

MAGNOLIA PUBLIC SCHOOLS
WALKER PRE-KINDERGARTEN CENTER ABC STAFF



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MISSION STATEMENT OF MAGNOLIA PUBLIC SCHOOLS

The Magnolia School District, in cooperation with the family and the community, is committed to providing a safe learning environment in which all students are offered quality educational opportunities that challenge them to reach their full potential, to respect individual differences and to prepare for lifelong learning in a diverse and changing society.

The Magnolia School District does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified disability, or veteran.

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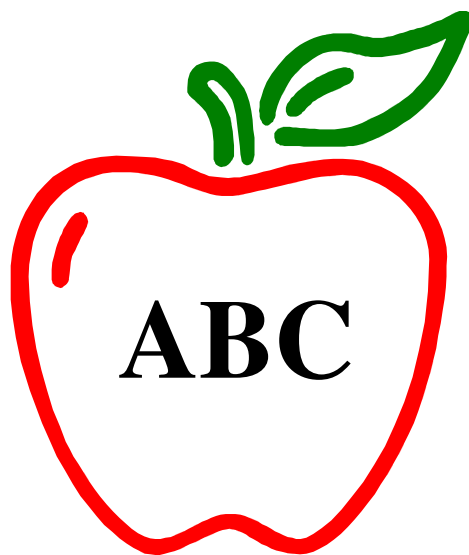
Dear Parents,

The faculty and staff of the Walker Pre-Kindergarten Center would like to take this opportunity to welcome you and your child to the Arkansas Better Chance (ABC) program of Magnolia Public Schools. We are delighted you have chosen to participate in this program. The staff looks forward to working with you to provide opportunities for the early childhood growth and development of your child.

This handbook is designed to assist you in preparing your child for the new and exciting experiences of a pre-kindergarten environment. Please read the information carefully, complete the Record of Receipt found on page 18 and return it to the office. We hope you find the handbook helpful and will keep it for future reference.

Sincerely,

Faculty and Staff of Walker Pre-Kindergarten Center



DOCUMENTATION REQUIRED FOR ENTRANCE TO THE PROGRAM

Parent/Guardian shall present the following documentation:

1. Completed Walker Pre-Kindergarten Center ABC Application
2. Proof of Age
 - Child must be three- or four-years old by **September 15, 2008**.
 - Acceptable documentation of age is a copy of birth certificate or other official record of age.
3. Proof of Income
 - Family gross earned income must not exceed 200% of Federal Poverty guidelines. Acceptable documentation of income shall include a copy of one of the following:
 - Paystubs dated within the past 30 days
 - 2006 W-2 forms
 - 2006 Federal Income Tax Forms
 - 2006 Schedule C or Schedule F (for self-employed only)
 - Free and Reduced Lunch Form showing income amount (if verified by school district)
 - Documentation from DHHS caseworker showing family gross income is \leq 200% of FPL
4. Up-To-Date Immunization Record
 - Child must be current or on acceptable catch-up schedule for required immunizations.
 - Acceptable documentation of immunizations is a record from a pediatrician or Division of Health.
5. Proof of a Physical Examination
 - Examination must have been completed within two years of the date of enrollment.
6. Social Security Card (or make arrangements for an assigned number by the ABC program)
7. Two Proofs of Residence in the District
8. Proof of Medicaid/AR Kids (if applicable)



CURRICULUM

Comprehensive Curriculum

The Creative Curriculum for Preschool is the comprehensive curriculum in use at Walker Pre-Kindergarten Center. The researched based curriculum is designed specifically for students ages 3-5. The core belief of *The Creative Curriculum for Preschool* is “all children can learn and benefit from developmentally appropriate practices.” Because the curriculum promotes students’ academic progress while respecting growth and development, the faculty and staff of the Walker Pre-Kindergarten Center support its implementation.

Learning occurs not only in small and large group activities but also in the curriculum and ABC interest areas/learning centers of:

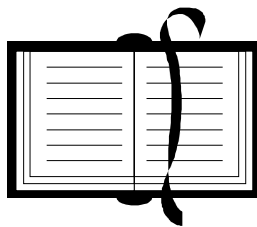
Blocks	Sand and Water Play
Dramatic Play	Music and Movement
Toys and Games	Cooking
Art	Computers
Library/Stories/Language Development	Outdoors
Discovery/Science Sensory	Manipulatives

Literacy

The early literacy program is *The Creative Curriculum for Preschool*. Literacy instructional strategies imbedded in the curriculum help children acquire social competence and skills needed to succeed as learners. The curriculum creates a classroom environment in which students can thrive. An emphasis of the curriculum is language development through daily experiences.

Mathematics

The mathematics curriculum is *Growing with Mathematics*. This standards-based curriculum is designed to engage students in making sense of mathematical ideas. After aligning this curriculum with the *Arkansas Early Childhood Education Framework*, a second mathematics curriculum, *Big Math for Little Kids*, was selected to provide additional strategies and activities for those benchmarks needing further instruction.



CURRICULUM

Science

Teachers provide science instruction to students through whole group activities, hands-on experiences and learning centers using *The Creative Curriculum for Preschool* and *Scott Foresman Science* program. Teachers follow established curriculum maps in teaching the science benchmarks outlined in the *Arkansas Early Childhood Education Framework*. In addition, they expose students to age appropriate Kindergarten Student Learning Expectations from the *Arkansas Science Curriculum Framework*.

Social Studies

Teachers provide social studies instruction to students through whole group activities and learning centers using *The Creative Curriculum for Preschool* and thematic units. Teachers follow established curriculum maps in teaching the social studies benchmarks outlined in the *Arkansas Early Childhood Education Framework*. In addition, they expose students to age appropriate Kindergarten Student Learning Expectations from the *Arkansas Social Studies Framework*.

Social Skills

Teachers provide social skills instruction to students using the *Stop and Think* social skills program. Social skills lessons are presented in whole group activities and reinforced throughout daily activities of the environment. The *Stop and Think* lessons support *The Creative Curriculum for Preschool* as the two build upon one another to create a classroom community in which students learn how to get along with others and solve problems peacefully.



ARRIVAL, DISMISSAL, AND ATTENDANCE



It is very important for students to arrive at the center on time. When a child arrives late or is absent, learning opportunities are missed. Excessive absences may result in a child being dropped from the program.

To ensure safety, flashing lights have been placed in the school zone, and law enforcement officers are present to monitor traffic during arrival and departure times. Students being brought to school by parents should arrive no earlier than 7:45 a.m. Students being picked up by parents should be picked up by 3:10 p.m.

Parent parking is located in the south parking lot between the gym and auditorium. Parents are not allowed to park in the bus drive. Parents needing parking with handicap accessibility may park in the identified parking places located on the north side of the building near the playground.

Parents should use the covered walk near the auditorium to escort students to classrooms. Students who do not ride a school bus must be signed in and signed out by a parent/guardian. Students will be released only to those authorized on the release form. A parent or guardian may be asked to present photo identification before the student is released.

RIDING THE SCHOOL BUS



If desired, Magnolia Public Schools provides transportation to ABC students of the Walker Pre-Kindergarten Center. **To participate, parents must agree to wait with the child at the bus stop until the bus arrives in the morning and be present to pick up the child at the bus stop in the afternoon. If a parent/guardian is not present to pick up the child in the afternoon, the child will be returned to school. Efforts will be made to contact a parent/guardian, and the child will be turned over to authorities if no contact is made.** Each child participating in the transportation opportunity is assigned to a specific bus. Most buses operate at full capacity; therefore, the Transportation Department must approve any bus riding change. **Prior approval is required for a child to ride a bus other than his/her assigned bus.** A request for a bus change must be made to the school office by **12:00 Noon** to be considered.

BUS RULES

While riding the bus, students are under the supervision of the driver. Students must obey the driver, bus rules and safety regulations at all times. Students are expected to conduct themselves in a manner that will not distract the attention of the driver or disturb other passengers. The driver has the authority to assign students to seats. The principal has the authority to suspend a child's privilege of riding the bus temporarily for misconduct. The school may suspend the child's privilege of riding the bus permanently for misconduct.

Please explain the following bus rules to your child. These rules are established for safety reasons and must be observed:

1. Students must enter and leave the bus in an orderly fashion.
2. Students must remain seated on the bus at all times.
3. Students are allowed to change seats only with the approval of the driver.
4. Aisles of the bus must be clear of belongings -books, coats, backpacks and so forth.
5. Paper and other trash must be placed in the trash container, not on the floor of the bus.
6. Students should not damage the bus in any way. Property damage will be reported to the principal. Students and parents are responsible for intentional property damage.

SUPPLIES

All school supplies for pre-kindergarten students are furnished by the ABC program of Magnolia Public Schools. If you would like to send a small backpack to assist your child in transporting parent information and belongings, it is acceptable.



CLOTHING

Students go outside to play every day unless it is raining or the temperature is extreme. An indoor play area is arranged for inclement weather days. Please be sure your child is dressed appropriately for the current temperature. Students will need to bring a coat to wear during cold weather.

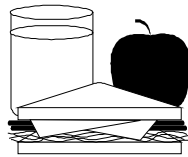
At the beginning of the year, parents are asked to send a change of clothes to school suitable for warm weather. Clothing is used if a need arises. As temperatures become cooler, the clothes will be sent home and parents are asked to send a replacement of clothes suitable for colder weather.



MEALS AND SNACKS

A nutritious breakfast, lunch and snack are provided for students daily. All food items meet the USDA child nutrition requirements. Parents of ABC children are not responsible for the cost of meals and snacks, however, all parents are encouraged to complete a family National School Lunch Program application for Magnolia Public Schools. One application may be completed for each family in the district listing all family members and students attending Magnolia Public Schools. It is **not necessary to complete separate student applications** if a family has students attending more than one school in the district. Applications are included in enrollment packets and may also be obtained from the principal's office.

Breakfast is served beginning at 8:00 a.m. Lunch is served beginning at 11:00 a.m. An afternoon snack is served at 1:45 p.m. **To ensure the health and safety of your child, please notify the Walker Pre-Kindergarten Center immediately if your child has any food allergies.** **Certification of Disability for Special Dietary Needs** forms must be completed **each year** for students with food allergies. Forms may be obtained from the school nurse or from the *Cafeteria Menu* section of the district website (www.magnoliaschools.net). Please complete all sections. Requests with incomplete information will not be honored. **Substitutions must be listed to replace omissions.**



PARTY ITEMS

Classroom parties are scheduled for some holidays. All food items must be pre-packaged or come from a central health approved kitchen (bakery) and be packaged in a box taped at the time of purchase. No homemade food items are allowed. Parents will be notified of party dates and may contact the principal's office to volunteer to assist with parties. **Birthday and other special personal parties are not allowed. Balloons and flowers should not be sent to students at the Center.**

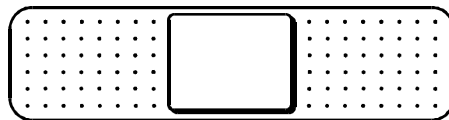
HEALTH CARE FOR STUDENTS

Please note the following health guidelines taken directly from the *Supplement to the Minimum Licensing Requirements for Child Care Centers Operated by the Public Schools*. The information is distributed by the Arkansas Department of Health and Human Services Division of Child Care and Early Childhood Education Licensing and Accreditation unit.

1100 HEALTH

1101 General

1. No child or staff shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the child if the child exhibits any of the symptoms listed below:
 - a. Fever: A body temperature of 101 or greater (Recommendation-Infants, six months of age or under, who have a temperature of 100 or greater should be excluded.)
 - b. Diarrhea: three (3) or more watery stools in a 24-hour period
 - c. Vomiting: Vomiting on two or more occasions within the past 24-hour period
 - d. Rash: Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
 - e. Sore Throat: if associated with fever or swollen glands in the neck
 - f. Severe Coughing: Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
 - g. Pink Eye: Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
 - h. Untreated Scabies, Head Lice or the presence of nits: May return after treatment and removal of nits.
 - i. Multiple Sores inside mouth with drooling: unless health care provider determines the condition is non-infectious.
 - j. Ring Worm: a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider
 - k. Impetigo: may return 24 hours after treatment is initiated.
2. Any child who becomes ill and unable to participate in daily activities shall be separated from other children, supervised, and parents shall be called to pick up the child.
3. Any child who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one business day.
4. Parents or guardians of all children shall be notified of contagious illness as soon as possible.



MEDICATION

Please note the following procedure used by Magnolia Public Schools regarding medication:

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Students are not allowed to carry any medications while at school. The parent or legal guardian shall bring the student's medication to the nurse, or in the absence of the nurse, to the principal's office. Medications, including those for self-medication, must be in the original container and be properly labeled with the student's name, the ordering provider's name, the name of the medication, the dosage, frequency and instructions for the administration of the medication (including times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects and any other pertinent instructions (such as special storage requirements) or warnings.

All medications will be stored in the school office in a locked cabinet or drawer. The Medication Authorization forms will be filed alphabetically in a folder near the medication. It is the responsibility of the student to report to the school office to take his/her medication each day.

Parents of students in grades PreK - 9 are responsible for transporting the medication to and from school; any remaining medication will not be sent home with these students by school personnel. In rare circumstances, a student with severe allergies will be allowed to carry an asthma inhaler or an Epi-pen following school procedures and with approval from the school nurse. Students in grades 10 - 12 may carry up to two doses of over-the-counter medications; such as Tylenol. Under no circumstances are students to share medicines.

Medication remaining at the end of the school year will be destroyed.



RULES

The following rules have been developed to help create an orderly environment for all students.

Please discuss these rules with your child:

1. Students should follow directions.
2. Students should keep hands, feet and other objects to themselves.
3. Students should use soft voices in the building.
4. Students should walk in the building.
5. Students should leave toys, games and other play objects at home.



INCLEMENT WEATHER

If weather conditions affect the opening or closing of school, school officials will notify radio stations. If an announcement is made during the school day about a school closing and your child does not ride a school bus, please pick up your child as soon as possible.



DRILLS



Fire drills, bus fire drills and tornado drills will be conducted without warning. Evacuation plans are explained and practiced to ensure safety of everyone and are taken very seriously.

PARENTAL INVOLVEMENT



Walker Pre-Kindergarten Center recognizes a child's education is a responsibility shared by the school and family during the entire time the child spends in school. To support the goal of the schools to educate all students effectively, the schools and parents must work as knowledgeable partners. Parents are an integral component of a school's ability to provide for the educational success of their children. The school endeavors to meet the diverse cultural and language needs of parents and students. Walker Pre-Kindergarten Center acknowledges that engaging parents is essential to improve student achievement and that schools should foster and support active parental involvement.

In response to this active commitment to active parental involvement and in compliance with the legal requirements of Act 603 of 2003 and the No Child Left Behind Act of 2001, Walker Pre-Kindergarten Center has established a Parental Involvement Plan. Parents are also welcome to visit the Center at any time. Parents are asked to please stop by the office and check in with the principal or secretary upon arrival. When visiting, please be aware of the parent materials located in the hallway. Items may be checked out from the principal or secretary. In addition, the district provides a Parent Center located at the Adult Education Center on Calhoun Road in Magnolia. The Parent Center Coordinator serves as a resource to parents with a variety of materials available for check out.



Kindergarten Readiness Indicators Checklist

Arkansas Department of Education

Children who enter school with a range of skills and knowledge tend to be more successful in school. While mastery of any or all of the skills identified is not required for admission to kindergarten, these indicators will help children enter kindergarten with confidence.

Expressive/Receptive Language Comprehension

- 1. Uses effective oral communication skills and speaks in complete sentences
- 2. Understands and follows directions with at least two steps
- 3. Understands vocabulary related to position, direction, size and comparison
 - like/different
 - top/bottom
 - first/last
 - big/little
 - up/down
- 4. Makes simple predictions and comments about a story being read

Approach To Learning/Cognition

- 5. Demonstrates visual discrimination skills by matching two like pictures in a set of five pictures
- 6. Classifies (same/different, alike/not alike) objects by physical features
 - shape
 - color
 - size
- 7. Classifies objects conceptually (things that go together)
- 8. Recognizes, replicates or repeats patterning sequence
- 9. Demonstrates the ability to correctly put in order or sequence up to three (3) story pictures
- 10. Recites/participates/joins in repeating a familiar song/poem/finger play/nursery rhyme
- 11. Retells a simple story after listening to a story with pictures
- 12. Works simple puzzles (up to four 4 pieces)
- 13. Identifies/points to five (5) colors

Phonological Awareness/Print Knowledge

- 14. Recognizes name in print when shown word cards
- 15. Points to and/or recognizes letters in name
- 16. Attempts to write letters in own name
- 17. Recognizes environmental print or familiar signs in the child's environment
- 18. Demonstrates book awareness

Concepts about print

- left to right
- top to bottom

Book Handling

Revised February 2005

- holding book right side up
- beginning/ending
- 19. Identifies two words that rhyme/sound the same when given rhyming picture words
- 20. Recognizes 10 alphabet letter names, may include those in own name by pointing to requested letter
- 21. Matches 3 letter/sound matches
- 22. Uses symbols or drawings to express ideas

Mathematics

- 23. Counts number of objects in small group (up to 5 objects)
- 24. Demonstrates an understanding of number (how many) and numeral relationship by placing correct number of objects to corresponding 0-5 numeral
- 25. Demonstrates an understanding of addition and subtraction using manipulatives up to 5
- 26. Arranges numerals in order 1-5
- 27. Identifies/points to three (3) shapes
 - circle
 - square
 - triangle
- 28. Counts in sequence 1-10
- 29. Understands concepts of more and less up to five (5) objects

Social Emotional

- 30. Identifies self as a boy or girl
- 31. Provides/states first and last name
- 32. Identifies parent's first and last name
- 33. Identifies age
- 34. Demonstrates independence in personal care
- 35. Separates from parents by appearing comfortable and secure without parent

Physical Development

- 36. Uses writing/drawing tools and scissors with control and intention
- 37. Reproduces/copies a
 - _
 - O
 - X
 - +
- 38. Demonstrates gross motor skills (hop, jump, run, catch and bounce ball)



Arkansas Department of Education
 #4 Capitol Mall, Room 402A
 Little Rock, Arkansas 72201
 501-682-4379

The Kindergarten Readiness Indicators were developed by the School Readiness Committee, Arkansas Department of Education, Division of Childcare and Early Childhood Education, Arkansas Head Start, Arkansas Advocates for Children and Families and many Arkansas Early Childhood Providers.

Revised February 2005

Please note the following additional information provided by the Arkansas Department of Health and Human Services Division of Child Care and Early Childhood Education Licensing and Accreditation Unit.

1. The statewide Child Maltreatment “Hot Line” number is 1-800-482-5964 and the Child Care Licensing Central Office numbers are 1-501-682-8590 or 1-800-445-3316.
2. Parents should be aware that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent.)

**MAGNOLIA PUBLIC SCHOOLS
WALKER PRE-KINDERGARTEN CENTER**

RECORD OF RECEIPT

WALKER PRE-KINDERGARTEN CENTER STUDENT AND PARENT HANDBOOK

I have received the handbook and understand the contents apply to all ABC pre-kindergarten students who attend the Walker Pre-Kindergarten Center of Magnolia Public Schools.

Student's Name _____

Parent/Guardian Signature _____

Date _____

**Please return the completed form to Lynnetta Roberts at
the Walker Pre-Kindergarten Center.**