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STUDENT HANDBOOK



MISSION

Welcome to Bardstown Early Childhood Education Center. Our staff believes that all children are unique and that by building on a child's strengths and abilities, every child can be a successful learner. We believe that children learn in an engaging, safe, and consistent environment supported by a trained, caring, and responsive staff. We also believe that children learn best when they have opportunities to explore their world with adults who encourage and guide their growth and development.

We seek to build a child's intellectual and problem-solving skills, social-emotional, physical (large and fine motor), self-help, self-esteem and communication skills. Our curriculum is both developmentally appropriate and child-centered. The role of the teacher is to support and extend each child's learning through play and active exploration of materials. Our goal is to create a partnership between the school and home so that parents and teachers work together to support children's learning.

HISTORY

Bardstown City Schools has been a long-time advocate of early childhood education. The Bardstown Early Childhood Education Center four-year-old program started in 1986 as the first public school preschool program in Kentucky.

Our three-year-old program was added in August 1998 and was one of the first three-year-old public school programs in this region. Both programs are designed to give three- and four-year-old children a jumpstart in their educational journey. The [Bardstown Foundation for Excellence in Public Education](#) provided funding for the start-up of both the three- and four-year-old early childhood programs.

CURRENT PROFILE

The Bardstown Early Childhood Education Center, located at 980 Templin Avenue, provides a half-day educational program for three- and four-year-old preschool children. The staff is committed to fostering each child's social and emotional growth while helping him/her attain the academic skills for success in kindergarten and beyond. Approximately 300 students are enrolled each year in either morning or afternoon sessions, and we maintain a child to staff ratio of 7:1 in our four year old classrooms and 6:1 in our three year old classrooms. The Bardstown Early Childhood Center follows the Bardstown City Schools academic calendar.

Our staff strives to ensure equity for all students by:

- subscribing to the belief that all children can learn when the information is meaningful, appropriate and provided with timely support and remediation;
- participating in professional development activities that promote current best practices in early childhood education, incorporating essential questions and using instruction that address various learning styles;
- involving parents and community in school activities and decision-making;
- providing a rigorous curriculum for all students;
- creating an environment that will encourage respect for cultural differences and promotes the advantages of diversity in education;
- working to address any barriers to a child's learning.

PROGRAM GOALS

- Foster social skills through cooperation and group play.
- Build self-esteem and self-confidence through successful experiences.
- Develop habits of thinking and investigation by exploration and experimentation.
- Allow children to express their own creativity and feelings through dramatic play and art.

- Develop fundamental skills in preparation for reading, writing, and math.
- Develop oral language through creative expression.
- Manipulate a variety of materials and media to begin to move from concrete to abstract experiences.
- Develop a general awareness of community, its people and the services they provide, while also learning about other cultures.

ELIGIBILITY FOR ENROLLMENT

The Bardstown Early Childhood Program is provided free of charge to three-year-old children who have a state-recognized developmental delay (these children are eligible for preschool services on their third birthday) or who are economically eligible through district funding. Children who are four years old by August 1 and either have a developmental delay or are economically eligible based on income guidelines set by the state also attend free of charge.

The program is tuition-based for all other children. For parents paying tuition, we offer a convenient automatic payment plan. Payments are safely and securely debited from a checking or savings account either on a weekly or monthly basis. Parents may also choose to make a one-time payment at the beginning of the school year. Tuition rates are subject to change from year to year.

CURRICULUM DESCRIPTION

The Bardstown Early Childhood Center curriculum is based on the Kentucky Early Childhood Standards. Teachers respond to each child's learning style and build on his/her strengths and interests. Our curriculum emphasizes language and social skill development through active participation in large and small group activities and self-directed play. Learning centers are arranged to develop skills through hands-on experiences. Within our developmentally appropriate curriculum, your child

will learn through the manipulation of objects during play in combination with their own personal experiences.

The classrooms are divided into a variety of learning centers, which are well defined and strategically placed (ie. quiet areas near each other and noisy areas together). To promote independence, materials are easily accessible to the children. The height of the tables, chairs, pictures, shelves and activities are at the child's eye level. The children have free choice of activities during center time and can choose how to use the materials provided in the center. All children are encouraged to be problem-solvers as well as interact with other students.

A teacher-directed small group activity is included each day. The group usually includes 3-5 children and lasts from 12-20 minutes. This allows the teacher to focus on each child's individual understanding of the lesson of the day.

SCREENING AND ASSESSMENTS

Bardstown Early Childhood Center uses the DIAL 4 screening instrument, which helps determine possible developmental delays. This screening considers social, self-help, motor, cognition and communication skills.

Children are formally assessed twice a year through observation and a collection of their work. Teachers hold parent-teacher conferences to discuss these results with parents.

INSTRUCTIONAL SCHEDULE

BECEC follows the Bardstown City Schools academic calendar with the exception of once a month set up days. The AM session begins at 8:50 and ends at noon. The PM session begins at 12:50 and ends at 4:00. To create an active learning environment for all children, each teacher establishes and maintains a daily routine for the class. Routine is very important in the life of a child -- providing stability, giving them a

sense of independence, and teaching them personal responsibility.

An example of a daily schedule is:

MEAL TIME

Students eat with their classmates and teachers. Social and language interactions are targeted skills during the meal.

CIRCLE TIME

The theme of the week and the related small group activity are discussed to prepare the children for the day. All children gather for games, stories, instruction, songs, finger plays and basic movement exercises. During circle time, the students are encouraged to participate in a large group and share ideas with each other.

CENTER TIME

Center time is the longest activity of the day. The children move through each center in the classroom while the teacher and assistant(s) move around the room and interact with each child during their self-directed play. The children have daily jobs for which they are responsible, and they put away the materials they use during center time.

GROSS MOTOR PLAY

BECEC provides three different spaces for gross motor practice and play:

- Gym: Our gym includes a play structure, climbing structure, basketball goal, materials, and activities that encourage large muscle play and development.
- Playgrounds: Separate playgrounds are provided for the three- and four-year-old classes with age-appropriate play and learning materials including playground equipment, trikes, and sandboxes.
- Outdoor classroom: This is a natural playspace where children's imaginations bring ideas to life. This space includes areas to build, read, create, and play.

SMALL GROUP

A small group of children is directed in a learning activity. Key academic skills are targeted during small group instruction.

DISMISSAL

Students gather on the carpet for final teaching/closure for the day. The children check their cubbies for papers and place them in their own backpacks. To foster independence, each child is responsible for putting on his or her coat.

POLICIES & PROCEDURES

STUDENT MEDICAL RECORDS

PHYSICAL EXAMS AND IMMUNIZATIONS

Kentucky Revised Statute KRS 214.034 (Immunizations) & Administrative Regulation 704 KAR 4:020 (Physical Examination) requires that every child in the state of Kentucky entering public school must have a physical examination and present an up-to-date immunization certificate. The physical examination must be completed no more than 12 months prior to the child's first day of school. The parent or guardian must present a completed physical examination & immunization certificate to the school **on or before the child's first day of initial enrollment and entry into 6th grade**. If a physical examination form & immunization certificate are not presented on or before the first day, the school health staff will notify the parent/guardian. ***The responsible party will be given 14 calendar days from the first day of attendance to present the required health assessment & current immunization certificate for the child. Upon termination of the 14 calendar days, the school principal shall not permit the child to attend school until the required health assessment form & immunization certificate has been presented.***

VISION EXAMINATION

Kentucky Revised Statute KRS 156.160 (Vision Examination) requires that all children age 3, 4, 5 or 6 years or who are entering public school for the first time, must have an eye examination by an optometrist or ophthalmologist. Record of this exam must be

provided to the school **no later than January 1 of the school year.**

ILLNESS

Students presenting with a fever, vomiting, or diarrhea may not attend school. Students must be free of these symptoms for 24 hours prior to returning to school. If a child presents with any of these symptoms while at school, a parent/guardian will be asked to pick the child up from school. Your cooperation in preventing the spread of illness is appreciated. Please also note that children suspected of having COVID 19, pink eye, ringworm, head lice, fifths disease, hand/foot/mouth disease or chicken pox cannot remain in the classroom at the risk of infecting other students and should be kept at home until they have been released to return to school by a physician. If your child is transported by school bus, but is home due to illness, please contact bus transportation services at 331-8806 so that your bus driver will not make an unnecessary trip.

MEDICATION

In order for school personnel to administer any type of medication to your child, a medication permission form must be on file. All medication must be in its original container with the prescription label properly attached. Please let us know if your child receives medication prior to coming to school.

TOILETING

While students do not have to be potty trained to attend BECEC, we expect parents to work collaboratively with us in achieving this goal. Students not potty trained must wear Pull Ups (with velcro sides) to school (no diapers). Pull Ups and wet wipes will be supplied by parents. A student having two or more toileting accidents per week is considered “not potty trained”, and therefore will come to school in a Pull Up.

DRILLS

Fire, tornado, earthquake, and lockdown emergency drills are required by law and are an important safety practice that helps students move in a quick and orderly manner to a safe area

during an emergency. These are practiced per state/district policy throughout the year.

TOYS

Please discourage your child from bringing toys to school. There will be show-and-tell days during the school year when students may bring items to school to share with their classmates.

BACKPACKS

Full-sized backpacks (no wheels) are recommended for our students. When sending information to school, please remind your child to let his/her teacher know about any notes, payments, or forms in his/her backpack.

STUDENT BIRTHDAYS

Students are permitted to dress out of uniform on their birthday. We hold monthly birthday celebrations that include healthy snacks. All families will receive a copy of the Bardstown City Schools Birthday Policy at the start of the year. Teachers will post information/dates in their newsletters.

SOCIAL MEDIA POLICY

While the use of cameras is welcome at BECEC, we request that photos and videos not be used on social media (Facebook, Instagram, blogs, etc.). Some of our families have chosen not to have their children on social media, and we ask parents to honor the wishes of others by not posting photos/videos of BECEC events. BECEC does maintain a school Facebook page which will include students whose parents granted permission. Feel free to like and share our posts and photos!

ARRIVAL/DISMISSAL

Arrival

Bus riders: Students riding a bus are assisted off the bus and into the building. Adults are stationed throughout the hallway to ensure that students safely arrive in class.

Car riders: The car rider line forms in the circle in front of the building. A teacher or an assistant will help your child to and from

the car beginning at 8:50 for AM students and at 12:50 for PM students. **Please do not allow** your child to leave the car without assistance. Parent traffic must not restrict bus traffic.

*** Our instructional day begins promptly at 9:00/1:00. All students should be in their classrooms and ready to learn at that time.

Dismissal

Bus Dismissal: Students are called by bus to leave the building beginning at 12:00/4:00. All teachers maintain a list of student bus assignments. Student backpacks have colored tags that indicate busing as well.

Car riders: We begin dismissing students through the car rider line at 12:00/4:00. All cars in the line must have a car tag hanging from the rear view mirror. You may obtain a car tag at open house or from our front office. An adult will walk your child to the car. Each parent is responsible for fastening his/her own child in the car seat or booster. School staff is not permitted to do this due to the variety of seats/harnesses we encounter each day. We want to make sure that every child leaves our school fastened correctly/securely.

Students must be picked up by 12:10 p.m. after the AM session and 4:10 for the PM session. Late pick-ups may result in a \$5 fee.

TRANSPORTATION CHANGE

Should your child need to switch from bus to car or vice versa, please send that request in writing in your child's backpack. If you discover a last minute change needs to be made, please call the school office to request that change prior to 11:45/3:45. You will be asked for the four digit pin number that you created upon registration to verify who you are. Many parents choose to use the last four digits of their Social Security number. Transportation changes should not be sent to teachers via email or Seesaw messaging. These messaging systems are not checked during the school day due to teaching/student supervision. **IT IS**

ALWAYS BEST TO SEND TRANSPORTATION CHANGES IN THE BACKPACK.

Please keep in mind that the address listed on your child's bus form is the only address we can use. Preschool students are not permitted to ride a different bus home with a friend.

EARLY CHECKOUT

If you find that you need to check your child out before the end of the session, please be in the office prior to 11:50/3:50. Once we are past that time, the office becomes very busy. We will not be conducting "check out" between 11:50-12:00 and 3:50-4:00. At that point, your child will become a part of the daily dismissal system.

KENTUCKY'S CHILD SAFETY LAW

KRS 189.125(3) states that any driver of a motor vehicle, when transporting a child of forty (40) inches in height or less in a motor vehicle operated on the roadways, streets, and highways of this state, shall have the child properly secured in a child restraint system that meets federal motor vehicle safety standards. **We are required to report violators of this law to appropriate authorities.**

WEATHER POLICY

Bardstown City Schools monitors weather and road conditions and makes cancellations accordingly. This information is available on Louisville TV stations, on the district website, and the district/school Facebook pages. On occasion, Bardstown City Schools operates on a delayed schedule. Bardstown Early Childhood follows the procedures outlined below for the AM session should the district call for a delay:

- 2 hour delay: AM session is canceled.
- 1 hour delay: We will be open on our regular schedule (9:00-12:00), but transportation to school will not be provided as buses will still be transporting district middle/high school students at that time. **If you choose for your child to be in school on "one hour delay" days, we will need you to transport your child to school. The only exception to this will be our on**

campus daycare. Students who attend the on campus childcare program (BEEP) will be transported by a bus on “one hour delay” days. Dismissal will run as it always does with buses transporting students home.

POSITIVE DISCIPLINE

Our center has adopted Positive Discipline for Preschoolers. The building blocks of Positive Discipline include:

- Mutual Respect
- Understanding the belief *behind* behavior
- Effective Communication
- Understanding of a child's world
- Discipline that teaches
- Focusing on solutions rather than punishment
- Encouragement
- Children *do* better when they *feel* better

Students are treated with dignity and respect in all aspects of their physical and emotional well-being while in our care.

EMERGENCY INFORMATION

We must have up-to-date information in your child's record at all times. Persons on the emergency list are those whom you trust to pick up your child during an emergency when we cannot reach you. Children will **ONLY** be released to those people listed in their file. Please keep us informed of changes in home, cell and work phone numbers of parents and contacts.

SCHOOL SERVICES

MEALS

BECEC participates in the Community Eligibility Provision (CEP) under the National School Lunch Program. Under CEP, all students receive a breakfast or lunch at no charge for the entire school year. All morning students will eat breakfast at school, and all afternoon students will eat lunch at school. Because our meal times run a little late, it's always a good idea to feed your child a small, healthy snack prior to loading the

bus for school (e.g. ½ banana, cheese stick, a few pretzels, etc.)

BUSES

Bus transportation is available to addresses within the Bardstown City School District. Bus forms must be returned to school at least 24 hours prior to the start of bus services (including bus transportation to/from BEEP). Students may not ride to and from an address other than what is on their bus form. Parents must complete a new bus form in the school office to permanently change pick up / drop off locations.

When getting on and off the bus, parents must provide hand to hand delivery of preschoolers to bus personnel per state law. Students will only be released to individuals that parents list on the bus form. Those adults receiving a child from the bus should have an ID to show to the bus driver or monitor.

FAMILY RESOURCE CENTER

The BECEC/BPS Family Resource Center services students preschool – 1st grade and their families. The primary goal of the Family Resource Center (FRC) is to promote the flow of resources and support to families and students in ways that strengthen the growth and development of the individual members of the family. The center strives to enhance students' abilities to succeed in school by assisting their families and bridging the gap between families' needs, school services, and the community.

Hours: Monday – Friday, 8:00-4:00

Coordinator: Katrina Haydon / 331-8937 or 331-8804

SCHOOL NURSE

A school health nurse who services preschool - 1st grades is located on our campus. The nurse maintains school health records and can also see students when ill or injured provided parents have given written permission for this service.

School Nurse: Liz Mattingly / 331-8933

STAFFING

The staff of the Bardstown Early Childhood Education Center is among the most qualified in the state of Kentucky. Our teachers have certifications ranging from Bachelors Degrees to Rank I, including National Board Certification with a concentration in Early Childhood Education. To ensure that our teachers are current on the best practices and understand how to best implement these practices in the classroom, they complete a minimum of 24 hours of professional development each school year.

Many classroom assistants either hold a Bachelor's Degree, CDA (Child Development Associates) or are pursuing their CDA and also receive professional development each school year. In order to provide the safest learning environment possible, we have staff members trained/certified in First Aid and CPR.

ON-SITE THERAPY SERVICES

Individual speech, occupational, and physical therapy services are available at the Early Childhood Center. Children are referred for individual therapy services by their teachers. If you feel your child is in need of these services, please talk with your child's teacher.

PARENTAL INVOLVEMENT

Bardstown City Schools believes it is important for parents/guardians to be involved in all aspects of their child's education. It is important for parents/guardians and teachers to work as a team to meet the needs of the child and maximize early childhood development. The Early Childhood Center has an open door policy and actively encourages visiting, volunteering in the classroom, observing, helping on field trips and participating in classroom activities. Bardstown City Schools is required by state law to request a criminal background check to be processed for any person wishing to

volunteer in the classroom or supervise students on field trips.

NEWSLETTERS

Newsletters from your child's teacher are sent home monthly. The newsletters are a great resource for parents and provide up-to-date information on schedules, activities, trips, educational themes, and more.

SEESAW

Each family will receive information on how to connect to Seesaw, an online platform for early learners and their families. Through Seesaw, teachers will post announcements and photos from school. This will also be the app that is used on Nontraditional Learning Days (NTI).

CONTACTING YOUR CHILD'S TEACHER

There are a number of ways to contact your child's teacher:

- Place a note in your child's school/home folder in the backpack.
- Seesaw message to your child's teacher.
- E-mail:
teacher's first name.teacher's last name@bardstown.kyschools.us
- Leave a phone message with our office staff, and the teacher will return your call.

School staff will return all messages within 24 hours.

CONFERENCES

Parent-Teacher Conferences are held twice each year. The first conference is held late fall and the second is held in the spring. These conferences provide a time for you to discuss your child's education one-on-one with his or her teacher. Other conferences can be scheduled throughout the year upon parent request.

PARENT RESOURCE

A Parent Resource Center is located in the outer lobby of our center and is stocked with information parents may find helpful. Feel free to stop in and browse for resources on a wide range of topics.

PARENT NIGHTS

Parent nights are held throughout the school year. These events are designed to present information to you on a variety of topics, answer questions you may have, provide learning opportunities for you and your child, and give you a chance to meet your child's friends.

TRANSITIONS

The Bardstown Early Childhood Education Center works to ensure easy transition between grade levels from year to year. Students in the 3-year-old classrooms visit the four-year-old classrooms toward the end of the school year. This includes a walk-through tour to familiarize them with the classrooms and an introduction to the teachers.

Students moving from preschool to kindergarten attend a "field trip" to Bardstown Primary School in May where they visit kindergarten classrooms, meet teachers and principals, and tour the school.

We hope that by introducing the students to their future environment we will help ease their fears or concerns about moving to the next level.

CHILDCARE SERVICES

BARDSTOWN CITY SCHOOLS' WRAP-AROUND CHILD CARE PROGRAM

(For ages 3 through 12)

Bardstown City Schools operates a state-licensed childcare center at Bardstown Primary School. The program operates year-round and is designed to "wrap-around" your child's schedule for either the morning or afternoon Early Childhood sessions. The program is safe, fun and educational with trained staff members who love working with children. A variety of gently structured, age-appropriate activities is provided. Children have a free choice of play and relaxation opportunities, while continuing to learn through group and individual play. Activities include art, music, cooking, group

games, computer time, outdoor play, reading, dramatic play. You are welcome to stop in or call to check on your child anytime.

HOURS AND DAYS OF OPERATION

The program is offered Monday through Friday, 6:30 a.m. – 6:00 p.m. (**52 weeks a year, including snow days**)

The child care program is closed on these holidays only:

New Year's Day	Memorial Day	July 4th	Labor Day
Thanksgiving Day & day after	Christmas Eve	Christmas Day	

ENROLLMENT FOR CHILDCARE

If you wish to enroll your child in the childcare program, contact Christy VanDeventer at 502-331-8920. **Space is limited and the program enrolls children on a first-come, first served basis.**

BARDSTOWN EARLY CHILDHOOD DRESS CODE REFERENCE GUIDE



SHIRTS

White • Gold • Bardstown Purple
Navy (Dark Blue)

Oxford Blouse/Dress Shirt
Fold Down Collar
Short or Long Sleeves

**NO Sleeveless • NO Logos
Solid colors ONLY - NO stripes*



SWEATERS OR SWEATER VESTS

White • Gold • Purple
Navy (Dark Blue)

V-Neck, Crew Neck or Cardigan

**Solid Colors ONLY - NO Stripes or Zippers
An Oxford blouse, polo shirt or
solid color turtleneck MUST be
worn under ALL sweaters!*

SLACKS

Khaki (Tan)
Navy (Dark Blue)
Black

**NO stripes or embroidery
NO sagging
NO pants with Cargo Pockets
NO Spandex/Lycra or Stretch Material
All pants with belt loops MUST have a belt*



POLO SHIRTS

White • Gold • Bardstown Purple
Navy (Dark Blue) • Gray

Fold Down Collar
Short or Long Sleeves

**NO Sleeveless
Solid colors ONLY - NO Stripes*



SWEATSHIRTS

White • Gold • Bardstown Purple
Navy (Dark Blue)

**Solid colors ONLY - NO stripes
An Oxford blouse, polo shirt or
solid color turtleneck MUST be
worn under ALL sweaters!*

SKIRTS & SHORTS

Khaki (Tan)
Navy (Dark Blue)
Black

SKIRTS
Pleated or Straight
4" from middle of knee

**NO Jeans/Denim Skirts
NO Spandex/Lycra or
Stretch Material*

SHORTS
5" inseam

**NO Jeans/Denim Skirts
NO Spandex/Lycra or
Stretch Material*



JACKETS

**Jackets are NOT to be
worn in the classroom.*

SHOES

**NO flip flops or
open-toed shoes
with no straps*

CONTACT INFORMATION

BARDSTOWN EARLY CHILDHOOD EDUCATION CENTER

980 TEMPLIN AVENUE

BARDSTOWN, KY 40004

Telephone: 502-331-8804

Fax: 502-331-8839

Website: www.bardstown.kyschools.us

MICHELLE SHARP

Principal, 502-331-8804

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