

Early Childhood Education Center Pre-Kindergarten



Tupelo Public School District
Title I
Federal Programs

Parent Handbook
2018-2019



The Tupelo Public School District serves the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

Welcome



Welcome to the Pre-Kindergarten program at the Early Childhood Education Center. We are really excited about the school year. We have many fun and exciting things planned for this year. We will need your help in making this school year a wonderful experience for everyone.

The Parent Handbook has been prepared to help answer any questions you might have about the Early Childhood Education Center. If you have any questions that are not answered by the handbook, please feel free to call me at (662-840-5237) or email me at hstewart@tupeloschools.com. I will do my best to answer your questions. I cannot wait for the school year to begin!

Sincerely,

Haley Stewart
Principal



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Commitment to Excellence

TPSD Mission

The mission of the Tupelo Public School District is to serve the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

Early Childhood Education Center Mission

The mission of the Early Childhood Education Center is to uphold the TPSD mission statement by developing a risk-free and nurturing environment that provides children with a maximum opportunity to learn by providing a developmentally appropriate setting. In an effort to provide children with this environment, our overall goal is to provide an atmosphere of respect where children and adults demonstrate respect for themselves, others, and their properties.

Early Childhood Education Center's Expectations

- Be Respectful
- Be Responsible
- Be Positive
- Be Your Best

Early Childhood Education Center Mission in Action

Each classroom is taught by a highly qualified licensed teacher and qualified assistant. Children are randomly placed in a classroom. Requests for specific teachers are not accepted. The principal provides on-site management of the program. The Early Childhood Education Center's curriculum is based on appropriate practices and our activities are designed to meet the MS Dept. of Education's Early Learning Standards.

The staff of the Early Childhood Education Center believes:

- College begins at Pre-K!
- All children can learn.
- Children have different learning styles.
- Children are unique individuals with different abilities and interests.
- Children can develop self-discipline and strategies for conflict resolution.
- Children can become lifelong learners.
- Schools can produce good citizens.
- Families are our valued partners.

ECEC's Important Information & Policies



School Attendance Policy

When students are absent from school, the parent or legal guardian must inform the school of the reason for the absence. Failure to notify the school will result in the absence being classified as unexcused. Absences due to personal illness, illness in the family, death in the family, or medical and dental appointments will be excused with proper documentation only. Absences for other reasons will be unexcused.

If the student is going to be absent from school, please send a note with the student's name and your signature explaining the absence upon the return to school. Students will be allowed three parent notes. A doctor's excuse will also be accepted for absences. All excuses must be received within two days of students return in order to be considered an excused absence.

Attendance is extremely important and any absence hampers a student's progress.

Excessive absences (15 or more days) will result in dismissal from the program.

To be considered as having attended school for a full day, a student must be present for 63% of his/her instructional day as fixed by the Board for each individual school. A parent or guardian must sign out a student that is leaving school during school hours. Instructional time is valued and protected by the staff. Please avoid tardiness or checking students out early. Only people listed on the student's emergency card will be allowed to check the student out.

Important Reminder

The school office is extremely busy from 2:30 until dismissal time. Safety and security are our major concern. Therefore, checkout for students after 2:30 is not permitted unless the student has an appointment outside the school or there is an emergency.

We have many parents call from their cars to pick up children early. We cannot call for children to come to the office until a parent or approved adult is physically in the office to check them out.

Classroom Placements

Children are randomly placed in classrooms with consideration of confidential information from parents and teachers. Requests for specific teachers are not accepted.

Instructional Time

Instructional time is extremely important. Students and staff must be able to focus on learning tasks without interruptions or distractions. You can help our students and staff protect valuable instructional time by scheduling appointments before or after school. The office staff protects instructional time by using the intercom during the instructional day only in an emergency, by taking messages rather than forwarding phone calls to staff members, and by limiting the number of visitors in the building.

ECEC's Important Information & Policies



Visitors

You are welcome to visit the classroom. You may come to read a book, lead an activity, or just to come spend time in the classroom. You are also welcome to eat lunch with your child. Please make arrangements with your child's teacher prior to your visit. Parents are strongly encouraged to communicate as much as possible with their child's teacher. A parent conference should be scheduled in advance and can be done so by contacting the school at 840-5237.

Safety Information

In the event that our school is under a Tornado Warning, ECEC will be in lock-down in our safe area until the warning is lifted. For the safety of students and staff, students may not be dismissed or checked out during a warning.

Fire & Tornado Drills

Fire and tornado drills are held once a month throughout the school year. The instructions and routes are posted in each classroom and throughout the building. They also will be discussed with all students.

Important Information

Birthdays & Deliveries to students: In the interest of safety and well-being of students and to avoid interruptions during classroom instructional time, deliveries of balloons, flowers, gifts, etc. will not be accepted at school. The Tupelo Public School District's policy prohibits children from carrying balloons or other gifts on the buses. Please have deliveries made to your child's home.

Cupcakes, Cookies, Etc.: These may be brought for the ENTIRE classroom to celebrate your child's birthday. The snack will be distributed during lunch. This is to avoid interruptions during classroom instructional time.

Tricycles in the Gym: Students have the opportunity to ride trikes in the gym. Helmets are not provided. You are welcome to send your child's helmet to school. If you are interested in your child not participating in riding trikes, please be sure to notify your child's teacher.

Important Health Information

The health and safety of the children of ECEC is a high priority. The following guidelines should be at the forefront in the minds of parents and students:

- Children who have definite signs of colds or other illnesses should not be sent to school. If a child becomes ill or is injured at school, he or she will be cared for temporarily. Parents will be notified and expected to pick the child up in a timely manner. It is therefore crucial that emergency phone numbers are kept current.
- Students who take medication at school should have a written permission slip and a copy of the doctor's orders on file in the office. Medication must be in a pharmacy labeled bottle or container, which will be kept under lock and key and administered by two designated adults. Headache medication, cough drops, etc. are not available at school.
- If you have medical concerns, please contact the school office.

Transportation



Arrival and Departure from School: Car Riders & Daycare

School begins at 7:45 each morning. A staff member is on car duty from 7:15 to 7:45 each day. [Children will need to be accompanied into the school when a staff member is not on car duty.](#) Due to safety concerns, we request your child enter and exit the vehicle on the right side. We ask that all car riders in the mornings and afternoons stay in the car-rider line for dropping off and pick-up. An orange car tag, issued by the school, must be visible in the vehicle's windshield in order to pick up your child in the car rider line. Breakfast is served each morning from 7:15-7:50 in the cafeteria. Any student arriving after 7:45 will be considered tardy and will need to signed in at the main office by a guardian.

Dismissal is at 3:00 each afternoon. [In the afternoons, we will walk your child outside the main entrance.](#) Daycare vans and buses will pick up from the back of the school. [We will dismiss at 3:00. Please make sure your child is picked up at this time.](#)

Arrival and Departure from School: Bus Riders

Bus transportation is provided by TPSD. The buses for Pre-kindergarten have a driver and two monitors. The buses also have safety belts. Students must remain in their safety belts at all times. Students must be picked up and dropped off at the same stop. You or someone on the transportation list filled out by the parent will need to meet your child at the bus. **The bus driver will not leave your child at your residence without adult supervision or someone who is not approved by the guardian.** Parents who are not home will be responsible for picking up their child at the Transportation Department and may lose after-school bus riding privileges if this occurs on three different occasions.

Students who are not at their bus stop for **3 days in a row** will not be permitted to ride without their parents contacting the Transportation Department. The number for the Transportation Department is **841-8908**.

IMPORTANT

PLEASE NOTE:

Every student at ECEC must have an emergency card on file indicating the names of people who are authorized by the parent(s) to pick up the child. We must have a note from you telling us of any changes in plans for pickup of your child, and the person picking up the child will need to show valid identification. The bottom line is that your child's safety is our utmost concern, and we will not allow your child to leave school with someone that we do not know!

Health Policies



Form 121

Form 121 from the Health Department must be completed and be on file at the Early Childhood Education Center before your child will be able to start the program.

Absences Due to Illness

We request you call the Early Childhood Education Center at 840-5237 to inform us when your child is absent and will not be at school. An absence will be considered excused once it is approved by the principal. Before returning to school, if your child is sick, he/she must be fever-free without medication, not vomiting or nauseated, or with no signs of diarrhea for 24 hours.

Medications at School

If your child should need prescription medicine to be given at school, you must first go to the office and fill out the proper paperwork and have the doctor sign a Permission to Give Medication form from the school. Our nurse, Marchell Graham, will want to speak with you about the need for medication at school.

Important Things to remember about medication to be given at school:

- Proper paper work must be filled out. Medication and forms will be kept in the office. Medication will need to be in the original container with the information label attached.
- The student cannot transport any medication to or from the school. The parent will have to bring the medicine to the office and hand it to the secretary or nurse. If your doctor should prescribe an antibiotic to be given during school hours, you will have to come to the school to give the medicine.
- We do not give any over the counter medication including cough drops.
- TPSD Board Policy JG CDC regarding medications at school is available on the TPSD website or upon request.

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Illness at School

Nursing Services through TPSD are available on an as needed basis. When a pupil becomes ill at school, we try to contact parents first. Please do not send your child to school if he/she is sick. Please notify the school immediately if your contact numbers should change.

Dress for the Weather



Students at the Early Childhood Education Center go outside daily weather permitting. Please be sure your child is dressed appropriately for the weather.

- Shoes and/or sandals shall be worn. Shoes with cleats, house shoes, and flip flops are inappropriate. We prefer sandals to have a back strap for the safety of our children as they move throughout the day. Tennis shoes/sneakers are the number one choice for safety in Pre-Kindergarten.
- We also request a seasonal change of clothing for your child to be stored at the Early Childhood Education Center in case of an emergency.
- Please label your child's clothing including jackets and coats with his or her name.

The complete dress code for Tupelo Public School students is available on the TPSD website or upon request.



Cafeteria



Lunch and Breakfast Money

A money envelope will be sent home in the Bee Binder. Please fill it out, put the money in the envelope, and return it to school the next day. This ensures that your child's breakfast and lunch money will be kept up to date. It can cause problems if your child falls behind with his or her payments.

Please make your check out to the ECEC cafeteria. On-line payments for meals can be made through www.myschoolbucks.com. You may create an account in order to have emails sent their home or phone to notify of low balances. A very small fee is charged when parents prepay money into their child's meal account.

Parents may apply for free or reduced meals. Forms may be obtained from the office or online at <http://schoolunchapp.com/>. Payments for breakfast and lunch are due until the application has been processed and approved.

Menus

Menus are available on the district's website.
www.tupeloschools.com



Food Allergies

Please notify us of any known food allergies. Your doctor will need to complete a form regarding your child's allergies.



Prices

Daily Breakfast Prices

Students \$1.00
Reduced Students \$0.30
Visitors \$1.85

Daily Lunch Prices

Students \$2.50
Reduced Students \$0.40
Visitors \$3.50

Prices are subject to change.



Classroom Rules and Rewards

The Early Childhood Education Center implements a behavioral process called Positive Behavior Support "PBS". PBS aims to build an emotionally safe environment in which positive behavior is more likely to occur. The components of the plan are creating expectations, rules, reinforcement, and intervention strategies.

The Early Childhood Education Center's Pre-Kindergarten classrooms are designed so that the children will be busy and engaged in activities. If a child breaks a rule, the teacher and child will discuss the problem and the child will be redirected to another activity. However, if a child continually breaks a rule, the teacher and the child will work towards conflict resolution through our plan of Think, Talk, and Do. If the problem continues, we will send a note home or call you and we can discuss a solution. Your support and input are critical.

As in all classrooms, we have a set of rules to follow:

1. Listen and learn
2. Use kind words and encourage others
3. Take turns and share
4. Think before acting
5. Talk it over

The following is our conflict resolution plan:

- **THINK** - Think about other things to do!
- **TALK** - Talk it over with your classmates.
- **DO** - Do make good choices.

The following is a list of some types of positive reinforcement that will be used in celebrating appropriate behaviors:

1. Lots of praise
2. Special surprises
3. Happy notes home
4. Classroom nutritional treats
5. Recognition from Mrs. Stewart
6. PBS Events

Parent Involvement

- Classroom events are planned around the family, and we encourage parents to be a part of the activities; such as Family Night, A Day In Pre-K, and parent/child projects, etc.
- **Newsletters and E-newsletters** are designed to give parents an idea of classroom activities, learning experiences and upcoming events.
- **Parent Conferences** are always welcomed and scheduled throughout the year.



Bee Binders

A 'Bee Binder' will be sent home daily with your child's work and other important information. Please look through the binder so you can keep up with the things your child is doing in the classroom. The Bee Binder should return to school every day with any needed, completed forms or parent's notes.

Field Trips

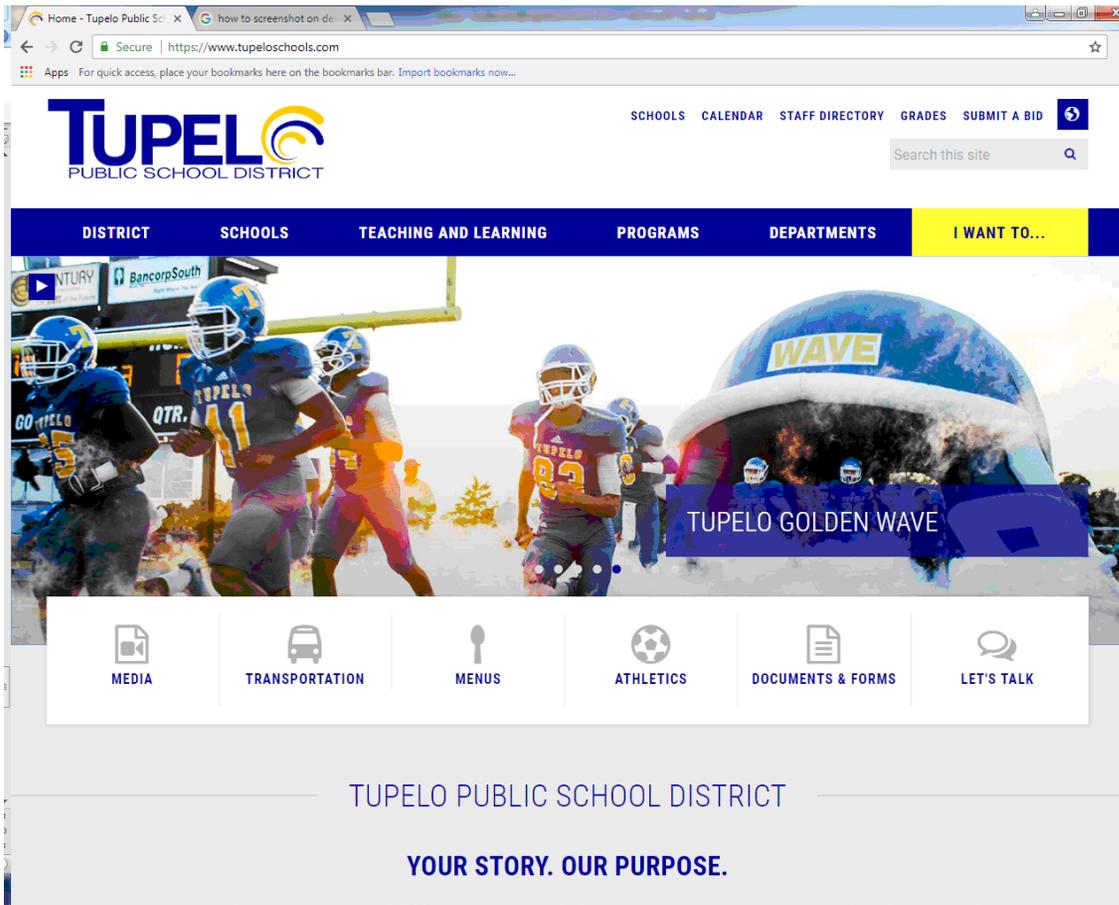
The Early Childhood Education Center plans various field trips throughout the school year to complement and enhance the Pre-Kindergarten curriculum. We must have a signed permission slip for your child for each field trip. We welcome your assistance in chaperoning our field trips. All chaperones must be approved through Tupelo Public School District.

Parent Council

The purpose of the Parent Council is to develop a united effort between the parent groups from each school and the public at large as one means of securing the highest advantages in education for our children. To accomplish this mission, the Parent Council focuses on providing a forum for communication between parents and the district administrators.

Meetings are held once a month. The formal members of the council include representatives from each of the schools' parent support groups (PTA, PTO) and a member-at-large. Attendance by the general public is welcomed and encouraged. Typically, meetings include discussion of programs that relate to all schools. Questions generated by the members and attending parents can be communicated and answered.

District Website



The Tupelo Public School District's **web page** has been established to assist parents with the home – school connection. Please visit the web site at www.tupeloschools.com. Information will be provided under schools, then choose Early Childhood Education Center which addresses classroom activities, newsletters, calendar of events, and other various activities.

TPSD Board Policy Information



Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management program. This annual notification informs all persons of the option to review the Asbestos Management Plan for our school district.

To provide continuing management of the asbestos in our schools, all asbestos-containing materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan.

Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every three years. This 3-year re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education. A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 72 South Green Street. If you are interested in reviewing this information, please contact the Central Office at 662-841-8850 to schedule an appointment.

Family Education Rights and Privacy Act

The Tupelo Public School District routinely makes public certain directory information regarding students. This directory information includes the student name, address, telephone number, picture, height and weight of athletes, extracurricular activities, awards, honor rolls, electronic listings, Internet web pages, and other information that is typically found in school yearbooks, programs, bulletins, and student newspapers. In addition, the District discloses names, addresses, and telephone numbers to military recruiters upon request. Parents and eligible students shall have from **July 15 until September 1** to review this notice and request in writing that all or any part of the directory information not be disclosed without prior written consent.

TPSD Board Policy Information



Non-Discrimination Policy

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other classification protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
TPSD Administrative Office
PO Box 557
Tupelo, MS 38802

Parents Right to Know/Title I

Upon parent request, the qualifications of teachers and assistants employed in schools or programs funded by Title 1 will be provided. The Early Childhood Education Center is funded by Title 1. For further information, please contact the Early Childhood Education Center's Principal at 840-5237 or the Director of Federal Programs at 841-8850.

Tupelo Public Schools strives to ensure that students who meet the criteria for McKinney-Vento Homeless Act of 2002 are placed at the ECEC upon arrival. To ensure their placement, slots are left open should a student arrive at any time during the school year.