwashing as needed
- ❖ Indoor Gross Motor (parachute play, bean bag boogie, extra music and movement) when outside time is not available due to inclement weather



Physical Activity Policy

As stated in the Move Smart workbook, "Young children need opportunities to be active. They need to jump, run, dance, and move their bodies in a variety of ways." Here at Tiny Pirates Preschool, we agree with this statement and believe that physically active children have better thinking skills, are better listeners, and over all have better health. With that being said, Tiny Pirates Preschool has developed a policy for physical activity.

Children are allowed at least 60 minutes of unstructured free play time daily. Children have outdoor playtime at least two times daily; weather permitting.

Teacher led activities are provided for at least 30 minutes daily, these activities are spread out throughout the day.

Since teachers participate on a regular basis in the physical activities, they will dress in clothing which allows for physical movement.

All staff members of Tiny Pirates Preschool have received training on developmentally appropriate physical activities.

At our preschool, teachers use Conscious Discipline to help with behavioral issues. We help children fix problems and re-direct any inappropriate behaviors. We do not withhold physical play from children, however; if behaviors continue then a cooling off period may be warranted. This period is 1 minute per age of the child.

The preschool has indoor space for physical activity. There is space for dancing, a balance beam, a small trampoline, a twister, dancing scarves, parachutes; both large for the whole group or for two people, and ring toss.

The preschool has a playground which offers space for running, playing catch or basketball, riding trikes, swinging, music wall area, ring toss, hula hoop, climbing, and sliding. It also offers a picnic table with an umbrella for shade.

The preschool provides an active learning environment, where children learn through play and movements. Examples of this are during transition time by moving like animals, floating like feathers, or walking on tippy toes. Another example is catching a small beach ball, identify a number then do the physical activity which corresponds with the number.

The preschool does not do screen time. Occasionally, educational information is viewed with teachers on the computer.

We limit the amount of time the children are seated at any one time to no more than 30 minutes with the exception of naptime.

There are posters and books of children and families of diverse cultures and capabilities being physically active throughout the classroom.

Parents please sign below after you have read the Parent Handbook

I, _____parent
of _____

Have read the Tiny Pirates Preschool Parent Handbook

Date ___ ___ ___

Please return this page to the Teacher/Director before the first day of Preschool.

Photos

I give my permission for my child to have his /her photo taken and be published in the newspaper, web site, yearbook, or classroom by Tiny Pirates Preschool staff and the Chamois Elementary Yearbook staff.

Date _____

