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Dear Parents/Guardians, Welcome to Caldwell Parish Pre-K Center! We are excited to have your child at the school with us this year. This handbook has been carefully prepared to provide you with a convenient reference to the policies and procedures of our school and school district. It should be read thoroughly at the beginning of the school year and referred to if questions arise during the year. If at any time you still have questions or need clarification, please do not hesitate to call the school office at any time.

The ultimate goal of our Pre-K program is to prepare each child to enter kindergarten ready to read and succeed. We want your child to be successful and become excited about learning. Our teachers and staff are dedicated to helping each child begin reaching for that goal. However, quality education only comes with the entire school staff, students, and parents working together cooperatively. Please feel free to communicate any ideas or problems you or your child may have to the school. Working together we can provide every child with the best possible learning experience.

Again, we welcome you and hope that you will help make this school year a great one. Your interest and support at home are important to your child and greatly appreciated.

Sincerely,

Natalie Andrews
Pre-Kindergarten Coordinator

Caldwell Parish Vision Statement:

Caldwell Parish School District students are Committed to Academic Excellence

Caldwell Parish Mission Statement:

The mission of the Caldwell Parish School District is to develop students who have the academic tools and life skills to compete in a global economy; accomplished by students, parents, teachers and community working together.

Caldwell Parish Pre-K Vision Statement:

Where Children Come FIRST!

Caldwell Parish Pre-K Mission Statement:

In partnership with parents and the community, the faculty and staff of Caldwell Parish Pre-K Center are committed to work to improve student performance using informative, authentic assessments to guide instruction that focuses on children's strengths and needs while providing a child centered, developmentally appropriate environment in which children are challenged to continually learn.

CPPK Beliefs and Expectations

1. Each student is a valued individual with unique physical, emotional and intellectual needs.
2. Children need encouragement, praise, rewards and recognition to develop self-esteem.
3. Children learn best when parents are involved in the learning process.
4. Effective classroom management and structure increase positive learner outcomes.
5. Many children have special needs that should be identified and adequately addressed.
6. Students need opportunities to develop a foundation for decision-making and conflict resolution.
7. Support personnel are essential to quality education.
8. The community plays an integral role in the development of children.
9. Relationships with the students are the first key in student's wanting to learn.

Student Code of Conduct

It is necessary that children learn to develop self-regulation in order to further their education. Self-respect and respect for others are major goals for our students. While students have the right to public education, they also have a responsibility not to interfere with the educational process of others. Students are responsible for learning the basic school rules and should follow those rules. Therefore, we expect students to do the following:

1. Attend school each day.
2. Arrive and leave school as scheduled.
3. Respect all school personnel and students.
4. Display behavior that is educationally and socially acceptable.
5. Strive to improve both educationally and socially.

Suggestions to Parents

Good discipline starts in the home. The parent/guardian is the first teacher of a child and should instill good behavior habits and proper attitudes toward school. The parents of CPPK students should:

1. Recognize that the teacher takes the place of the parent while the child is at school. Also, recognize that the teacher, like the parent, has the child's best interest in mind.
2. Teach your child respect for law, private and public property, authority and the rights of others.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in regard to recommendations made in the best interest of your child.
5. Talk with your child about school activities; show an active interest in daily papers, weekly notes, newsletters and progress reports from your child's teacher.

Pre-K Attendance

While Pre-K is not mandatory, once you enroll your child, you are accepting the responsibility of following the attendance policy set by Caldwell Parish School System for all students. Setting good habits early will help children later in their K-12 school years. Our goal is to have your child here everyday unless they are sick.

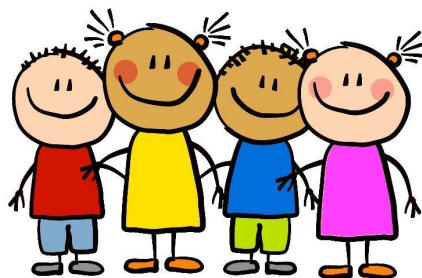
It is our desire that all children receive the very best preparation for academic success. To help achieve this purpose, we ask that the home have students in school on a regular basis.

Parents and students are reminded that:

- Classes begin with "Morning Announcements" promptly at 7:45 each morning.
- Students coming in late are missing a vital part of learning activities for the day, they may also miss breakfast and because our food is prepared at the high school, we do not have access to food once the cafeteria has been cleared.
- All students should be in school **EVERY DAY** that school is in session, unless there is an acceptable excuse for being absent. You must send an excuse to the school office.
- Students should be in school for the **DURATION OF TIME EACH DAY**, as required by the program. (7 1/2 hours each day)

If students are habitually absent OR tardy, they will be referred to the Child Welfare and Attendance Director.

If a child misses 15 or more days, without an excuse, students may be dropped from the program.



Absences that can be counted as **EXCUSED** are:

- Personal illness (with doctor verification or note from parent)
- Death in the family (not to exceed one week)
- Serious illness in the family (with documented verification)
- Recognized religious holidays of the student's own faith
- Legal appointments (with documented verification)

Excuses by physicians should be submitted **WITHIN 2 SCHOOL DAYS** of the student returning to school; however, students should bring a written explanation for all absences.

Important Procedures

Arrival: Students can be dropped off at school beginning at 7:20 a.m. Teachers are not on duty before this time. At 7:20 a bell sounds and duty teachers are in position in the hall/bathroom, buses and at car drop-off. Car drop-off ends at 7:45 and bathroom duty ends at 7:45.

Our school day officially begins at 7:50. Children arriving after 7:50 must be signed in through the office.

Morning Routine: Our car drop-off area is behind the Pre-K. Parents will line up behind one another and wait for the teacher to come to the door to assist your child out of the car. Please stay in the car while the teacher helps your child. The buses will unload in the front of the Pre-K and a teacher is there to assist them to class.

Tardy Policy: We recognize that there will be instances when your child may be tardy, but do not arrive late each day. When a student comes late, he/she disrupts the teacher and the other students. An adult must accompany a late student to the office to sign him/her in.

Dismissal: Children who do not ride a bus should be picked up between 3:40 and 3:55. Children who ride a bus will walk to the buses with our teachers and

paraprofessionals. The buses will leave the campus at approximately 4:15. The school/teacher must be notified in writing if there is a change in a child's regular transportation home. We will not accept phone calls. This is for the safety of your child. No changes will be taken after 3:30.

Checking In/Out During School Hours : All students must report to the office with a parent/guardian/contact person on the list for that student when checking in or out during the school day. A sign in/out notebook is provided with the following information needed: student name, time in/out, reason and adult signature. We encourage scheduling doctor or dental appointments on Monday or around school hours, whenever possible.

Contact Information: Please make sure all telephone numbers addresses (including apartment and lot numbers) are accurate and kept up to date. Please remember to write a note or call the school when telephone numbers and addresses change. Also, give the name, relationship and telephone numbers of at least 3 local persons who may be contacted in case you can not be reached. It is very important that our records be kept up to date. Also, be sure you have permission to give a person's name as a contact.

Communication: Teachers will communicate through SeeSaw. If you need help setting this up please contact us. They will also send home an electronic newsletter weekly letting you know what is going on for the week. If there is something that you need to let your teacher know through the school day please contact the office. The teacher may not be able to check her SeeSaw message during the middle of the day.

Ill or Injured Children: If your child becomes ill at school, we will contact you immediately. If you cannot be reached , we will use the emergency contact information you have provided. Please remember, we cannot keep ill children at school. If your child is injured, we will make him/her comfortable and then call you immediately. It is our policy to treat minor scrapes, cuts and bruises with soap and water and contact you by phone or note so you are aware of the injury. In most cases we are able to send the student back to class. 911 will be called if deemed necessary. To prevent the spread of illness, there is a 24 hour rule. **Your child**

must be free of symptoms for 24 hours before returning to school . A few examples are FEVER, VOMITING, or DIARRHEA.

Visitors: All visitors are to enter through the FRONT DOORS and report to the office. Due to safety, parents and visitors are not allowed inside the building past the office.

Breakfast and Lunch Program: All Pre-K students receive free breakfast and lunch. Pre-Kindergarten students are served breakfast from 8:00 - 8:25. After this time, we do not have access to breakfast. Children should arrive on time in order to eat with their class.

Students may bring lunch if desired. However, no soft drinks or glass bottles are allowed in the cafeteria. No outside food (fast food) is allowed in the cafeteria as well. Students bringing lunch may bring water or fruit juice to drink. Carbonated beverages are not allowed.

Field Trips: In order to maintain the safety of our students on field trips, and for liability purposes, the following rules must be adhered to:

1. Only parents or legal guardians of the student involved may attend a school field trip.
2. Only school personnel and students may ride the buses.
3. No other children may attend.
4. **Students must ride the bus to and from the field trip unless given approval in advance from the principal.**

Birthdays/Parties/Invitations: Birthday cake/cupcakes may be brought or sent on your child's birthday if the teacher has been notified and agreed on the time.

Invitations to personal parties are best sent through the mail or done by telephone. Invitations may be distributed at school only if:

- The entire class is being invited.
- The invitations are given to the teacher for distribution at the end of the day.

Personal Property: All coats, hats, book bags, notebooks, etc. should be labeled with the student's name. "Lost and Found" is located in the office. Unclaimed items will be donated to charity at the end of each semester.

Students MAY NOT bring radios, cameras or any electronic items, toy guns, toys, games, gum or candy. Buying or selling among students is prohibited. The wearing of expensive jewelry and watches is not recommended.

Books: Teachers will send home books from the school lending library each day so that you will have a book to read with your child each night. Students have a reading list in their folder. Once 15 books have been read, the student will be able to come to the office to get a "reading prize" and sticker. It is our hope and desire to create a love for reading. We encourage parents to actively read with their children, asking them questions as they read about the story.

Parent-Teacher Conferences: Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. Please remember to schedule a conference in advance so a time that is convenient for all can be established (before/after school, at recess, nap time, etc.). We will be having a conference the first 9 weeks of school. You may also message your teacher through SeeSaw.

Cell Phone Policy: As outlined in LA Law R.S. 17:239, students are prohibited from using cell phones or any electronic telecommunication device in all public school buildings and on school buses used to transport public school students. It is strongly encouraged that students not bring cell phones or other electronic devices to school at all. The school will not be responsible for any such devices if lost or stolen at school or on a school bus.

Exception: In the event of an emergency, any person may use any electronic device available. Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Conduct/Discipline: We use Conscious Discipline daily in our classrooms and throughout the school. This is a comprehensive classroom management and social emotional program that creates learning environments where children will know "Yes, I am safe" and "Yes, I am loved". From this foundation of safety and caring, children begin learning how to solve conflicts, manage their emotions, and take responsibility for their actions. We encourage you to learn more about this at www.consciousdiscipline.com We do plan on having some parent meetings that will focus on and explain more about the program.

Attitudes: The teachers and staff at Caldwell Pre-K believe that attitude directly influences the learning accomplishments in the classroom. Therefore, all staff members will make a conscious effort to develop positive attitudes among students by encouraging the following behaviors:

1. Courtesy and general good manners (yes ma'am, yes sir, no ma'am, no sir, thank you, please, etc.)
2. Respect for our country and its symbols
3. Respect for teachers, classmates and school

General Classroom Rules:

1. I will use walking feet.
2. I will use kind words.
3. I will respect my friends and teachers.
4. I will use my inside voice.

Playground Rules:

Playground equipment should be used in a manner which will ensure the safety of all students. Teachers have the discretion to assess playground issues that may arise and act appropriately. The following rules must be followed for each type of equipment listed below:

Swings:

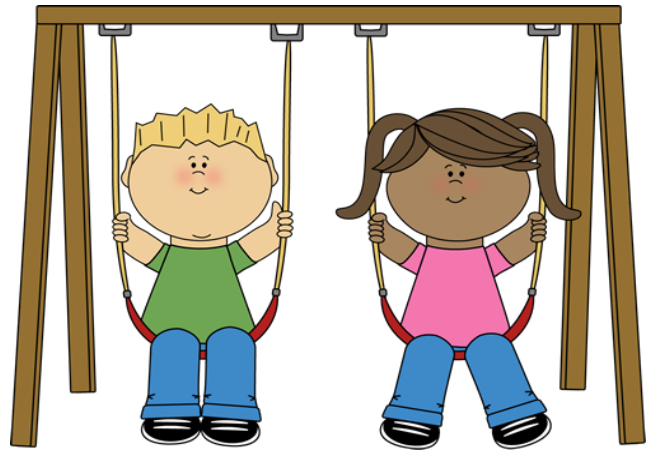
1. I will always sit when I swing.
2. I will let the swing stop before I get out.
3. I will always swing by myself.

Slides:

1. I will always slide on my bottom.
2. I will let the person in front of me get to the bottom of the slide before I slide.
3. I will always slide with my feet first.

Bikes/ Riding Toys:

1. I will always go one way on the track.
2. I will ride at a safe speed.
3. I will always sit on my riding toy.
4. I will always ride alone on my chosen toy.



Bus Transportation: School Board policies are distributed by bus drivers. A form will be included that requires the signature of both parent and student. These must be returned to the bus driver. **Students are not allowed to change their assigned bus without a written note from parent. Phone calls are not accepted for a bus change.**

Bus safety rules will be strictly enforced in order to provide the safest possible transportation for all students. Bus drivers will contact the parents of any student who refuses to follow bus safety rules or is disobedient to the driver. If the behavior continues, the student will be referred to the principal. Bus referral for habitual offenders will result in suspension from the bus. Extreme behavior such as fighting, obscenity, disrespect, etc. may result in suspension from the bus on the first offense.



Crisis Management: To ensure that every student, teacher, and school employee has access to a safe, secure and orderly school that is conducive to learning, a crisis management plan is in effect. In the event there is a crisis, parents will be notified as soon as safely possible. Please understand that in the event that the school goes into lock down for a safety issue, students will not be released until the possible threat has been resolved. This is always a scary thought for parents and hopefully it is a situation that we will not encounter. Always know that your child's safety is our first priority!

Student Dress Code

Students at Caldwell Parish Pre-K follow the same dress code as the other parish schools set by the Caldwell Parish School Board. The full policy can be found on the district website at www.caldwelledu.org

Health

Our school is served by a registered nurse. The school nurse is available as a resource person for any health related concerns you may have. The nurse can provide preventive measures, health counseling, education and assist with medical problems. The nurse can help to promote understanding of chronic health problems and assist the student, family and school personnel in the adjustment of those problems.

The school nurse needs to be notified of any changes that occur in your child's health condition. Provide updated telephone numbers and address changes to facilitate the care of your child's needs. Please submit needs in writing to the school and we will communicate with the school nurse.

Screening programs performed during the year are as follows:

1. Mandated vision and hearing screenings per recommendation by the American Academy of Pediatrics or by special request of parents or school personnel.
2. Head lice checks on elementary students per parish protocol. At the request of a teacher or parent, the school nurse will perform a lice check for a student or classroom. The parents will be notified immediately if lice/nits are noted in order for the child to be picked up from school. The parent must accompany the child to the office when returning to school in order for the child to be re-checked.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds and visual assessments.

ILLNESS

To prevent the spread of illness, there is a 24 hour rule. Your child must be free of symptoms for 24 hours before returning to school. A few examples are FEVER, VOMITING, or DIARRHEA.

ALLERGIES

If your child has allergies to any type of food product, we must have this in writing from the physician for the cafeteria, teacher & school nurse.

If your child has an environmental allergy, we must also have this in writing from the physician for the teacher & school nurse.

HEALTH CONDITIONS / MEDICAL NEEDS

Make sure the school nurse is aware of any health condition or medical need that your child may have. We often need documentation from the physician in case a care plan is needed at school.

MEDICATIONS

If school personnel is needed to give medication to children during school hours that cannot be given at home, please contact the school for the proper forms required by state law (R.S. 17:436.1) This includes both prescription, as well as over-the-counter medications (even Tylenol, Tums, or cough drops). Please do not send medications in a zip-lock bag. A pharmacy label is required on all medications, even over-the-counter, and an adult must sign in the medication in the nurse's office, even when bringing refills. School personnel are by law not allowed to administer eye drops, ear drops, or topical medications. Please contact the school nurse for further information.

Parents and guardians may come to the school and administer medication to their children as needed without having to meet any requirements.

NOTE: For any of the above needs that require anything in writing, we must have the doctor provide us the information with each new school year using the state forms.

Health Guidelines for School Attendance

FEVER is a sign of infection or illness. If your child has a temperature above 99 degrees, he/she must remain at home. He/She must be free of fever for 24 hours without the aid of fever medication before returning to school.

VOMITING OR DIARRHEA is often contagious. Your child should be watched closely for dehydration and/or bloody stools. He/She must be free of vomiting or diarrhea for 24 hours without the aid of medication for these symptoms before returning to school.

RUNNY NOSES OR COUGHS are common occurrences but should be watched carefully. Your child should remain at home if he/she is too uncomfortable to benefit from instruction, has a frequent cough and/or thick, discolored nasal drainage. A visit to the doctor may be advised.

RINGWORM is a fungal infection of the skin and is very contagious. Anti-fungal medication must be used on the ringworm site until the ringworm is gone. The area must be covered by a band-aid before returning to school.

RASHES vary widely, both in appearance and severity. Your child should see a doctor if the rash accompanies an illness, if the rash covers a large portion of the body, if the rash is spreading, or if your child is too uncomfortable.

PINK EYE is very contagious and must be treated with medication prescribed by the doctor. The child may return to school after using the medication for 24 hours and if the symptoms are improving. The symptoms are eye redness, itching, swelling, drainage, and the eye matter may cause the eyelids to be "stuck" together.

THANK YOU FOR HELPING US KEEP ALL OUR CHILDREN HEALTHY!

Caldwell Parish School Board
Policy on Head Lice

HEAD LICE is a treatable problem. Our school system follows a "NO NIT" policy, which means a child may not return to school with any bugs or eggs in his/her hair.

Not all nits are killed by the treatments, so it is important to remove them to prevent further hatching.

Principals/School personnel will exclude from school and refer for treatment any student with known infestation of head lice. This problem is particularly difficult, since other members of the family are frequently infested and the student may become re-infested.

All members of the family should be examined for infestation by a family member. Infested individuals must shampoo with medicated shampoo for lice, such as Qwell, Rid, etc., repeating treatment in 7-10 days. After shampooing, remove all nits with fingernails. (Nylon net is sometimes helpful in removing dead nits). Carefully wash all combs and brushes and soak them for one hour in 2% Lysol solution according to bottle instructions or in the medicated shampoo.

Home control measures include washing all clothing and bedding in hot soapy water. Personal articles that cannot be washed may be dry cleaned or placed in a plastic bag and sealed for two weeks. One of the lice control insecticides may be used to treat mattresses, upholstered furniture and shelves on which head and neck apparels are stored. DO NOT USE insecticide on the head or any other part of the body. Keep all of the affected children's clothing separate from that of other children. All members of a household should be treated.

The school nurse determines by examination that the student's head is free of lice or live nits before the student will be readmitted to school.