

# La Plata R-II Preschool Parent Handbook



Updated 2025

201 W. Moore  
La Plata, MO 63549  
660-332-7003

## **Philosophy**

The philosophy of the La Plata R-II Preschool Program is to develop each child's potential by teaching the child to interact with the world in a positive way. We believe children should be given developmentally appropriate activities/material and opportunities to observe, to explore, to experiment, to make choices, to pursue interest, and to solve problems that arise in the process. In our program, each student's unique style of learning is acknowledged and valued. The program provides opportunities to develop social competency through the effective instruction of appropriate conflict resolution strategies. It promotes the development of acceptance and respect for individual differences. It provides each child with love, attention, and a safe environment which to learn and grow.

## **Goals**

The goals of the La Plata Preschool Program are as follows:

1. To establish high quality early childhood education program for children ages 3 to 5yrs old within the La Plata R-II School District.
2. To provide all preschool children with developmentally appropriate educational experience and meeting their social/emotional, cognitive, and physical domains.
3. To provide families with the La Plata R-II School District a safe, affordable preschool program with qualified and experienced educators who promote open communication between parents and staff, and where parental concerns and needs are respected.

## **Objectives**

The objectives of the La Plata Preschool are as follows:

1. The lead teacher will have received training in Project Construct Curriculum and attend any follow up trainings.
2. A protected, healthy space (indoors and outdoors) with safe, adequate equipment and materials to develop all skills will be provided
3. The lead teacher and preschool para will meet the minimum qualifications as set by the La Plata R-II School District
4. Communications between parents and teacher will be encouraged via daily contact, newsletters, and parent conferences when needed.

## **General Preschool Information**

The school is open to all children with the La Plata R-II School District and surrounding areas, regardless of race, nationality, or creed, who may benefit from our program. The child must be 3 years of age by August 1st for the up-coming school year, and must not be over Kindergarten age (five years of age before July 31st of the upcoming year). The students will not be grouped according to age, with the exception of occasional pre-kindergarten activities for those who will be entering kindergarten the following year. Students will intermingle freely throughout the school day according to individual interest, needs, differences, and capabilities.

All children will be required to go outdoors, weather permitting, and parents are expected to dress their children accordingly. Although care is taken, clothing does sometimes become soiled in outdoor play, painting, etc.

**All students must be toilet trained before starting preschool. (See bathroom skills for further details)**

## **Daily Operation**

The La Plata Preschool will offer services **Tuesday through Friday** 7:30am-3:30pm. We will dismiss from the elementary starting at 3:10. The La Plata Preschool will follow the La Plata R-II School District Calendar. We will not be in session if the Elementary/High School is not in session; this includes teacher in-services, early outs, and inclement weather.

## **Enrollment**

The program is available to 3-5yr old children based off the waiting list. Positions will be filled with students who are 4yrs old first or only attending for the one year prior to Kindergarten, and then the remaining positions will be filled with the 3yr olds who make the cut-off for age requirement. We will only have 20 positions each year. Children must be 3yrs old before August 1st of the school year entering and potty trained. An enrollment application along with \$35 deposit is due before the enrolling school year. All forms must be completed with current immunizations before child may attend school.

# Financial Arrangements

The La Plata R-II Preschool will charge a \$35 enrollment fee, payable upon enrollment of the child. (Non-refundable deposit) Student's spots are not guaranteed until enrollment fee is received by the school.

**Please pay each month's tuition on the last day of the previous month.**

**If tuition is not received before the 7th of the month your child may not return to school until all is paid in full.** If occurs more than twice during the school year, the Superintendent will be contacted and child may lose their position.

Sept 7- \$325

October 7- \$325

November 7- \$325

December 7- \$325

January 7- \$325

February 7- \$325

March 7- \$325

April 7- \$325

May 7- \$325

Any student who drops or has excessive absences from the preschool during the school year will not get a tuition refund for previous payments.

The Preschool program revenue is based on each month's tuition to pay current expenses; we rely on prompt payment in order to operate the program. Please make checks payable to: **La Plata R-II School.**

State Child Care Assistance Programs are the parents responsibility to manage. This includes applying and keeping in contact with the director as well as signing in daily on the tablet that collects information for state payment each day a child attends.

## **Nutrition**

Breakfast will be available for \$1.30 per day (subject to change)

School lunch will be available for \$2.00 per day (subject to change)

Reduced and free lunch prices are available once an application has been filed with the school.

A light morning snack will be provided and afternoon snack will be provided daily. Snacks will be provided by the preschool. Treats from home must be prepackaged and follow the health and wellness policy.

## **Bathroom Skills**

All students must be potty trained before starting preschool. **Diapers and pull ups are not allowed in the preschool program.** The program expects the child to be able to go to the bathroom with little assistance. We understand that accidents occur and teaching staff will notify parents if accidents happen more frequently, at which time teacher will make a plan of action for the child, as each situation will be dealt with differently. If an accident occurs while your child is at school, he/she will be cleaned up promptly. All children should have a change of clothes (labeled with your child's name) to be left at the preschool in case of an accident. In the instance that your child has to wear clothing provided by the preschool please be sure to launder and return as soon as possible.

## **Illness or Medical Emergency**

In case of a medical emergency or accident, the child will be taken immediately to the school nurse. Nurse will determine the action to be taken. The parent/guardian will be contacted and arrangements will be made. If the parent/guardian cannot be contacted, the teacher and the nurse will seek medical care with the physician/hospital of the parent/guardian choice noted at the time of enrollment. If the child is sick, the nurse will decide if the child needs to go home. The child will remain with the nurse until the parent/guardian picks up the child and signs them out of the preschool.

**If a child exhibits any of the following symptoms, they must be sent home and not return for 24 hours. Please have a doctor's note**

**provided when child returns, so that we know they are not contagious.**

1. Diarrhea—more than one abnormally loose stool. If the child has one loose stool, he/she shall be observed for additional loose stools or the other symptoms.
2. Severe coughing if the child gets red or blue in the face or makes high pitched croupy or whooping sounds after coughing.
3. Difficult or rapid breathing especially important in infants under six months.
4. Yellowish skin or eyes.
5. Pinkeye-tears, redness of eyelids lining, irritation, followed by swelling or discharge of pus.
6. Unusual spots or rashes.
7. Sore throat or trouble breathing.
8. An infected skin patch (es)-crusty, bright, yellow, dry or gummy areas of the skin.
9. Unusually dark or tea colored urine
10. Grey or white stools
11. Fever over one hundred degrees Fahrenheit by mouth or ninety-nine degrees under the arm.
12. Headache and stiff neck
13. Vomiting more than once
14. Severe itching of the body and scalp, or scratching of the scalp. These maybe symptoms of lice or scabies.

The parent/guardian must provide a report at the time of enrollment indicating any current health problems or allergies and any restriction necessary of the child's care.

Prescription medicine shall be given to a child only with dated, written permission of the child's parent/guardian. All prescription medicine must be in the original container and labeled with the child's name, instructions, and physician's name. The medicine will be given to the school nurse to be dispensed.

## **Arrival/Departure**

**ARRIVAL TIME:** for your child's safety, please have a parent or an adult to bring your child into the Preschool each morning. **DO NOT DROP THEM OFF IN THE ELEMENTARY GYM**

**DEPARTURE TIME:** preschool students will be picked up through the Elementary car line at the front office. Children that turn 5yrs old during the school year may ride the bus **home only** if there is already a bus stop near.

**Please call the Preschool by 8:30am if your child will not be attending school that day.**

**\*All visitors, including parents MUST check in/out at the Main Office once the school day has started.**

## **Discipline Guidelines**

### **Our Classroom Rules:**

- \*Be safe**
- \*Be responsible**
- \*Be respectful**

### **Consequences for student's behavior:**

- A. Redirection will be given to the child for an uncooperative or aggressive behavior
- B. When repeated interventions do not help an uncooperative child, teacher and the child will meet with the Elementary Principal and parents will be notified of the behaviors.
- C. If the uncooperative child continues to exhibit behaviors then parents will be notified to come pick up the child for the rest of the day
- D. Teacher will then at this time set up a parent conference to discuss what can happen further with the child
- E. If the child is sent home for at least 3 times during the school year then we will ask that the child be removed from the program

## **Biting and/or Aggressive Physical Behaviors**

- 1<sup>st</sup> offense – child will sit in the cool down area and parent notified
- 2<sup>nd</sup> offense – child will be sent home and not to return the next day

3<sup>rd</sup> offense – teacher and Elementary principal will meet with parents to determine next steps (either more time at home or removal of program)

## **Curriculum**

The curriculum for the program is a Missouri Based Curriculum called Project Construct. This curriculum is from constructivism-the theoretical view that learners construct knowledge through interaction with the physical and social environments. Through “Hands-on, Mind-on” experiences, students in Project Construct classrooms attain deep understandings in the core content areas, while they also learn to work collaboratively with adults and peers and to be life long problem solvers. The Project Construct Curriculum will be used and integrated in with thematic instruction. It provides a framework for teachers to use in making appropriate classroom decisions and focuses on learning through play with age appropriate group activities and learning centers designed to stimulate language development, build self-esteem and allow for individual differences.

## **Nap Time**

The children will nap for a minimum of 45 to 60 minutes a day. Parents are to provide pillow, pillow case and blanket. The children will rest on cots provided by the preschool. All items are disinfected and laundered weekly.

## **Feedback/Suggestions/Grievances**

The staff welcomes comments and suggestions to improve the quality of the program. When areas of concern arise, the problem should be brought to the attention of the lead teacher who will hear your suggestions and/or grievance and attempt to work through the problem. If a solution cannot be found, the family and teacher may confer with the guidance counselor, elementary principal or superintendent if needed.

## **Data Privacy**

The only persons permitted to see your child’s file would be: parent or legal guardian, the Director, Teacher/Teacher assistant, Elementary Principal, Elementary Secretary, Officials of State Licensing and Department of

Elementary and Secondary Education. It is our policy not to disclose the names of children who may have caused injuries to other children while at the program. This is a safeguard for each family's data privacy. Upon written request parents may have access to Child Abuse/Neglect forms, State licensing regulations and compliance/inspections of the facility, Accreditation materials, Child's Developmental Records from the Director.

## **Child Abuse/Neglect**

The State of Missouri Department of Health requires that all members of childcare institutions be on the lookout for and report to the State, any and all cases of abuse to a child. The preschool program is therefore obligated to report to the State any suspected cases of child abuse or neglect.

## **Classroom Birthdays/Holidays**

We will not allow food treats to be brought in for birthdays/holidays. All food items will be based on the USDA SMART Snack guidelines.

## **Toys**

The preschool classroom is adequately equipped with toys, games and materials of special interest to young children. We ask that personal toys be left at home. It is difficult to be responsible for personal play items as they can be easily damaged, misplaced or lost at school. If a child brings a special sleep toy for naptime, we ask that it stays at the preschool so that it will be laundered weekly.

## **Preschool to Kindergarten Transition Procedure**

1. Parents or guardians are informed of the kindergarten enrollment dates and times for their respective school district. A

list of what parents or guardians need to bring to the enrollment is sent home with the preschoolers.

2. Pre-Kindergarten Assessment information is given to the parent or guardian.
3. Individual parent-teacher conferences are discussed with the kindergarten teacher after screenings have been done.
4. A field trip to the elementary school includes a tour of the kindergarten classroom

## **Teachers Qualifications**

### **Lead Teacher**

Early Childhood Teachers Certification

Early Childhood Special Education Teacher Certificate

4 year college degree in Child Development

### **Paraprofessional**

High school Vocational Certificate in Early Childhood Care and Education and High School Diploma

Child Development Associate (CDA)

Two-year Associate Degree in Child Care/ Education

Sixty College hours and Experience working in a program with young children and their families

Both staff member will participate in a continuous program of in service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

# Preschool Supply List



1-3 boxes of Kleenex

2 packages of face/hand wipes

2 pocket folder

Extra set of clothes for possible accidents (pants, shirt, underwear and socks)

1 pillow with pillow case and blanket

Extra pair of tennis shoes for PE (leave at school)

Back Pack (large enough for many things)

1 package of wooden pencils

1 Composition Notebook

10 Glue Sticks

1 bottle white glue

1 box of 24 crayons

1 package of markers

1 pkg of 4 dry erase markers

Old long sleeve shirt for painting

# Daily Schedule:

7:30-8:45 Arrival Activities/Centers

7:45-8:10 Breakfast Available

8:45-9:00 Clean Up

9:00-9:15 Morning Meeting (calendar, job chart, weather report, and etc.)

9:15-9:45 Outside Time (weather permitting)  
9:45-10:15 Specials  
10:15-10:50 Circle time/Group time  
10:50-11:15 Lunch time  
11:15-12:30 Centers  
12:30 - 12:45 clean up  
12:45-1:00 Story time  
1:00-2:00 Rest time (quiet activities)  
2:00-2:15 Snack time  
2:15-3:00 Gross Motor  
3:00-Parent Pick up

**\*\*Tentative Schedule-it is subject to change each year depending on our specials time\*\***