

WELCOME TO

THE MONONGALIA COUNTY SCHOOLS
PRESCHOOL PROGRAM



Important Preschool Information

My child attends Preschool at _____

The Principal is _____

The Assistant Principal is _____

My child's Teacher is _____

My child's Assistant Teacher is _____

The school telephone number is _____

The daily session at my child's school: class begins at _____ a.m. and ends at _____ p.m.

A breakfast and lunch will be served. The price will be: _____

My child rides bus number _____ in the morning Bus Driver's Name: _____

Bus arrives at _____ a.m.

My child rides bus number _____ in the afternoon Bus Driver's Name: _____

Bus returns at _____ p.m.

Special Notes:



Mission Statement

*The mission of Monongalia County Schools is to work cooperatively with families and the community to:
Help all students achieve their educational potential by recognizing and accommodating individual differences;
Prepare all students to assume adult roles as responsible, productive citizens in a pluralistic society;
Offer curricula to facilitate future employment and/or post secondary education for all students; and
Promote lifelong learning that addresses emotional, physical, social, character, and intellectual growth and development.*

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Dear Preschool Parent,

I am excited to welcome you to your child's Pre-K/Head Start school year. Some of you may be returning families, but for some, this is the first time that you are sending your little ones to school. Either way, it is never easy to see your children take the next step on their path to independence.

Though your child is beginning a new stage in their life, it doesn't mean that you are being left behind. There are several ways to be involved in your child's education ~ even if you aren't able to be in your child's classroom. You are your child's first and most influential teacher. By showing an interest in what they are doing at school each day, you are letting them know that school is important to you and to your family.

There are many ways for you to be involved in your child's education, including:

- Classroom participation
- Volunteering
- Classroom party help
- Parent Involvement on Committees

If during the year you have any questions or concerns, PLEASE do not hesitate to call a Pre-K Staff member. Together, we will ensure that your child is learning and enjoying his/her first school experience.

Debbie Jones
Director of Early Childhood
Monongalia County Schools
(304) 291-9330 ext. 1768

Head Start/ Pre-K Staff Directory

1433 Dorsey Avenue
Morgantown, WV 26501
Phone: (304) 291-9330

Director.....	Debbie Jones
Fiscal Specialist.....	Paula Janis
Secretary.....	Lynne Flowers
Mental Health Specialist.....	Larry Oakes
Early Childhood Specialist/Community Liaison.....	Beth Nair
Health/Safety/Nutrition Specialist.....	Candy Berry
Preschool Specialists.....	Ashley Kabulski
	Angie Swisher

Head Start Family Service Specialists

Gabriele Votta – 291-9330 ext. 1767
Email: gvotta@k12.wv.us

Brooke Mearns– 798-3230 ext. 3
Email: bmearns@k12.wv.us

Amy Zeiders– 291-9330 ext. 1769
Email: azeiders@k12.wv.us

Tracie Satterfield- 291-9330 ext. 1753
Email: tracie.satterfield@k12.wv.us

Andrea Stanley – 291-9330 ext. 1754
Email: andrea.stanley@k12.wv.us

Sharon Hesse – 291-9330 ext. 1760
Email: sharon.hesse@k12.wv.us

HOW PRE-K ENROLLMENT WORKS

- 1) You can apply for your home school or apply for a transfer to another home school location.
- 2) All applications received on or before April 15 will have equal enrollment opportunities. Any applications received after that time are enrolled where spots are available.
- 3) Enrollment in your home school location is NOT GUARANTEED. WE WILL DO WHAT WE CAN TO ACCOMMODATE EVERY FAMILY'S NEEDS, BUT OUR ABILITY TO DO THIS IS BASED ON THE NUMBER OF CHILDREN WHO APPLY.
- 4) On April 16, we will look at the number of home school applications received. If there are enough spots in a school to accommodate all applications received, all children will be accepted. If we receive more home school applications that we have spots available, a lottery will be conducted for that school.
- 5) You will receive a letter in the mail by May 15 letting you know if your child has been accepted or waitlisted.
- 6) If your child is waitlisted, our staff will call you within 2 weeks to discuss where open slots are available. You can choose to take an open spot (and your child will be removed from the waitlist) or you can choose to remain on the waitlist and hope that a spot becomes available. We will call you when/if a spot becomes available if you choose to remain on the waitlist.
- 7) Transfers will not be considered until the end of July. Transfer applicants will receive a letter by July 31 letting them know if their transfer request has been accepted or not. Transfers will ONLY be accepted after all children living in that home school area have been accepted and are only good for one year.
- 8) Please remember.... We will do everything to find a suitable location for your child. However, depending on the number of applications received, YOUR CHILD MAY END UP ON A WAITLIST.
- 9) Unless your child has an IEP for special needs, transportation is only provided to the home school area.
- 10) There are 181 Head Start slots available in the county for eligible children. The Head Start enrollment process follows grant requirements and may be different than the Pre-K enrollment process.

If you have questions, please feel free to call the Dorsey Center at 304-291-9330 ext. 1756

Pre-K/Head Start Dates To Remember For School-Based Applications



Feb. 15– April 15	Initial Applications Accepted and Screenings Conducted. Pre-K Applications received by this date will be entered in the lottery. Applications received after this date will be considered if additional slots are available. Head Start applications will be considered after income is verified and according to Selection Criteria requirements. NOT ALL CHILDREN WHO APPLY BY APRIL 15 ARE GUARANTEED A SPOT IN THEIR HOME SCHOOL. ENROLLMENT IS BASED ON THE NUMBER OF CHILDREN WHO APPLY AND THE NUMBER OF SLOTS AVAILABLE. A LOTTERY IS CONDUCTED IF THERE ARE NOT ENOUGH SLOTS IN A PARTICULAR HOME SCHOOL AREA FOR ALL OF THE CHILDREN WHO APPLY. ALL CHILDREN WILL BE OFFERED A SLOT IN WV PRE-K.
End of April	Last Registration/Screening Event held. Any children applying after this date must do so at the Dorsey Center, 1433 Dorsey Ave.
MID-END of April	Lottery Conducted for Pre-K (If Required)
Mid-May	Acceptance/Waitlist Letters are mailed to Mailing Address on application.
FIRST OF June	Staff will begin to call parents on Waitlist to discuss alternative options for enrollment.
July 31st	Transfer Acceptance/Denial letters are mailed to Mailing Address on application.
July 15	All Dental Forms and Physician Forms are due to Dorsey (except physician forms for children who have birthdays in August)
Mid-August	Teachers return to work. At this time, they will contact all enrolled children to schedule a home visit. Home visits are required as part of state and federal policy. The Monongalia County Schools calendar will be publicized in June. This calendar will outline the first day of Pre-K. Until it is publicized, the first day of Pre-K is unknown. Pre-K does not begin at the same time as grades K-12 due to home visits. You can access the school calendar at boe.mono.k12.wv.us.

IF YOU MOVE....



If you move before school begins, you must contact the Dorsey Center at 291-9330 ext. 1768.

If you move **BEFORE** Pre-K Begins - Your child will be moved to your new school attendance area's list. If there are available spots at your new school, you will be offered a spot. If the classrooms are full at your new school, you will be placed on a waitlist or offered a spot at another location. You are not permitted to remain on the list for the old attendance area, even if you received an acceptance letter for that school. All children living in their own attendance area have the right to attend their home school before transfers are considered. Teachers are required to conduct home visits in August. Any child not living in the correct attendance area without an approved transfer will be removed from the class list and placed on the waitlist for the correct attendance area.

If you move **AFTER** Pre-K begins - You must inform your child's teacher of your new address. At that time, you may choose to remain at the school where your child has been attending. If you choose to stay, you must fill out a transfer form, provide your own transportation, and maintain good attendance. If you choose to move your child to your new attendance area, you are not guaranteed a spot. If there are spots available, your child will be moved to your new home school. If there are not spots available, you can choose to place your child on the waitlist or accept a spot at an alternative location.

Preschool Attendance Policy

All classrooms are funded through Monongalia County Schools and the WV Department of Education. As such, the children enrolled in this program are required to follow the policies and procedures set forth by both.

WV State Policy §126-28-5 addresses the attendance of children enrolled in state-funded preschool classrooms:

5.1. Enrollment in an approved participating WV Pre-k program is voluntary; however, once the child is enrolled, attendance must follow W. Va. Code §18-8-1, et seq., which allows the program administrator (i.e. principal, director, executive director), teacher and parent/guardian to dis-enroll the child if they concur that requiring further attendance for that school year is not in the best interest of the child. Once a child is dis-enrolled, re-enrollment is not guaranteed.

This policy states that your child's enrollment is voluntary. However, once enrolled, the child must attend every day and follow attendance policies and procedures.

WHAT DOES THIS MEAN?

Enrolling in WV Pre-K or Head Start is not required. However, once you enroll your child in Pre-K or Head Start, they follow the same attendance and truancy regulations as K-12 students. If your child is chronically absent, staff will work with you to make every effort to help you remove any barriers that might be causing the absences. However, if your child is chronically absent, it will become necessary for school and program staff to follow state and county policy and procedure to ensure compliance.

We would like to work with you to ensure that your child has every opportunity to receive the best educational experiences possible during this crucial time of development. We ask that you help ensure regular attendance and ask that you contact us if there is any way that we can assist you in helping your child attend regularly.

What Absences Are Excused

Excused Absences

Students may be excused only for the following reasons:

- ☺ Illness of student verified by parent/guardian – limited number
- ☺ Illness of student verified by a physician
- ☺ Bus, Failure to run
- ☺ Calamity (Fire, Flood, etc.)
- ☺ Death in family
- ☺ Homebound Instruction/Hospitalization
- ☺ Illness in Family
- ☺ Legal obligation (with verification)
- ☺ Medical Appointment
- ☺ Military
- ☺ Religious holidays (Limited to two days)
- ☺ School approved curricular/extra-curricular activity
- ☺ Residential Setting
- ☺ Leaves of educational value adhering to the following stipulations: prior submission of education plan detailing objectives and activities or prior approval of school administrator

Please follow these steps in reporting your child's absence

1. **Contact your child's school / teacher** within the first 30 minutes of the classroom starting time
2. Report the reason for your child's absence.
3. **When your child returns send a note explaining the reason for the absence**
4. Every time you take your child to an appointment obtain a written excuse from the health care provider.
5. You will be contacted by the Family Service Specialist if your child has unexcused absences or an excessive number of excused absences.

WHAT DO CHILDREN LEARN IN PRESCHOOL?

Your child will be encouraged to grow and develop in many ways. Although delivery of instruction will vary somewhat from class to class, the West Virginia State Department of Education has outlined basic instructional goals for all preschoolers. The following descriptions will give you a flavor of the various areas of development and some specific goals for the preschool year.

Please remember that all children grow and learn at different rates. Mastery of these skills does not happen on the same day for all students. Children are encouraged and praised for their individual progress toward these goals throughout the school year. Also, please remember that children learn through play at this age. Encouraging children to explore different materials in a variety of ways is how children learn best.

Language Skills





Children in the preschool classrooms are immersed in language. Your child will be exposed to books, charts, labels, stories, songs, and more to help them develop their language skills. Some specific goals are:

Speaking and Listening











- ☺ Speak clearly
- ☺ Speak in complete sentences
- ☺ Listen to others
- ☺ Take turns speaking
- ☺ Ask and answer questions

Writing

Although children are exposed to all forms of print, they will learn to write using the Zaner-Bloser alphabet. You can google images of this alphabet to find samples.

-  Draw a picture
-  Dictate a story
-  Write some letters
-  Write familiar words, such as their name

Reading

-  Name letters randomly
-  Hear letter sounds
-  Identify letter sounds
-  Put letters together to make words
-  Identify rhyming words
-  Follow words from left to right
-  Follow words from top to bottom
-  Turn page by page
-  Ask and answer questions
-  Retell the story

Mathematics

Preschoolers will engage in hands-on experimentation with math concepts. Most instruction in math will seem like “play” to the children. Please be confident that they are learning important concepts even though you will not see “math papers” coming home. Some of the concepts your child will be learning include:

- ✓ Count by ones
- ✓ Count forward beginning with a number in a sequence
- ✓ Begin to write numbers and represent objects to 20
- ✓ Compare groups using greater than, less than, or equal to
- ✓ Compare written numbers between 1 and 10
- ✓ Begin to add and subtract within 5 using objects
- ✓ Describe attributes of objects and compare using more of/less of
- ✓ Classify objects into categories
- ✓ Create and identify patterns

- ✓ Describe objects in an environment using shape names and position (above, below, beside, in front of, behind, next to)
- ✓ Identify and compare 2D and 3D shapes

Creative Expression and the Arts

The subjects of art, music, and movement are the “glue” that holds the preschool classroom together. Expressing themselves through their art, music, and body movement gives every child the opportunity to shine! Children will learn to develop a sensitivity to the wonder and beauty of the world around them through exposure to and participation in music, creative movement, dramatic play, and exploration of various materials in art.

Large and Small Motor Development

Drawing, cutting, painting, pasting, tracing, writing, and stringing beads are examples of small motor skills which are involved in much of the “work” of preschoolers. Large motor skills such as running, hopping, skipping, throwing, catching, balancing, and climbing are also developed during the year. In-class activities as well as daily recess times permit children to improve their large muscle coordination. Children’s motor development is very important. It has a direct effect on all other areas of learning.

Self-Help Skills

Being able to largely care for their own needs helps foster independence and positive self-concepts in preschoolers. Children are encouraged to:

- ✓ Share
- ✓ Take turns
- ✓ Offer to help others
- ✓ Be honest
- ✓ Be responsible
- ✓ Be respectful
- ✓ Be safe
- ✓ Be tolerant of others

Social-Emotional Development

Our goal is to help all children have a positive attitude about school and about themselves. We would like each child to discover that school and learning are fun. They will also learn to work and play with others, respect authority, and develop self-control.

Science and Social Studies

These concepts are taught as units which incorporate various areas of the curriculum and are commonly centered around themes. Exploring the world around them, seasons, animals, plants, special events through history, science experimentation, and much more help the preschool child grow in these areas.

Field Trips

Most preschools use bus trips outside the school to enrich the children’s experiences and learning. Parents are encouraged to join their children whenever possible.

Tell Me More...

Breakfast and Lunch

Each school will offer breakfast and lunch to your child. Monthly menus will be sent home to allow you to carefully plan your child's participation. Although we do encourage children to experiment with a variety of foods, lunch time is not the best time to count on this. Remember that your child needs adequate, pleasing nutrition to do their best at school. Please plan to send a cold lunch on days when the menu lists foods your child does not like.

Children bringing cold lunch may buy milk at school if you choose. Most schools cannot bill milk fees and require children to bring \$.25 to purchase milk. Each school has their own billing system for lunch fees. All schools send a monthly bill so that children do not need to carry money to school daily.

Snacks

Most preschoolers have a daily snack time to help children through the day. Your child's teacher will give you more information about snacks at your school.

Transportation

Bus services are available for all preschool children in school-based classrooms. Transfer students are not provided transportation. Bus schedules will be published in the local paper before the beginning of school. These are also available from the school.

Please see "Transportation" on Page 15. Preschool children must be met at the bus stop by a parent or other responsible adult over the age of 16. All adults authorized to pick up your child from the bus stop must be identified on the bus card. Regulations require the bus driver to return your child to the school should someone not be at the stop to meet them. This is for the safety of your child as we would not want a preschooler to be unescorted on the way home.

Once you have established that your child will be riding the bus, it will be necessary for you to write a note to the teacher anytime you have a change in plans and the child should not ride the bus. Children often overhear family conversations about changes in schedule and upcoming events and assume things are happening today. Please assure your child that unless you send a note, call the school, or come to the school, they should ride the bus as usual. Teachers are required to send children home the regular way without other notification. This is for your protection as well as the safety of your child. Your child's bus driver is another caring adult who would like to help to make your child's school experience a positive one. Please get to know your child's bus driver and feel free to discuss any concerns with them.

Progress Reports

You will receive a progress report at scheduled intervals during the school year to report progress of your preschool student. This reporting system will provide you with information individual to your child's progress. Student progress will be reported in the content areas. As always a progress report represents a portion of the total picture of your child's school experience. Always take time to review your child's progress report. Parents may also choose pre-arranged visits, conferences, or phone calls to discuss children's progress at any time during the year.

Dress

Most children dress comfortably and casually for preschool. Although every attempt will be made to protect your child's clothing, accidents can happen with paint, glue markers, etc., and it is best for children to not be overly concerned about ruining their best attire. Please also consider that most classes go outside daily (even in winter unless the temperatures are extremely cold) so hats and gloves are a must for your little one.

You may consider sending a complete change of clothes to school with your child in their backpacks. Even the most mature children experience accidents from time to time, and it is best to be prepared.

Supplies

Your child's books and materials are provided by the school.

All parents are asked to provide a backpack for your child's belongings. If you are unable to do this, please speak to the school office staff. Please keep the following in mind when purchasing a backpack ~ it should be large enough to fit a 9 x 12 sheet of paper and should be easy to open and close independently by your child. Also, some school lockers are small and backpacks with wheels do not fit into them. Please check with your school before considering buying a backpack with wheels. Children are encouraged to carry their backpacks daily.

Are Special Services Available?

Monongalia County Schools offer several special services for children who may need them.

School Insurance: This will be available for all children at a low cost. Information will be sent to you from the school in the fall.

School Health Team Vision testing and referrals, health education programs, and referrals for special medical and dental help will be provided through the school. Assistance with communicable disease control and home visits will also be provided when necessary.

School Psychologists and Guidance Counselors Parents may request help from these professionals for their children.

Special Education These services are available for students who are evaluated and qualify for this type of assistance.










Speech and Language Pathologists and Audiologist Testing and referrals are available during the year if your child should need these services.

Head Start Head Start offers a variety of services. These include an on-site mental health specialist, curriculum coaches, a family engagement specialist, an on-site nurse, and social workers. Please contact the Dorsey Center for more information (291-9330).






How Can I Help My Child? Getting Ready For School

Please remember that children differ in their physical, mental, and social growth. A child cannot learn a skill until he or she is ready. Do not push or force your child. If you find they are having difficulty, wait a while and come back to it at a later date. Remember, every bit of un-stressful practice is a step toward mastery!









Please help your child begin to learn the following basic information:

- | | |
|--|--|
|  Whole name |  Address |
|  Phone Number |  Age |
|  Birthdate |  Name of Body Parts |
|  Parent's Names |  Colors and Shapes |
|  Begin to Write First Name or the Names of Family Members and Friends | |

Please help your child by letting them experience and practice the following at home:

- | | |
|---|--|
|  Drawing |  Writing |
|  Coloring |  Copying Shapes |
|  Cutting – pictures from newspaper ads or old magazines are fun! | |

Some additional fun things to help prepare your child are:

- | | |
|---|---|
|  Hopping on one foot |  Jumping |
|  Skipping |  Walking a line |
|  Walking backwards |  Bouncing a ball |
|  Using alternating feet going up and down stairs |  Catching and throwing |

Getting Ready For School

✘ Make sure that reading to your child is part of your daily routine. This is a critical factor in helping your child learn to read.

✘ Reinforcing self-help skills in your child. Encourage them to dress themselves, choose their clothing, feed themselves, brush their teeth, manage their own toileting, wash and dry hands and face, pick up toys, etc.

✘ Get your child involved in some small chore at home such as making his or her bed, setting the table, or feeding the family pet. Children are extremely proud that they are able to contribute to the family in this way and requiring them to regularly complete some small chore leads to independence.

✘ It is helpful for children to become accustomed to the practice of being required to finish one task or activity before moving to another. Such as, "Please make your bed before you watch television," or "Let's make sure that you feed the dog before we have dinner." Expectations such as these are reasonable for your 5-year-old and lead to developing task completion in school.

✘ Help your child begin to understand that, in school, children are expected to do what their teachers ask.

✘ Encourage your child as they grow in becoming comfortable being away from their parents.

✘ Assist your child in practicing how to wait – to take turns – for your attention or wait for you to tell them when or how to begin something.

✘ Manage at least some of the time to share toys, work together with others, give help to someone when asked, and know when to say "please" and "thank you."

✘ Begin to understand that other people have rights and feelings.

✘ Develop an eating and sleeping routine that will match a typical school day so that your child is not hungry or tired when they are trying to learn!

Parent Involvement

A parent is a child's first and most important teacher. A parent who participates, visits, or volunteers in the classroom has a better understanding of what his or her child is learning. The following will explain how you can be part of the Pre-k / Head Start program as a classroom volunteer, a member of a parent group, and also an active participant in training and other groups.

Classroom Participation: As a Pre-k/Head Start parent, you can serve as a volunteer or observer in the classroom. This will give you the opportunity to see first-hand how your child and other children learn and play throughout the day. You may also pick up some helpful tips on things to do at home with your child. Your child's teacher will want to know what kinds of things you enjoy doing, and she will assign you jobs that fit your personality. For instance, some parents like to read stories to children while others like to help the children with their art projects. Parents are called upon for assistance on field trips and picnics that require extra adult supervision.

Parent Committee Information: Pre-k/Head Start parents are deeply involved in the process of making decisions about the operation of the program. A parent whose child is currently enrolled in Pre-k / Head Start attends center parent meetings. The parents meet to plan activities at their centers and participate in training sessions on topics of interest to them. At the first Parent Committee meeting in September, the parents in each center will elect a chairperson to serve as its officer. They will also elect representatives to serve on other committees who will then report back to the Parent Committee.

Policy Committee Information: Throughout the school year, the Policy Committee will meet to oversee the Head Start program at all sites. Fifty-one percent (51%) of the Policy Committee's membership must consist of parents whose children are currently enrolled in the Head Start program. Regular meetings are held once a month during the school year (September-May). It is the duty of the Policy Committee to approve or disapprove all major transactions of the program. Members of the Policy Committee also represent Monongalia County at the North Central Community Action Agency's Policy Council.

Health Service Advisory Committee: The Health Service Advisory Committee believes that each and every child must have a medical home and a dental home as a source of ongoing health and dental care services. A function of this committee is to advise in the planning, operation, and evaluation of health related services provided by the Head Start program to families. It meets two times a year.

Social Service Advisory Committee: The Social Service Advisory Committee believes that all families should have the opportunity to discuss available community services and to make recommendations about how the community can provide adequate and accessible services. A function of this committee is to advise in the planning, operation and evaluation of how Head Start will connect to local community services. It meets two times a year.

Volunteer Policies

Confidentiality: Volunteers must sign the Volunteer Code of Ethics before starting their work assignments. Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, client, or all agency business.

Standards of Conduct: Volunteers must abide by the following standards:

Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.

As a volunteer, you cannot supervise children nor be left alone with them.

Use positive methods of child guidance and do not engage in corporal punishment, emotional or physical abuse, or humiliation. Do not employ methods of discipline that involve isolation, the use of food as punishment or reward, or denial of basic needs.

Requirements: Sign in/out at the school office. Also, sign in/out in the classroom. Follow all school volunteer policies.

Classroom Tips for Volunteers

- a) Be cheerful and friendly. Talk and laugh with the children.
- b) Speak quietly and use simple, pleasant words.
- c) Stoop so you are on the child's level when you talk.
- d) Talk with and listen to children during mealtime.
- e) Encourage children to experiment and do things for themselves. Assist a child only when needed.

- f) Praise children. Say, "You have used beautiful colors in your painting."
- g) Play with the children. Sit on the floor, pretend with them, play games, build blocks, play house, etc...
- h) Expect differences in children and the way they behave. Avoid making a child feel guilty.
- i) Watch for possible accidents and dangerous situations. Try to guess what the child is going to do. Give helpful preventative directions if needed.
- j) Volunteers are under the supervision of the teacher and are expected to adhere to his/her wishes.
- k) In case of a discipline problem, do not discipline the child yourself, but bring it to the teacher's or another staff member's attention.
- l) Become familiar with the daily routine.
- m) Become familiar with the fire drill procedures and any other emergency or health and safety rules.

Statement of Volunteer Rights and Responsibilities

As a volunteer, you have:

- the **right** to be treated with *respect*.
- the **right** to have *safe* working conditions.
- the **right** to be given *meaningful work*.
- the **right** to receive recognition for *efforts* and *contributions* to the program.
- the **right** to participate in *training* that will benefit personal growth and development
- the **right** to receive constructive feedback on the *quality* of your volunteer work, including areas needing improvement.
- the **right** to be *informed* about program activities and calendar changes.
-

As a volunteer, you have:

- the **responsibility** to arrive *on time*, *report* absences, and *perform* assigned tasks.
- the **responsibility** to accept and *promote* program goals.
- the **responsibility** to accept **confidentiality** principles of the program.
- the **responsibility** to accept program *policies* and *regulations*.
- the **responsibility** to be an *advocate* for the program, especially for the *children*

Please check your child's backpack daily for volunteer & involvement opportunities

IN-KIND CONTRIBUTIONS

You will hear the phrase "In-Kind" quite often. This phrase describes the volunteer time that you and others give to the program freely but is counted as money by the government. The Head Start program is required to have 25% of its budget from in-kind money. You will be asked to sign in at meetings and other events and to record the amount of time that you spend volunteering. Your Family Service Specialist or teacher will explain to you how to fill out the In-Kind Forms.

Allowable:

- * Meeting, home visit, and office space that is not rented or purchased by the program
- * Volunteer assignments that benefit the program- example, writing a newsletter article or providing assistance on a field trip
- * Participating in a group meeting
- * Trainings that will benefit the program
- * Meetings that will benefit the program – for example, Parent Meetings, Advisory Meetings, PPC
- * Recruitment efforts – for example, the parade
- * Community Partnerships
- * Donation for the program – for example, toys for the classroom
- * Discount given to the program – the difference between the actual cost and donated cost can be counted as In Kind
- * Transition activities included in the Transition Plan

Not Allowable:

- * Well Child Exams
- * Dental Exams
- * Home Visit Time
- * At Home Assignments that only benefit the child and is not specifically connected to the lesson plan
- * Any appointment that only benefits the child or family
- * Any donation that only benefits the child or family
- * Party Attendance

TRANSPORTATION PROCEDURES

In order to keep your child safe, we have transportation procedures in place. It is important that you support our staff by following these procedures. Program and school staff will ensure that you are well informed of this procedure and that you have the required bus cards before your child is transported on a bus. If you have any questions about this, please contact a staff member listed on page 5.



REGULATIONS FOR THE TRANSPORTATION OF PRE-K STUDENTS BY SCHOOL BUS

You or a designated person **16 years of age or older** **MUST** be at the bus stop **WITH A BUS CARD** in the afternoon.

The bus operator will not leave your child with anyone who does not present your child's bus card. Your child will be allowed to get off the bus with a parent or a designated person who presents the bus card **AT THE DOOR OF THE BUS**. No unauthorized person will be allowed to accept a child from the bus. If a person is not present at the bus stop that meets the above guidelines, the bus driver will **NOT** release the child under any circumstances.

If a designated person is not at the stop, the following progressive steps will be taken:

- The bus operator will call the Transportation Facility and return the child to the elementary school after all other children have been dropped off, if time allows.
- If no staff is present at the school or if returning the child to the school will make the bus operator late for subsequent bus runs, the bus operator will take the child to the Transportation Facility.
- The bus operator will take the child to the Transportation Facility. They will contact an authorized adult to pick up the child.
- A required conference between a parent and the Transportation Director may occur. Ongoing issues may result in child's suspension from bus.
- If a parent or designated person is not present at the bus stop after a conference has occurred, the child will be taken to the Transportation Facility and the local authorities will be called.

Parents shall keep the school informed of any changes in address or telephone number(s) and shall inform the **SCHOOL OFFICE AND TEACHER IN WRITING** of any changes of the designated person or drop off location.



MEDICATION NEEDS AT SCHOOL

If your child requires any type of medication during the school day, you will need to do the following:

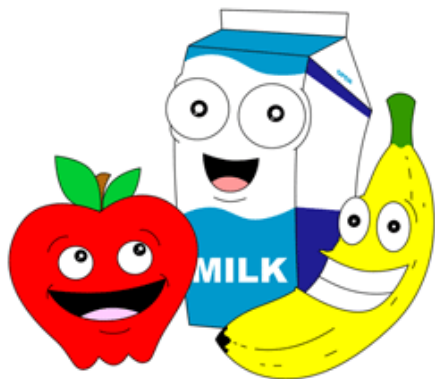
- Take a medication form to your child's prescribing physician for completion no matter if medication is prescribed or over-the-counter (You can get a copy from your child's school).
- **If it is a prescription medication:**
 - Send original prescription container
 - You may request an additional empty and labeled prescription container for the school's use; you are responsible for placing the correct amount of medication in the container
 - Send container of medication with completed medication form
 - Send enough medication to supply the school for one month
- **If it is an over-the-counter medication (i.e. Tylenol, Lactaid, Benadryl, etc.):**
 - Send original container labeled with the child's name (ensure that medication is not expired)
 - Medication must be specific to that child's age and dosing requirements
 - Send container of medication with completed medication form

REMEMBER:

- Any medication that can be given at home, needs to be given by parent and not school.
- Any first time medication dose needs to be given at home.
- Discontinued or remaining medications at school **will not be sent home with the student**. Parents are responsible for picking these up. Medications that are not picked-up by a designated time will be properly disposed of by the School Nurse and a School Staff witness.
 - Never send medication with students on the bus. This is a liability issue that falls back to the parent and not the school.
 - Bring all medications for dispensing at school to the school's main office.
- No medication changes (including a dosing change or different medication) will be accepted and dispensed without the required completed medication form matching the medication container and dosing amount and times.
- No medication will be dispensed or accepted by school staff that comes in a container not specific to the above requirements (i.e. baggies, pill boxes, etc.).
- Medication forms are available at your child's school or on the Monongalia County website located under Student Policy and Procedure sections under "Medication Policy".

If you have any questions, please feel free to contact the school nurse.

SPECIAL DIETARY NEEDS AT SCHOOL



If your child requires any type of a special dietary change, such as fruit juice instead of milk, or food allergies that will inhibit them to be served an item on the menu, you will need to do the following:

- Obtain a Special Dietary Needs Medical Statement from your child's school and take it to your child's physician for completion
 - If your child has a food allergy that can cause him/her the need for use of an EPI-Pen, you will also need obtain a Medication Form from the school and have it completed as well.
- Substitutions of food items can only be made if a physician has completed the Statement
 - REMEMBER: It is required that all children receive a portion of whatever is on the menu **UNLESS** there is correct documentation from your child's physician provided to the school.

You can get on the Monongalia County Board of Education website and view current menus, both breakfast and lunch, so that you can see examples of the foods that your child will be offered.

It is also important that you complete the Head Start Nutritional Assessment in your Preschool Application packet so that staff can be of assistance with your child's needs.

Your assigned school nurse will need to meet with you and ensure that all forms and a plan of care is in place for your child

PLEASE TAKE THE SPECIAL DIETARY NEEDS MEDICAL STATEMENT TO YOUR CHILD'S PHYSICIAN BEFORE THE START OF THE NEXT SCHOOL YEAR AND HAVE IT READY FOR THE FIRST DAY OF SCHOOL.....thanks!