

# NEWPORT INDEPENDENT SCHOOLS ~ PRESCHOOL



## PARENT HANDBOOK

### Contact Us

Newport Independent Schools ~ Preschool

Located at

Newport Primary School

1102 York Street

Newport, KY 41071

**Call 859-292-3080 for registration information**

## **Our Mission & Philosophy**

The Newport Independent School District's Preschool Program is based on the belief that all children can learn. The early childhood years, age's birth through eight, are the foundation for all future learning and success. We believe that young children learn through play and interactions with materials, peers and adults.

We believe parents and families are a child's first and most important teacher. Parents and families bring with them valuable information. It is the goal of Newport Independent Preschool Program to build effective partnerships with parents and the community.

Classrooms are richly equipped to foster all areas of a child's development, with a special emphasis on providing safety, respect, and order in the learning environment. A well-planned, accessible outdoor "classroom" offers a stimulating outdoor environment.

Through a variety of educational, social, and child-focused events, parents are invited to actively participate in the daily program. Special efforts are made by the staff to encourage parents to become advocates for their children's education. Consistent support is provided to parents by administrative and teaching staff

## Screening to Eligibility

### Screening for a Disability or Developmental Delay (RTI Process)

All children receive a developmental screening. If concerns are noted during screening, the district may provide research-based instruction and interventions for a reasonable amount of time at the preschool. The purpose of this process, called Response to Intervention (RTI), is to see if adequate progress is being made. If adequate progress is not being made and a continued disability is suspected, the district personnel will refer the child for special education. Parents/guardians will be notified of this process. An ARC meeting will be held to complete the referral and receive permission for further assessment and evaluation to seek eligibility for services.

### Eligibility

The Newport Independent Preschool education program is available for all four (4) year old children who qualify based on income guidelines (160% of the federal poverty level); and all three (3) year old children with developmental delays and disabilities, regardless of income. The preschool program is designed to be developmentally appropriate for young children. Eligibility guidelines are reflective of Administration Regulations 704 KAR 3:410 and 707 KAR 1:150 and Kentucky Revised Statutes KRS 157:3175, KRS .266 and KRS 158.360.

Eligibility is based on the following criteria;

Children are

- Residents of the Newport Independent School District,
- Four (4) years old by August 1 of the school year; and meet household income eligibility based on the 160% of federal poverty guidelines,  
or
- Three (3) or four (4) years olds that meet the criteria for a disability or developmental delay.

## **Admission/Enrollment**

During registration and upon request, parents and legal guardians are given a preschool registration packet. The preschool packet includes:

- a) Registration form
- b) Proof of residency (copy of deed or lease or affidavit signed by homeowner)
- c) Kentucky certificate of immunization
- d) Medical exam and dental exam forms
- e) Transportation emergency card
- f) Developmental/social history
- g) Application form for the National School Lunch Program
- h) Copy of a legal birth certificate
- i) Copy of the social security card

All educational records are kept confidential according to the requirements of the Family Rights and Privacy Act regulations 34 CFR Part 99.

# District Calendar

2016-2017

August 15	Professional Development - No School for Students
August 16	Opening Day - No School for Students
August 17	First Day for all Newport Students
August 29	First Day for PRESCHOOL Student
September 5	No School Labor Day (Holiday)
September 6	No School for Students – PLC Day for Teachers
October 6	No School – Professional Development
October 7	No School
October 10	No School for Students– PLC Day for Teachers
November 7	No School for Students – Professional Development
November 8	No School – Election Day
November 23	No School for Students – Professional Development
November 24-25	Thanksgiving
December 19-January 3	No School - Winter Vacation
January 4	First Day for Students after Winter Break
January 16	No School – Martin Luther King Day
February 20	No School – President’s Day
February 21	No School for Students – PLC Day for Teachers/Possible Makeup for
Snow	
March 31	No School for Students – PLC Day for Teachers/Possible Makeup for
Snow	
April 3-7	No School - Spring Break
April 10	First Day for Students after Spring Break
May 11	Last Day for Preschool Students
May 25	Last Day for all other Students
May 26	No School for Students –Closing Day

Possible Make-Up Days: February 20 and March 31; make up days beyond these days will be decided by the School Board and will be based on the number of days missed. Any days not made up during the school year will be added to the end of the school calendar.

## Program Operation

**Location:** Preschool is located at Newport Primary School.

**Attendance:** Children benefit from daily attendance. If your child will not be at school, please inform the preschool staff by calling 859-292-3011 and leaving a message. After two consecutive absences without notifying the school, teachers will call to check on your child. After four consecutive absences without notifying the school, a letter will be mailed and a home visit made.

**Hours:**

A.M. Session begins at 8:05 a.m. and ends at 11:10 a.m.

P.M. Session begins at 11:55 a.m. and ends at 3:00 p.m.

**Arrival:** Parent/caregiver should meet preschool staff at the Preschool Entrance located on Putnam Street if the child is not using bus transportation.

**Dismissal:** Students will only be released to adults listed on their emergency contact form and must show ID.

Parent Pickup – Use the Preschool Entrance located on Putnam Street.

Bus Transportation – Students will only be released to an adult listed on their emergency form with ID.

**Meals:** Children will be provided with one well-balanced meal every day. Breakfast for the morning session and lunch for the afternoon session students.

**Home Visits:** Parents/families can expect a minimum of two home visits per year. The first will occur within the first 30 days of enrollment and the second near the end of the year. The purpose of the home visits are for the teachers to learn about and share information about your child,

**Snow Day Schedule:** The following guidelines will be observed for preschool in case of snow.

- 1 hour delay – preschool in session, no breakfast served
- 2 hour delay – no preschool

**Volunteers:** Parents who wish to volunteer in the school, classroom or accompany the child on a field trip must complete a background check. Information on the background may be received in the main office of Newport Primary School. It is recommended that the background check be completed when your child enrolls in preschool. Our school welcomes volunteers for a variety of activities and times. Some examples include, working in the classroom, completing various teacher tasks such as cutting and copying, helping with specific school-wide or preschool events both

during the day and evenings. If you are interested in learning more about volunteering, please let your child's teacher know.

**Communication:** Teachers will communicate regularly via a daily folder. This will include dates for events as well. Teachers will be using email and phone communications so it is important to update this information if it changes. Please note that due to confidentiality, some information may not be shared at drop off or pick up. Our school sends home a monthly newsletter and information can also be found on our school website at [www.newportwildcats.org](http://www.newportwildcats.org).

**Assessment:** All four year olds will be given the Brigance Screener. This data is entered into the TRAX database. Families are provided progress reports on their child three times a year. Progress reports are based on developmentally appropriate practices and Kentucky State Early Childhood Standards. Ongoing assessment of students aids in designing instruction and setting goals to meet your child's needs.

## **Health, Wellness, Safety & Emergency Information**

**Health:** Each child is required to have the following forms on files at the school: Physical Examination, Immunization, and Kentucky Eye Exam. A physician or Health Department staff must sign these forms. If you need assistance securing these services, please contact the preschool staff.

**Illness:** The preschool staff makes every attempt to maintain a healthy environment. If a child is sick he/she is asked to stay home. Children are sick if they have a fever of 100 degrees or more, are vomiting or have diarrhea within twenty-four (24) hours without medication they should not attend school. We also ask students stay home if live lice are present or other illnesses, which could be transmitted to the other children. If children become sick in school, parents are notified immediately so arrangements may be made to seek appropriate care.

**Hearing/Vision Screening:** within the first month of preschool attendance, the Speech/Language Therapist conducts hearing screening. Every preschool child is screened. Results will be shared with parents. Vision exams are due by January 1 of the child's enrollment. Paper work will be included in your child's enrollment packet.

**Safety/Emergency:** The preschool program provides developmentally appropriate instruction to children regarding safety procedures, such as riding the bus and emergency procedures. We utilize the current safety policies regarding accident records, medical emergency plans, fire and disaster plans, first aid, dispensing medications, and reporting child abuse and neglect, with modifications as needed to accommodate young children. Staff at Newport Primary School have current CPR training and first aid certifications. All preschool staff have certification for medication

administration, including emergency medicines. Any field trips out of state (for example, Cincinnati Zoo) will be accompanied by an RN/School Nurse should medications be required.

Additionally, students will have regular practice in fire, tornado and earthquake drill safety. Students will also receive regular instruction in playground safety. While in the classroom setting, students receive instruction in overall health and well-being. Students receive on-going instruction in healthy food choices, movement and other health and wellness tips for their future.

**Health Unit:** Newport Independent Schools has a Family Nurse Practitioner on site Tuesdays, Thursdays, and Fridays. Her services are available to all Newport students. Her office is located at Newport's School Based Health Clinic at the Newport Intermediate School, located at 95 West 9<sup>th</sup> Street. The office is open from 8:00 a.m. until 3:30 p.m. Walk-ins welcome, appointments are needed for physical and immunizations. The number at the health clinic is 859-291-1910.

## Articles from Home

**LABELING:** please put your child's name on items brought to school (i.e. backpack, coats, hats, sweaters, change of clothes, show & tell items).

**SPECIAL TREATS:** Please discuss holiday or birthday treats with the staff PRIOR to sending them to school. Some of our students may have severe food allergies. We are emphasizing healthy and wellness and request healthy treats. Again, please discuss with your child's teacher prior to sending any treats to school. Treats must be store bought.

**SCHOOL BAGS:** Many items are placed in the child's school bag, including work samples and teacher -parent correspondence. Please make sure your child brings his/her school bag every day and check the items inside everyday.

**EXTRA CLOTHES:** Accidents happen. It is suggested your child have an extra change of clothes in a plastic bag in their school bag. It is recommended to include the following items: underwear, socks, shirt, and pants or shorts.

**TOYS and CANDY:** For safety reasons please do not allow your child to bring any toys or candy to school. Toys can easily become broken, lost, or stolen. Teacher will not be responsible for toys brought to school.

## **Classroom Management**

The Newport Independent Preschool staff will use positive discipline techniques such as providing consistent and clear rules, giving choices, setting good examples, planning ahead to prevent problems and providing a safe environment. Children will be encouraged to use language instead of harmful physical behaviors.

Discipline is to help children learn how to behave according to the established rules of conduct. The emphasis is on teaching self-discipline to children in a realistic way –without demanding what children are not yet able to do.

## **Outdoor Play**

We look at the child's development as a whole process. Gross motor skills are an important part of the physical development of a child; therefore, to address this area of development, we utilize the outdoor playground year round. Please dress your child appropriate for weather condition. No backless sandals should be worn at anytime. We will play outside if the weather is 32 degrees or above unless severe weather occurs.

## **Family Involvement**

As parents, you are your child's first and most important teacher. Strong family involvement equals student success. At Newport Independent Schools, we want to encourage you and your family to participate in your child's education. Throughout the year, our preschool program and primary school will host a variety of events, and we strongly encourage you to attend. At many of these events, information and resources are provided for home learning. All of our events are advertised on our monthly school calendar and through our daily folder. Please contact your child's teacher if more information is needed on how you can help your child at home.