

# Taylor County Primary Center



## Preschool Handbook



**UPDATED 2018**



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**Mission Statement:** Taylor County Elementary Preschool recognizes each child is unique. A safe, nurturing and welcoming environment promotes development in literacy and numeracy, as well as, social, self-help and language development skills through developmentally appropriate activities. We strive to develop lifelong learners through a family, community and school partnership.

## TCPC Preschool Staff:



Teacher: Brandy McCubbin

Phone: 270-465-0449 ext: 21350

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Assistants: Vicky Bailey



Teacher: Shannon Cox

Phone: 270-465-0449 ext: 21310

[shannon.cox2@taylor.kyschools.us](mailto:shannon.cox2@taylor.kyschools.us)

Assistant: Shirley Seaborne



Teacher: Jennifer Gabehart

Phone: 270-465-0449 ext: 21260

[Jennifer.gabehart@taylor.kyschools.us](mailto:Jennifer.gabehart@taylor.kyschools.us)

Assistant: Ruthetta Clark

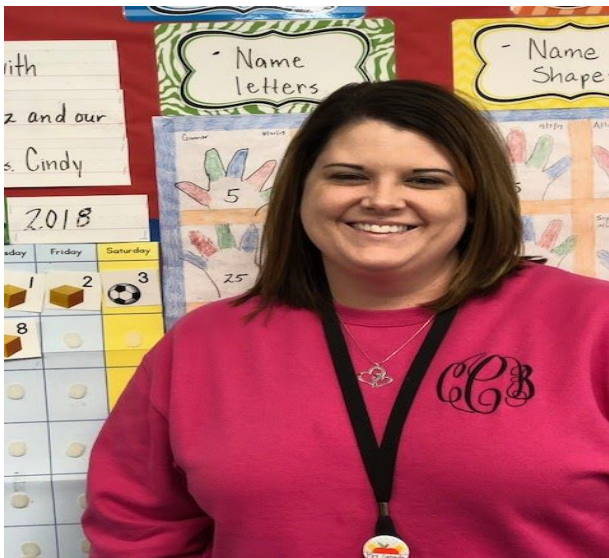


Teacher: Bonnie Webster

Phone: 270-465-0449 ext: 21300

[Bonnie.webster@taylor.kyschools.us](mailto:Bonnie.webster@taylor.kyschools.us)

Assistant: Cindy Robertson



Teacher: Chrissy Canada

Phone: 270-465-0449 ext: 21100

[chrissy.canada@taylor.kyschools.us](mailto:chrissy.canada@taylor.kyschools.us)

Assistant: Jamie Robinson

Exceptional Child Support: Kim Whilhoit

*Star & CDS Students from Taylor County High School and Student Teachers from IECE Certifying Institutions are in the classrooms at various times.*

**District Staff:**

Preschool Coordinator & Director of Exceptional Child Education:

Scott Parks: 270-465-5371

[Scott.parks@taylor.kyschools.us](mailto:Scott.parks@taylor.kyschools.us)

Transportation Director: Rodney Turpin 270-789-1745

[Rodney.turpin@taylor.kyschools.us](mailto:Rodney.turpin@taylor.kyschools.us)



Principal: Melissa Long 270-465-0449

[Melissa.long@taylor.kyschools.us](mailto:Melissa.long@taylor.kyschools.us)

# General Information

**Volunteers:** Parents/Guardians are encouraged to volunteer in the classroom and accompany classes on field trips. Any parent wishing to volunteer must submit a criminal background check and attend a training session from the Family Resource Center. Contact Mrs. Ann Mattingly for a training schedule or for more information at 270-465-3978.

**Regulations:** Public School Preschool was established in 1990 to serve two populations of students by 704 KAR 3:410

**Residency:** Students **MUST** reside in the geographic boundaries of the Taylor County School District.

## Qualifying:

- The State Funded Preschool Program is available to children who are 4 years old on or before August 1 and whose family income is 160% poverty or less. *To determine income eligibility, please complete, sign and return the Household Income Verification application to Taylor County Primary Center.*
- Students with a disability, qualifying for special education services reaching their 3<sup>rd</sup> birthday at any point in the school year.
- RTI/KSI Process:
  1. Screening indicates a potential delay.
  2. 4-6 weeks of school guided intervention activities by parents.
  3. Rescreening.
  4. Further testing if need is indicated.

Students can be accepted up to 4 months prior to the opening of school and applications are taken at any time throughout the school year.

## Home Visits:

Parents must make themselves available for at least two (2) home visits each year. The first home visit occurs before the student is allowed to attend and the second happens at the beginning of the second semester.

**Enrollment Documentation:****REQUIRED:**

Birth Certificate (official)

Eye Exam (by January)

Immunization Certificate

Physical

**REQUESTED:**

Social Security Card

Dental Exam

**Tuition Students:**

A very limited number of non-qualifying students will be accepted on a tuition basis. See the appendix for a payment schedule.

Limited tuition Friday services are also available to avoid a childcare hardship for parents. For more information please contact Mr. Parks at 270-465-5371.

**Curriculum: Literacy-**

BLL (Building Language Literacy from Scholastic) Unit order of Teaching for 2017-18 School year.

**Assessments:**

Students are assessed with "GOLD"

*GOLD™* is an authentic, ongoing observational system for assessing children from birth through kindergarten, proven to be valid and reliable by extensive field testing. It helps teachers observe children in the context of everyday experiences, which is an effective way to get to know them well and find out what they know and can do.

## **Transitions:**

As students transition into/out of the preschool setting, every effort is made to acquaint the child with the new environment for a smooth and easy transition.

**First Steps:** Transition visit by ECE staff; Qualifying for preschool; Home visit by classroom teacher; begins classes on 3<sup>rd</sup> Birthday.

**Kindergarten:** Participates in bump-up day; Kindergarten classroom visits; Placement by Preschool Teachers; Kindergarten Camp; Preschool teachers make contact with child during the first week of school.

## **Health**

All children attending the preschool program are required to submit a physical, immunization, dental and vision exam form. If you require assistance with completion of these forms, please contact the Preschool Staff.

Here are some guidelines that might be helpful in keeping your child as healthy as possible. As you know, preschoolers do not have the same kinds of self-care skills for a cold or infection as school-age children. In addition, young children can be in very close contact with each other while they play. This information will assist you in making decisions about when to send your child to school if they are not feeling well.

**Cold:** Continuous nasal discharge, cough, watery eyes that has developed within the past 24-48 hours is considered contagious.

**Fever:** Must be fever free for 24 hours before returning to school.

**Flu:** Keep home for 5 days after diagnosis of flu or flu-like symptoms.

**Vomiting/Diarrhea:** Keep at home for 24 hours after symptoms have resolved and the child can keep food and fluids down.

**Strep Throat:** Must wait 24 hours after antibiotics have begun.

**Conjunctivitis:** If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should not return to school for 24 hours.

**Head lice:** Until treated and has been checked by our school nurse.



**Behavior Policy:**

Our preschool program helps develop social and emotional skills. However, if the students' behavior puts others in danger or causes harm to others a discipline policy will be implemented. These behaviors include: Biting, hitting, self-harm, kicking, destructiveness, and etc.

1st Incident: You will receive a letter.

2nd Incident: You will be called and situation will be discussed.

3rd Incident: You will be called to come and pick up your child.

4th Incident: You will be asked to come in and spend the next school day with your child to assist the teacher in dealing with the behavior. If you are unable to do so, he/she will not be allowed to return for three (3) school days.

5th Incident: Your child may be withdrawn from the program.

**Attendance**
















Daily attendance records are maintained by the preschool staff. The parent or guardian should contact the school in the event that a child is absent. Regular attendance should be maintained as this helps the child to develop a regular routine and increases their access to instruction for Kindergarten readiness. A parent or legal guardian shall be contacted with respect to an enrolled child whose participation in the program is irregular or who has been absent for three consecutive program days.

**Safety**

The TCPC preschool adheres to all safety procedures practiced by the K-2 grade students in regards to fire, tornado, earthquake and building intruders.

# Sample Schedule



<b>7:30-8:10</b>	student arrival 	learning centers 	breakfast 	
<b>8:10-8:40</b>	Pledge 	calendar 	weather 	exercises/ songs 
<b>8:40-8:50</b>	restroom 			
<b>8:50-10:00</b>	learning centers 	small groups 	Literacy- Monday/ Tuesday 	Math- Wednesday/ Thursday 
<b>10:00-10:20</b>	songs 	poems 		
<b>10:20-10:50</b>	lunch 			

<b>10:50-11:00</b>	restroom 			
<b>11:00-11:20</b>	story time 			
<b>11:20-12:30</b>	gross Motor 	outdoors 		
<b>12:30-12:35</b>	restroom 			
<b>12:35-1:00</b>	small groups 			
<b>1:00-2:30</b>	nap Time 	snack time 	learning centers 	
<b>2:30-3:15</b>	restroom 	learning centers 	backpacks 	Buses 

## Taylor County Elementary Preschool Tuition Application/Information Sheet

Information: Taylor County Elementary will offer up to eight tuition seats to non-qualifying preschool students. Tuition is \$13.00 a day following the Taylor County School schedule. Payment will be due every 2 weeks. Tuition is due for everyday that school is in session. Services will be available from 7:45 – 3:15 Monday through Friday. Service will not be available when school is dismissed for weather. The charges for lunch and breakfast are not included. Parents will be able to choose classroom assignment as long as each classroom does not exceed two tuition based students. The same records will be required for tuition students as for all entering students – Birth certificate, immunization, physical exam, eye exam, and social security card. Checks are to be made payable to **Taylor County Board of Education** and given to the preschool teacher on the date due. Nonpayment of tuition could result in being withdrawn from the program.

Student Name:\_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address\_\_\_\_\_

Telephone \_\_\_\_\_

Employment Address  
\_\_\_\_\_

Special Issues  
\_\_\_\_\_

Teacher Request  
\_\_\_\_\_

- Preschool classrooms are allowed 20 students per room. If your child is a tuition paid student there may arise a situation where your child would lose their place in the preschool classroom due to the fact that the preschool program must, by law, serve students that have a disability and are exiting the First Steps program.

## 2018-2019 School Calendar

<b>Jul-18</b>							<b>Aug-18</b>							<b>Sep-18</b>						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
<b>Oct-18</b>							<b>Nov-18</b>							<b>Dec-18</b>						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
<b>Jan-19</b>							<b>Feb-19</b>							<b>Mar-19</b>						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
<b>Apr-19</b>							<b>May-19</b>							<b>Jun-19</b>						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
<b>Summer Vacation</b> 7/01/18 - 8/1/18							<b>Christmas Break</b> 12/20/18 - 01/02/19							<b>Holiday -MLK</b> 1/21/19						
<b>Professional Dev Days</b> 8/3/18- 08/6/18							<b>Holiday -President's</b> 2/18/19							<b>Spring Break</b> 03/29/19-04/05/19						
<b>Opening Day-Teachers</b> 8/07/18							<b>Last Day for students</b> 05/22/19							<b>Closing Day For Staff</b> 05/23/19						
<b>First Day for Students</b> 8/08/18							<b>Primary Election day</b> BE IN SESSION							<b>OTHER</b>						
<b>Holiday -Labor Day</b> 9/03/18							<b>May-June Out Days</b> 5/27/19-6/30/19							<b>Cyber Snow days-Teacher Equivalent Days(Out</b>						
<b>Fall Break</b> 09/28/18 - 10/05/18																				
<b>Out Days-KEA-Election</b> 11/05/18																				
<b>ELECTION DAY</b> 11/6/2018																				
<b>Out Day</b> 11/21/18&11/23/18																				
<b>Holiday -Thanksgiving</b> 11/23/18																				
<b>Early Release Fridays--</b>																				



