

**TEKOA PRESCHOOL and
TRANSITION TO KINDERGARTEN**

**PARENT HANDBOOK
2024-2025**



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Tekoa School District #265
135 North College
P.O. Box 869
Tekoa, WA 99033
(509)284-3281 (District Office)
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www.tekoasd.org

Session Time:

Pre-K (3 year olds) 8:00-11:30 am, Monday-Friday

Transition to K (4 year olds) 8:00-3:00 pm, Monday-Friday

Pre-K students will not attend on our scheduled Early Release Days or if there is a Late Start due to weather conditions.

You should be notified by the Tekoa School District Automated Message System. Please make sure we have an updated phone number where you can be reached.

Preschool Mission Statement: To promote success in young children by providing self-initiated, inquiry-based, active learning through play. To provide opportunities for children to be involved in a variety of activities which promote language, motor, cognitive and social emotional development; the areas of development that build a foundation for children to be successful in school.

Philosophy Statement: The Tekoa Preschool Program provides a high quality learning environment for children, parents and staff to instill a sense of community; a place that is safe, diverse, and acknowledges the individual, a program where every child can develop emotionally, physically, intellectually, and socially. This program is committed to providing safety and security at all times for all children. We encourage learning through play in an environment designed so that children may stretch their imaginations and have fun. Our program acknowledges and values the differences and diversity in the children and families coming to this program. We meet the children where they are and promote development by providing high quality early childhood education and care. In this program families will find a supportive and inviting atmosphere, along with an enriched curriculum to guide student experiences.

The Tekoa School District understands the importance of early childhood education and seeks out qualified staff who offer a caring environment and individualize instruction designed to meet the needs of all students.

We believe that children should be allowed to grow at their own pace and learn in ways that help them gain confidence in themselves as learners. Respect towards self, others, and the environment will be emphasized. This program believes in the value of both structured and non-structured activities. Structured activities include activities related to our theme in the Creative Curriculum, circle time activities related to letters and numbers, arts and crafts, and music and movement activities. Large motor activities on the playground or in the gym and free choice time at learning centers are examples of non-structured activities. It is the goal of this program to create an environment where the child's natural desire to learn is stimulated through meaningful, appropriate, and playful learning experiences; a program that meets the needs of each child as an individual and helps them to be successful in their journey of education.

Friendly Reminders

Attendance: Regular school attendance is a very important "habit" to begin right from the start. Preschool attendance is just as important as kindergarten and beyond. The skills and the concepts that your children are learning all build upon each other, and it does make a difference in the success of your child's preschool experience if class time is missed. IF your child is going to be absent, please call the school and let the office know, or send me a message. The phone number is **284-2781**. ECEAP families agree to regular attendance and your child's enrollment is contingent on their presence in school.

When Your Child is Sick: When your child comes to school not feeling well, he or she is unable to fully participate in their preschool experience.

Please keep your child home if they:

- Have a temperature of 100 degrees F or more
- Have any contagious disease
- Are vomiting one or more times in 24 hours
- Have a body rash, especially with a fever or itching
- Have diarrhea
- Have an eye infection; thick mucus draining from the eye
- Have a sore throat with fever, earache, or rash
- Are just not feeling well; unusually tired, pale, lack of appetite, cranky, unable to participate in activities
- Have head lice or copious nits

If Your Child is Sick:

1. Have back up plans for child care.
2. **Call your child in absent** and tell the secretary why your child is staying home. The school phone number is: **284-2781**
3. Keep your child home at least one day after vomiting and or fever have subsided.

Backpacks: It is very helpful if your child can bring a back pack, book bag or other cloth-type bag to school **every day**. They will have a lot of school work and other "treasures" to bring home each day. If you need assistance in obtaining a back pack, please see the ECEAP Family Service Coordinator or talk to your child's teacher. Please remember to **label** the bag with your child's name.

Clothes: Please dress your child for play. The children are very active, experience many interesting things throughout the day, and many happen to get paint, glue, dirt, or water on their clothes. We try to be as careful as we can, but sometimes the "fun" is a little messy! Please send a change of clothes for us to keep at school in case your child has an accident. If the need arises, your child will feel more comfortable in their own clothes. We make as many bathroom visits as needed, but sometimes a kiddo just doesn't make it. If we don't have a change of clothing we have to call home and have you bring in spares. Please have a complete change of clothing in your child's back pack **EVERYDAY**. (Shirt, pants, socks, undies.) Remember to **DRESS YOUR CHILD FOR THE WEATHER**. We do play indoors when the weather is bad, but the walk to and from the bus can get cold. Please make sure your child wears socks and appropriate shoes for the weather.

Gym Shoes: An extra pair of shoes to keep at school, is also greatly appreciated. Students must wear tennis shoes in the gym for recess and P.E.

Bathroom: Your child must be toilet trained to come to preschool **unless she or he has a diagnosed developmental delay or it is written in an Individualized Education Plan**. No pull-ups are allowed. If your child is still in a pull-up or diaper they may not attend preschool. We make every effort we can to get your child to the bathroom **OFTEN** and possibly more than necessary! ☺ We work hand in hand with you the parent to help your child be successful at toileting. We understand that accidents happen and that is why it is very important that your child be sent to school with a **COMPLETE CHANGE OF CLOTHING** in their backpack **EVERY DAY**. Trust me, the day you don't send it will be the day your child needs it. If your child does not have clothing to change into we will call you and have you tend to your child's needs. Soiled clothing will be wrapped up in a plastic bag and sent home with the child.

Medication: **NO** medication can be given to your child by any school staff member without written permission from you **AND** your health care provider. If your child needs medication while at school you will need to contact our school nurse to arrange for this to happen.

Newsletters: Please check your child's back pack for important information every day. Updates and pictures will be sent via Remind. I will send home a newsletter on a weekly or monthly basis. Please make sure the school has your current email on file to receive messages from the school district. If you have any questions about news items please let me know.

Nutrition Services: Mealtimes are an important part of class time for your Preschool child. Every day students will receive breakfast and lunch served family-style. We will eat breakfast in the classroom at the elementary school and will ride the bus to the high school daily for lunch. Children are learning many skills when they serve and pass foods, and take part in meal time conversations. The menu is sent home with the monthly newsletter, and is posted in the classroom. **IMPORTANT: If your child has any food or milk allergies please let us know.**

Physical Activity: In keeping with children's need for physical activity, active outdoor play will be incorporated into the daily schedule. Indoor, alternate activities will be provided during planned outdoor times in situations where the weather or other extenuating conditions limit access to safe outdoor conditions.

Tuition: ECEAP families work with Community Child Care Center in Pullman, Washington for tuition coverage. For families that pay tuition, payment is due at the first of every month. Current tuition is \$200 and covers meals, bussing and all supplies necessary. Lisa Haas, Business Manager takes care of all tuition billing. You can, however, send payment with your child and I will make sure she gets it.

Sign In/Out and Dropping Off/Picking Up: All children who do not ride the bus to school must have a responsible party walk them into the classroom each day. For those that ride the bus we ask that a sibling or bus buddy make sure that they make it to the classroom safely. This is very important for the safety of all children, and to make sure that the teacher knows the child is in the room. If someone other than a parent or guardian is going to pick up your child from school we need to know in advance. Their name must be on the Tekoa School District registration form as a person that you have OK'd to pick up your child. For your child's safety we are not able to accept phone calls from anyone other than you regarding this matter. If your child is not picked up from the classroom or from their regular bus stop, they will be waiting in the office at Tekoa Elementary School. If you know you will be late picking your child up please call the school and let us know. Thank you for your cooperation.

Riding the Bus: School bus transportation is available to all children who live within, or attend school within the Tekoa School District boundaries. Your home address will determine if your child is eligible. The school secretary can discuss school bus transportation for your child. You will receive **specific** busing information for you child before school starts if your child has been pre-registered. Due to the number of students this year, our bus schedule is very tight to ensure that all students are dropped off and picked up at the correct time. The bus drivers will not let a child off of the bus if they do not see you. All bus rules are designed to keep your children safe. Please review the safety rules with your child **before** school starts and **frequently** throughout the year. We encourage you to get to know your child's bus driver.

Bus safety rules are as follows:

For Children:

1. The bus driver is the boss of the bus! For their own safety, children must listen to the driver.
2. Your child needs to **stay seated, facing forward** while the bus is moving. The height of the seat helps to protect the children from injury; **staying in the seat is very important!**
3. Keep your hands to yourself.
4. Inside voices must be used on the bus.
5. Do not open your back pack while on the bus. Keep your papers in your backpack.

For Parents:

1. Children must be ready and waiting for pick-up. Please arrive a few minutes before your scheduled pick-up time. Please wait with your child for the bus to arrive.
2. A parent/guardian **must** be home when your child is dropped off. If someone we do not know is going to be waiting for your child, you will need to notify your child's teacher **AHEAD** of time. Your child **will not** be dropped off if a responsible party is not home. In this case, your child will be returned to Tekoa Elementary School and will be waiting in the main office. We will then call you or your emergency contacts.

School Closure: If Tekoa School District cancels classes due to weather conditions, Preschool is also cancelled. If there is a 2 hour delay, we will not have Pre-K, but Transitional K students will still come to school. Please listen to the radio and or watch the morning TV news shows or be prepared to receive a call from the automated phone service announcing a school closure.

Toys: Please have your child keep their toys at home. We have so many fun and interesting things at Preschool it is not necessary for your child to bring toys to school. By leaving toys at home it will keep them from getting lost, broken, sent home with the wrong child, and from being fought over.

Weapons: For everyone's safety, weapons, **real or pretend** (toy guns, knives, etc.) are not permitted on school grounds. Please do not bring them onto school property or allow your child to do so.

Plants and Animals: Facility must be free from harmful animals, insect pests and poisonous plants.

Communication: Feel free to contact me via phone, e-mail or Remind. The Remind app is a great way to send a quick message and receive important reminders from me 😊

We foster partnerships with families based on mutual respect and trust. We provide education and support to empower parents in their role in their child's development. Our plan in supporting families in their efforts is to:

- become more aware of their individual strengths and cultural value and support parent in having strong sense of family pride and self -worth
- provide opportunities for strengthening parenting through parent education
- provide basic information about child development
- make available information about community resources and how to access and utilize them

- remove obstacles preventing parents and family members from entering into meaningful activities with their children
- provide appropriate referrals
- provide timely follow-up with families
- provide advocacy as needed
- provide family, parent and male involvement activities
- provide social connections where parents are able to benefit from networking with other parents.

Developing true parent partnerships takes active, on-going communication and relationship building. Teachers communicate with parents daily on an informal basis, monthly through newsletters and lesson plans, and hold regularly scheduled conferences and/or home visits to work individually with parents as partners to promote and enhance children's school readiness. Parents always receive screening and on-going assessment information, and work individually with the teacher about their child's learning. Communication with parents about their child's education status and progress should be individualized to meet the needs of the child, parent, and teacher. We encourage staff to be pro-active and hold further communications as needed and appropriate.

Parent Involvement: You can volunteer in the program in a variety of ways. Listed below are some simple ways that you can be involved:

- Help on field trips and special classroom activities
- Share your family culture with the classroom
- Share special items or talents with the classroom

Tekoa Preschool Discipline Policy: Young children need to learn behavioral expectancies through the opportunity to understand and correct their actions in a positive environment. Children at Tekoa Preschool will always be treated with respect and provided the opportunity to explore alternatives to their behavior in a supportive manner.

If a child is having a problem staff will:

1. Remind them of their limits/rules.
2. Give them a choice to follow the limits/rules or choose something else to do.
3. If a child has a difficult time doing the above we may ask them to move or staff will direct them to a quiet area of the room until they can make a better choice.
4. If the problem persists or if safety is a concern, classroom staff will consult with the Principal and the child's parent/guardian may be called to take the child home for the day.

If you have questions or concerns about this policy please feel free to talk with your child's teacher at any time.

Please Note: Children enrolled in the **ECEAP** program are subject to a "No Expulsion" policy which you may view at any time. This policy is available at request from Community Child Care Center in Pullman, Washington <http://www.community-childcare.org/>

The above stated policy is written in accordance with the **ECEAP Performance Standards E-8 Child Guidance, E-9 No Expulsion.**

Mandated Reporters: All persons caring for children are mandated by law to call Child Protective Services if we have any reason to suspect that a child is in danger of abuse, neglect, or sexual molestation.

Nondiscrimination: Tekoa School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and Section 504/ADA Coordinator/Civil Rights Coordinator: Mike Jones, (509) 284-3281 mjones@tekoasd.org; PO Box 869, Tekoa, WA 99033