

Waldron ABC Program

Contact Numbers

Administration:

| | | |
|---------------------------|-----------------|------------------------|
| Superintendent: | Daniel Fielding | 479-637-3179 |
| ECE Principal/Coordinator | Kim Solomon | 479-637-2720 ext. 5106 |
| Administrative Assistant | Gina Efurd | 479-637-2720 ext. 5107 |
| ECE Assistant Director | Angel Cabe | 479-637-2720 ext. |

Waldron ABC Staff: Teacher/Paraprofessional 479-637-2720

| | |
|------------------------------------|-----------|
| Rebecca Millard/Bethlene Davenport | ext. 5213 |
| Daisy Sims/Mahala Evans | ext. 5201 |
| Kelsie Taylor | ext. 5202 |
| Amanda Hudson/Ashton Parsons | ext. 5204 |
| Katy Slater/Erica Stuart | ext. 5205 |
| Ashley Tucker/Jen Root | ext. 5206 |

Emergency Numbers:

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|-------------------------------|----------------|
| DHS Hotline | 1-800-482-5964 |
| Poison Hotline | 1-800-376-4766 |
| Fire/Police/Sheriff/Ambulance | 911 |

Minimum Licensing Requirement for Child Care Centers through the AR DHS and DCC-ECE takes precedence over Waldron School District Policies.

Mission Statement

The Waldron ABC Program provides a safe, developmentally appropriate, nurturing environment that promotes social, emotional, cognitive, and physical growth, as well as a positive self-image and a love of learning. Our mission is to provide a high-quality preschool program for young children prior to the age of kindergarten eligibility as defined by the Arkansas Department of Education and the National Association for the Education of Young Children. The Waldron ABC Program is recognized as a leader in the community for providing our youngest students a strong foundation for future academic success.

Philosophy

Children learn more in their preschool years than at any other time in life. All children are encouraged to develop to their fullest potential. A dedicated, diverse, innovative, and professional staff works most effectively in partnership with parents for the benefit of each child.

The Waldron ABC Program will:

- Provide a warm, safe, accepting environment where the child may grow as an individual. We will foster the child's total development in the areas of social, emotional, cognitive, and physical growth through a multi-sensory approach to developmentally appropriate activities.
- Help each child develop a positive self-image, to foster the development of self-confidence as an individual, to foster an awareness of others, and to encourage positive peer relationships.
- Offer tasks at which children can succeed, as well as appropriate challenges, and an introduction to basic readiness concepts through play. These learning domains will include Social/Emotional Development (sense of self, responsibility for self & others), Physical Development (gross motor, fine motor), Cognitive Development (learning & problem solving, logical thinking, representation & symbolic thinking), and Language Development (listening & speaking, reading & writing).
- Provide a high-quality program where children are exposed to and involved in a variety of preschool learning experiences. The emphasis is to provide the healthy growth and development of children.
- Emphasize acceptance and respect of social and cultural diversity through our teaching methods, activities, and play materials.

Religious Restriction

To ensure that no religious activity is paid or subsidized by public funds or occurs in any manner suggesting governmental endorsement of any religion or message:

- (a) ABC funds must be used exclusively to support allowable ABC Program costs incurred to provide non-religious instruction and activities during the ABC day; and
- (b) No religious activity may occur during any ABC day regardless of the source of funds used to support the activity. ADE Rule 23.04.5

Enrollment Policy

Prior to a child's admission to school, the parent, guardian, or other responsible person shall furnish documentation of household income, the child's social security number, birth certificate, and immunization record. After approval, the child must receive a health screening within **45 days** of enrollment. **If the health screening is not completed within the 45 days, your child may not be allowed to attend the program.** If your child is placed on the enrollment waiting list, placement will be determined by availability in age appropriate classrooms.

Attendance/Tardy

A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. **Daily attendance, without tardiness, is required.** A child will be considered tardy if arriving after 8:30 a.m. and/or leaving before 2:15 p.m. Your child will be dropped after the 10th consecutive day of absences unless prior arrangements have been made with the program director. **Repetitive daily absences and/or tardiness will require a conference to be held with the program director and teacher.** After the conference, if the absences/tardiness continue, the student **may be dropped** from the program. If your child arrives after breakfast/lunch has been served, a traditional meal may not be available.

Arrival and Dismissal

Children shall be signed in and out daily by a parent, guardian, or designee; first and last name printed. The record shall include date and time of arrival/departure. Classes begin each morning at 7:45 a.m. Only students will be allowed in the classroom. Upon greeting the child, the teacher will check for illness. Students are dismissed at 3:00 p.m. If your child is not picked up by 3:05 he/she will be taken to after school care at the First Step Learning Center. The fee for after school care is \$5.00 to \$7.00 per day. Your child must be signed in when entering the room and he/she must be signed out, by an approved person, before the child leaves the premises. The approved person signing the child in/out must be **14** years of age or older. This is a state requirement.

Parking

Please use caution when driving through our parking lot. Parking spaces are provided for your convenience. Please be sure to hold your child's hand to and from the building. Remember that our behavior sets an example for our children.

Immunization Requirements

Students attending Waldron ABC Program must comply with the state immunization requirements. The responsibility for the enforcement of the Immunization Law rests equally with each school district and the parent or guardian of the student, and each of them shall be separately and individually liable for permitting any violation of this law.

Students will not be allowed to attend school unless they can document appropriate immunizations or are in the process of completing the minimum requirements. Students who are "in process" must provide a written statement from a public health nurse (Form IMM-25) or private physician containing a date when the student must return for the next immunization.

Student Medications

Parents/Students must store all prescription and over-the-counter medication with the school upon arrival. That medication will be dispensed according to parental instructions and/or instructions printed on the original container specifically identifying the person for whom the medication was prescribed and the dosage schedule.

Students taking medications over an extended period of time shall complete form 4.35F to file in the student's folder in the classroom. Due to choking hazard, no cough drops are allowed UNLESS there is a doctor's note. The teacher will keep the cough drops and administer as directed by the doctor.

Colds, flu, and other contagious diseases seem to occur frequently and spread easily among preschool children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink, burning or itching or producing discharge
- Diarrhea or vomiting
- Fever (100.4)

If these symptoms of possibly contagious conditions are observed, during the day, you will be called to pick up your child immediately. **When your child has a fever, diarrhea or vomiting, keep him/her at home an additional 24 hours after the condition returns to normal.** This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities.

Medical Care Plans

Children with special health needs (ex. asthma, seizures, diabetic, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly.

Head Lice Policy

The Waldron School Board has adopted the following policy to help contain and prevent lice infestation in the Waldron Schools:

1. Periodic screening of students by trained personnel. School personnel should be sensitive to the psychological impact on both the parent and child.
2. Parents of identified will be contacted. Arrangements will be made to remove the student from school.
3. Parents will be provided with information on treatment. It is the parents' responsibility to ensure the child is treated before returning to school.
4. The student may return to school the next school day after identification, providing the following has occurred:
 - a. Remove your child's clothing and place him/her in a bathtub or shower.
 - b. Apply head louse shampoo according to your physician's instructions or the label instructions provided by the drug manufacturer. No published evidence indicates that one medication is superior to the others.
 - c. Have your child put on clean clothing after the treatment. .
5. The parent must verify that the treatment has been made. School personnel will re-examine the student. **There must be no signs of lice or nits' infestation before re-entry is approved.**
6. Proof of a second treatment will be required in 7-10 days after the initial treatment.
7. In the case of body lice (scabies), ringworm, or impetigo a doctor's clearance will be required for reentry.

Accidents

The Waldron ABC Program employs a school nurse, who will handle serious health concerns which arise during the school day. In the case of an accident, injury, or sudden severe illness of any student, the parent will be contacted. If it is impossible to contact the parent, emergency health care will be obtained at the emergency room of the local hospital.

Emergency Drill Procedures

For the safety of our students, Waldron ABC Program conducts periodic emergency drills. Fire and tornado drills are conducted monthly. Other emergency drills will be conducted periodically to insure the safety of our students. Waldron Public Schools has in place emergency procedures in the event of a crisis or other emergency situation.

Standard of Behavior

Students must show respect for all staff members and other students. Some examples of disrespect are cursing, fighting, and not observing safety and playground rules. If the child refuses to listen to the teacher/principal, the child's parent will be called to discuss the matter.

Discipline Policy

Our goals are for children to become self-disciplined, and to develop inner control. Staff, parents, and volunteers will use the following techniques to help children build self-control: listening, setting limits, redirection, and removal from activities. The method of discipline shall not be humiliating, frightening, or physically harmful to children. Discipline shall be consistent and individualized for each child. It shall be appropriate to the child's level of self-control. Discipline shall not be associated with food, rest, toileting, or isolation for illness. Parents will be informed of their child's behavior. No child shall be suspended or expelled from the facility without approval from the Division of Child Care and Early Childhood Education (DCCECE). **CORPORAL PUNISHMENT IS NOT AN ALTERNATIVE AND SHALL NOT BE ADMINISTERED BY ANYONE!**

Behavior Logs

The child care center shall maintain a record for each child in care which shall be on site. Children's records shall contain a written record of all significant changes in the child's physical or emotional state and accidents, incidents or injuries, indicating the date, location, time of day, area or piece of equipment where the incident occurred. A copy shall be given to the parent on the day of the occurrence.

Appearance Code

The school board recognizes that among the rights retained by the people under our constitutional form of government is the freedom to govern one's personal appearance. Dress and grooming that disrupt the learning process for the individual student, other students, or the learning climate of the school becomes a matter subject to disciplinary action. **Tennis shoes are highly encouraged, to be worn daily, due to safety issues.**

Parent Conferences

Twice a year a day is set aside for parent- teacher conferences. Teachers will arrange a schedule for meeting with parents to allow for personal visits with each parent and to prevent excessive waiting. Parents are encouraged to attend these regularly scheduled conferences. A parent may request a parent-teacher conference at any time.

Resolving Conflict

When parents have questions or concerns about procedures, there are appropriate steps which need to be followed until satisfactory resolutions are reached. The chain of command is listed in order below:

1. Parent-teacher conference
2. Parent-director conference
3. Parent-superintendent conference

Equity

In keeping with the guidelines in Title VI, Section 601, Civil Rights Act of 1964, Title XI, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Waldron School District assures that no person shall on the basis of race, color, national origin, sex, age or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Privacy of Students' Records/Directory Information

All students' educational records are available for inspection and copying by the parents of any student under the age of eighteen.

For purposes of this policy, the Waldron School District does not distinguish between a custodial and non-custodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables the parent or guardian to review and copy his/her child's records.

If a court order directs that a parent not have access to a student's records, the parent or guardian must present a file-marked copy of such order to the principal and/or teacher. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

Breakfast and Lunch Programs

In keeping with Federal School Lunch Program guidelines, Waldron Schools provide free and reduced priced breakfast and lunch to children who qualify. Upon enrollment, students receive meal application forms. The applications and approval are confidential and allow students who could not otherwise afford it, to have a nutritious breakfast and lunch. **In order for your child to receive his/her meal at no cost, the application must be completed and returned to the school within one week of enrollment.**

The district only provides substitute meal components on menus to accommodate students with handicapping conditions meeting the definition of a disability as defined in USDA regulations. A parent/guardian wishing to request such dietary accommodation must submit a Certificate for Special Dietary Needs Form completed by a licensed physician to the district's Food Service Director. The district will not prepare meals outside the normal menu to accommodate a family's religious or personal health beliefs

Withdrawal of Students

On occasion, students may need to withdraw from school. If parents know in advance of a pending move, the teacher should be notified. Records are not released to parents to be taken by hand to the next school. Instead, upon enrollment at the new school, a request for information will be signed and sent to the Waldron ABC Program. At the time a request for records is received, all pertinent school information will be mailed/faxed to the new school.

Parent Involvement

Waldron ABC Program encourages all parents to be actively involved in their children's education.

School Volunteer Program (SVP)

Volunteers offer their time and assistance to teachers and perform a variety of tasks. In a voluntary organization, additional help is always sought and needed. If you are interested in serving as a Pre-school Volunteer, please contact your child's teacher. We need you!

Visitors

Parents wishing to visit their children during the school day must register first with the teacher. If there is any question concerning the legal custody of the student, the parent must present documentation to the principal or his/her designee establishing the parent's custody of the student or legal right of visitation. It shall be the responsibility of the custodial parent to make any visitation restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Estranged parents may visit their child during school hours with the consent of the custodial parent.

Party/Celebrations

Please be sure that you have made arrangements with the classroom teacher before any treats or party items are brought to school. Parents may make arrangements with the teacher to stay for a party or celebration. **Party treats must be pre-packaged, not homemade per school district policy.**

Inclement Weather

In the event that weather conditions should cause school to be dismissed early or cancelled, that information will be posted on the First Step Learning Center/Waldron ABC and the district Facebook Page. We are required by the State of Arkansas to go outside unless there is a weather advisory. **Children should dress according to the weather conditions.**

Rest Time

Each day your child will have the opportunity to rest. Cots with sheeting are provided by the program. We ask that you limit additional rest time supplies to one small blanket or pillow and a small comfort toy, for the safety of students and staff.

No Backpack Policy

The ABC Program has a no backpack policy. DHS requires that the contents in all the children's backpacks be checked upon arrival each morning, and not checking backpacks will allow us more time to interact with the parent and child. We realize your child looks forward to bringing a backpack to school for the first time, and we sincerely apologize for any confusion this will cause for your child.

Strangulation Hazards

Providers/caregivers shall be aware of and remove when possible any hazardous items children may wear on play equipment such as helmets, drawstrings, and other accessories around the neck that may cause strangulation/entanglement hazards.

Community Resources

City of Waldron – City Hall – 479-637-2614
City of Waldron Police Department – 479-637-3103
Dr. Mark Bailey, DDS – 479-637-2735
Mercy Clinic – 479-637-2136
Mercy Hospital – 479-637-4135
Scott County Department of Human Services – 479-637-4141
Scott County Health Department – 479-637-2165
Scott County Library – 479-637-3516
Scott County Sheriff's Office – 479-637-4155