

PRESCHOOL

GOALS

The Goals of the Bucklin R-II Preschool are as follows:

- To provide a high quality early childhood program to preschool age children in the Bucklin R-II School District.
- To provide a safe, positive, caring, learning environment for children.
- To provide a variety of exciting, stimulating activities so children can develop socially, emotionally and mentally.

GENERAL PRESCHOOL INFORMATION

The Bucklin R-II Preschool Program is open to all preschool children residing within the district (with the exception of district employee's children) that meet the age requirement, regardless of race, nationality or creed, which may benefit from our program. The child must be three years of age in order to attend the preschool program at Bucklin R-II. In addition to the age requirement, all students must be toilet trained before entering the preschool program. The Preschool Program must keep a 1 to 10 teacher student ratio. Availability will be on a first come first serve basis with payment of enrollment fee. Children living within the Bucklin R-II School District will be given first chance until ten students are reached. A waiting list will be kept in the event that a spot becomes available.

DAILY OPERATIONS

The Bucklin R-II Preschool will offer services Tuesday through Friday 7:30 a.m. to 3:30 p.m. The preschool will follow the Bucklin R-II School District Calendar. Preschool will dismiss early due to teacher workshops, holidays, vacations, and inclement weather. Preschool will be in sessions some Mondays during the school year. Friday students will attend Preschool on all Mondays that are scheduled on the current 2024-2025 school calendar .

In addition, preschool will follow the school district policy on school cancellation and late starts due to inclement weather. If school should be closed due to inclement weather, that specified date will be made up as necessary. For example, if the Wednesday class was canceled due to inclement weather, the Wednesday class of students will make up that date on the designated Monday.

ENROLLMENT PROCEDURES

Preschool screening is an annual event held every spring to assess student's developmental skills in preparation for Preschool. Enrollment packets will be given to parents who wish to enroll their child into preschool. A \$20.00 ENROLLMENT FEE WILL BE COLLECTED AT THIS TIME. If parents cannot attend this meeting, arrangements may be made with the preschool teacher for enrollment. You must enroll in the spring to secure a spot for the next fall term. A summer enrollment date will be announced for the students that missed spring enrollment if all spots are not filled during spring enrollment. The first ten applicants, who pay a deposit, will be accepted into the program. In-district Pre-K students will be given the first opportunity to enroll, then out-of-district students will be accepted until the limit of ten students per teacher is reached.

FINANCIAL ARRANGEMENTS

The Bucklin R-II Preschool will charge a \$20.00 enrollment fee, payable upon the enrollment of the child. Tuition will be \$15.00 a day for the preschool program. **Payment must be made by the first Tuesday of each month.** Payments will be paid on a monthly or yearly basis, regardless tuition must be paid in advance. Preschool accounts must be kept at a positive or zero balance at all times. There will be a \$3.00 late fee for those parents who do not pick their child up by 3:30p.m. Bucklin R-II will not provide care for those whose fees are not current. **If parents don't pay their tuition by the first Tuesday or the first day of the month their child attends, then their child will not be allowed to attend preschool until payment is made. Any outstanding balances will be handed over to small claims court for recoupment.** Parents are not charged for days that school is not in session, but will be charged for scheduled days that the child does not attend. There will not be a refund for absences. Please, make checks payable to Bucklin R-II. DFS pay is accepted. Parents are responsible for obtaining DFS approval and are expected to pay tuition until the DFS approval is sent to the school or a parent presents the school with a copy of the approval letter. If there is any discrepancy in payment amounts the parent/guardian is responsible for providing a receipt of payment provided to them by the Bucklin R-II School District. If for some reason you do not receive a receipt for your child's tuition payment within a week's time please contact the school. Duplicate payment receipts will not be provided, however, copies can be made of receipts on file.

NUTRITION

A school menus will be sent out each month detailing both breakfast and lunch menus. Full price for Breakfast is \$2.00 and lunch is \$2.70.

Households are encouraged to complete and submit an application for free and reduced price meals to the district for processing. Free and reduced data is used to help maintain meal count system requirements, report to the Department of Elementary and Secondary Education for funding formulas, and establish eligibility for other benefits, particularly Pandemic Electronic Benefits Transfer (P-EBT) and Emergency Broadband Benefit. This packet includes an

application for free or reduced price meal benefits, and a set of detailed instructions.

The preschool class will participate in the Breakfast Before the Bell Program. Please, let the class teacher know if your child will eat breakfast at school or at home. Your child may bring a sack lunch or breakfast snack from home. Additional milk and juice can be purchased at breakfast or lunch for an additional fee of \$.45. Money for milk or juice can be sent to school with your child or turned into the office.

Parents will take turns providing snacks weekly. Snacks must be store-bought, wrapped items, and follow the school allergen policy. Snack schedule will be sent home quarterly. Parents will be charged \$.45 a day for snack milk or may request their child is given water for snack. Snack milk money can be paid monthly or quarterly.

DISCIPLINE

The purpose of the behavior plan is to recognize that all children need guidance and discipline to help them grow emotionally; learn to make good decisions; and learn self-discipline.

When a child exhibits inappropriate behavior, a teacher will:

1. Ask the child to stop
2. Talk to the child about the problem
3. Redirect the child to another area or activity

ABSENCE POLICY

When it is necessary that a student be absent from school, the parent or guardian is required to notify the school by phone call or let the teacher know the day before. If the school does not have verification by 8:00 a.m. a secretary will call to see why the child is absent.

TRANSPORTATION

Children that are four may ride the bus to and from school. Children may only be picked up on an already existing bus route. Parents need to contact the Superintendent's Office to make arrangements. Three year olds may not legally ride the bus and it is the parent's responsibility to provide transportation to and from school. Any pick-up or change in the bus delivery requires parent notification in the form of a written note to the teacher or a call into the office no later than 2:30 p.m.

PROCEDURES FOR DROP OFF AND PICK UP

Parents may bring children in the main doors for morning drop off. Children may be dropped off from 7:30 a.m. until 7:55 a.m.

Parents picking up their children from school need to line up on the circle drive behind the buses. Children will then be escorted to the car by a teacher as you pull forward. It is the parent's responsibility to buckle their child into their car seat.

ILLNESS OR EMERGENCY

If a child shows signs of illness the parent will be contacted and the child will be sent home. If a child is suspected of having a communicable illness, they must be treated by a physician and must return to preschool with a physician's release form. All students sent home with a fever (over 100.4) must be fever free for a 24 hour period before returning to school. In case of a medical emergency at preschool, parents will be contacted. If the parent cannot be contacted, the preschool will seek medical care with the hospital/doctor noted on the Medical Emergency Transportation and Treatment Authorization form. Any minor injuries will be documented and placed in a file. The parent will be required to fill out a health form at the time of enrollment indicating any current health problems or allergies and any restrictions necessary for the child's care.

IMMUNIZATIONS STANDARDS

In compliance with the State of Missouri, the Bucklin R-II Preschool requires that children have a record of the child's immunization on file before admission to the program. No grace period is allowed for children who do not have up-to-date immunization records. The child may not attend school until these records are on file at the school and approved by the school nurse or nurse's aide.

PERSON(S) AUTHORIZED TO TAKE CHILD FROM SCHOOL

This form is included in the child's enrollment packet. Only names included on this form will have permission to take the child from our facility. In the event that a child's routine must change, even for one day, a written note must be provided to the teacher indicating the change. Names can be added to or deleted by the parent at any time during the year.

PROGRESS REPORTING

Formal progress reports (grade cards) will be issued each quarter. Parent-Teacher Conferences will be held in the fall or any time at the parent's request. The Dial-4 Developmental Screening will be administered annually in March for each child in the district (out of district students can be screened if parents request) attending the preschool program.

SCHOOL PICTURES

Individual school pictures will be taken in the fall, with varying package prices available. The photographers require payment at the time the picture is taken. In the spring, individual and group pictures are also taken as part of a fundraiser for the school and the yearbook. After pictures are taken a proof packet will be sent home for you to review and choose pictures you would like to order.

FIELD TRIPS

Parents will be notified in advance. A signed permission form must be on file for each child in order for that child to participate in any field trip. Students that are three can not ride the bus. Students will be transported to field trips by a school staff member in the school vehicle. A transportation permission slip and the child's car seat will need to be provided for the student to attend the field trip.

BIRTHDAY CELEBRATIONS

Birthdays are extremely important to preschool children, and we try to make them as special as possible. The birthday child may bring a special snack the day of his/her birthday. Any snack chosen by the child will be appropriate as long as it is store bought and individually wrapped.

PARENT VISITS/ PARENT PARTICIPATION

Parents are very important to the success of our preschool program and the Bucklin R-II School District highly encourages family involvement in a child's education. We expect visitors that come into the preschool classroom to maintain confidentiality in regards to other students they observe in the classroom upon their visit. Parents must always check in at the front office and obtain a visitors badge when visiting the preschool program. Newsletters will be sent home to keep you informed of activities, events and snack helpers. Parents are invited to attend all school events and activities.

CLASSROOM PARTIES

Parents will be responsible for providing items for classroom parties. Classroom teacher and staff will provide the Christmas party.

Halloween Party- Children will dress up at school in their Halloween costume and participate in the Costume Parade. Children will then participate in the Halloween classroom party.

Valentine's Day Party- Children will exchange Valentine Cards with each class member and then participate in the Valentine's classroom party.

All parents are asked to assist in some way for each party. A party sign-up sheet will be sent home a few weeks before each party to ask for help.

Snacks must be store bought and individually wrapped.

SCHOOL SUPPLIES

A complete list of preschool school supplies can be found at local Wal-Mart stores and listed on the District's Website. (www.bucklin.k12.mo.us).

Each child will also need to bring:

- ☐ Full size backpack
- ☐ Water Bottle
- ☐ P. E. shoes
- ☐ Extra set of clothes in a zip lock bag (including extra underwear, NO pull-ups)

*Parent/Guardian must update an extra set of clothing with the change of seasons.

Bucklin R-II is not responsible for providing: underwear or clothing.

Bucklin R-II Preschool Parent Acknowledgment Form

- I have been provided the Bucklin R-II Preschool Handbook regarding daily operations of the preschool program.
- I understand that the preschool program will follow the Bucklin R-II School Calendar. The program will offer services Tuesday through Friday from 7:30 a.m. to 3:30 p.m. on the days that school is in session. I will **not** be charged for the days that school is not in session. I **will** be charged for scheduled days that the child does not attend. If there is any discrepancy in payment amounts the parent/guardian is responsible for providing a receipt of payment provided to them by the Bucklin R-II School District.
- I understand that tuition is \$15.00 a day due the **first Tuesday of each month** tuition must be paid a month in advance. **If I don't pay my child's tuition by the first Tuesday of each month my child attends, then my child will not be allowed to attend preschool until payment is made. Accounts must be kept at a positive or zero balance at all times. Any outstanding balances will be handed over to small claims court for recoupment.**
- I understand that I am responsible for my child's meals and snack drink fees and will need to provide snacks for the class one week every quarter. Those fees are not part of my child's preschool tuition. Free and reduced meals are available to eligible families.
- I understand that I need to notify school or let the teacher know by 8:00 a.m. if my child will be absent from preschool.
- I understand that a child must be four to ride the bus. The school or teacher must be notified before 2:30 p.m. if the child's pick-up plan has changed for the day. Children can be dropped off at 7:30 a.m. and must be picked up by 3:30 p.m.
- I am familiar with the illness guideline. I understand that my child will be sent home if they have a fever over 100.4 and can not return for 24 hours. I understand that immunizations must be on file with the school and kept current.
- A \$20.00 enrollment fee has been paid to hold my child's spot for the 2024-2025 school year
yes ☐ no ☐
- I have received a 2024-2025 Preschool Tuition Schedule and will pay my child's tuition fees by the first Tuesday of each month.

I UNDERSTAND AND AGREE TO ABIDE BY THESE POLICIES AND MAKE PAYMENTS AS SCHEDULED FOR THE 2024-2025 SCHOOL YEAR.

Signature _____

Date _____

2023-2024 Preschool Tuition Schedule

Due first Tuesday Each Month Full-Time Student
Only W or F(M)

2-Day Student T-TH

or W-F 1 Day

Due First Day of School August	+ add \$20.00 enrollment if not paid 6 days \$90.00	+add \$20.00 enrollment if not paid 3 days \$45.00	+add \$20.00 enrollment if not paid W-2 days \$30.00 F-1 day \$15.00
September	18 days \$270.00	9 days \$135.00	W-4 days \$60.00 F-5 days \$75.00
October	16 days \$240.00	8 days \$120.00	4 days \$60.00
November	16 days \$240.00	8 days \$120.00	W-4 days \$60.00 M&F-4 days \$60.00
December	13 days \$195.00	T&TH 6 days \$90.00 M,W&F 7 \$105.00	W-3 days \$45.00 M&F 4 days \$60.00
January	17 days \$255.00	Days T & Th 9 days \$135.00 W&F 8 days \$120.00	4 days \$60.00
February	16 days \$240.00	8 days \$120.00	4 days \$60.00
March	19 days \$285.00	Days T&TH 9 \$135.00 W&F 10 \$150.00	5 days \$75.00
April	16 days \$240.00	8 days \$120.00	W-4 days \$60.00 M&F 4 days \$60.00
May	14 days \$210.00	T&TH 6 days \$90.00 M,W&F 8 \$120.00	W-3 days \$45.00 M&F 5 days \$75.00
Year	\$2,265	T&Th \$1110.00 M,W,F \$1155.00	W-\$555.00 M&F \$600.00

Friday Students will attend Preschool on the set Mondays in session on the approved 2023-2024 School Calendar.

* Friday Students are billed for the Mondays that are currently on the School Calendar.

*Makeup Mondays for snow days will be made up for the day of the week that was missed