

**SHELBY COUNTY PUBLIC SCHOOLS
KERA PRESCHOOL PROGRAM**

PRESCHOOL RESOURCE HANDBOOK



Northside Early Childhood Center

821 College Street
Shelbyville, Kentucky 40065
(502) 633-5123

Preschool Class at Heritage

8300 Frankfort Road
Waddy, Kentucky 40076
(502) 829-5242

Follow us on Twitter [Northside Early Childhood Center@NECCSCPS](https://twitter.com/NorthsideEarlyChildhoodCenter@NECCSCPS)
or Facebook www.facebook.com/northsideearlychildhoodcenter/

NECC

NORTHSIDE EARLY CHILDHOOD CENTER



Superintendent
Dr. James Neihof

Shelbyville County Public Schools
1155 West Main Street
Shelbyville, Kentucky 40065
(502) 633-2375

The Shelby County Public School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs, vocational programs or activities set forth in compliance with the Office of Civil Rights, Title VI, Title VII, Title IX, ADA, and Section 504.

Shelby County Public Schools Preschool Philosophy

We believe that:

- Children are our greatest natural resource.
- The Preschool experience is an important step on the way to success in a child's educational career.
- Preschool-aged children learn best in a developmentally appropriate setting where they may manipulate, experiment, interact with their environment, and imitate real live situations through play.
- It is the role of the Preschool staff to provide the setting and materials for activities which allow children to develop social, cognitive, physical and communication skills needed to succeed in life.

Dear Parents,

It is with great pleasure that we welcome your child as a student at our Preschool. We want this year of school to be one that sets the pattern for the rest of his/her school life. We strongly believe that if a child has a happy and successful first year, then he/she should have little or no problem throughout the rest of his/her school career. Cooperation between home and school contributes much toward this goal.

This is also your school and we welcome you into the activities of the school and the Family Resource Center. We encourage you to visit our school and Family Resource Center often and have conferences with your child's teacher.

We, as staff, sincerely hope that your entire family enjoys our school and that you might take full advantage of it.

*Sincerely,
The Preschool Staff*

PROGRAM

INFORMATION



Eligibility Information

Age

Your child must be four years old on or before **August 1** of the school year to enter preschool and whose family qualifies at 160% poverty guidelines. A three or four year old child with a developmental disability (which may include speech and language, adaptive, motor, personal-social or cognitive) can qualify for services also.

AM/PM and After school Daycare

Any after school Daycare needs are addressed in the Shelby County Daycare Handbook. Ask for Laura Olguin 502-633-5123 ext. 12147 or Lisa Bruner 502-633-7106 or 502-321-7326.

Documentation for Enrollment into Preschool Program:

- Birth Certificate (must be presented at time of enrollment and come from the Office of Vital Statistics)
- Current immunization certificate
- Physical
- Eye Exam
- Declaration of Legal Residence Form
- Proof of Residence (2)
- Student Enrollment Form
- Proof of Income

Immunizations

Before a child enters school, an immunization certificate, signed by a doctor or local Health Department must be on file at the school.

This certificate shows that the child has been immunized against polio, diphtheria, tetanus, measles, mumps, rubella, hepatitis B, and Haemophilus influenzae (one type of meningitis). This includes one (1) dose of varicella vaccine, unless a parent, guardian, or physician states that the child has had chickenpox disease.

Physical Examination

The Kentucky Health Code requires that every child entering school in Kentucky must have a physical examination. Results will be entered on the examination form (ESE-33), and signed by a doctor or local health department. This form should be on file at the school within 3 months from the child's enrollment in preschool.

Eye Exam

KRS 156.160.8(g) requires proof of a vision examination by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that a child is enrolled in public school, public Preschool, or Head Start program.



Elements of Daily Routine

Each segment of the daily routine provides a different kind of experience for the children.

Daily Routine Includes:

- 20 minutes – Meals
- 10 minutes – Music and Movement Time
- 60 minutes – Work Time
- 15 minutes – Clean-up Time
- 15 minutes – Small Group
- 30 minutes – Outside Time
- 10 minutes – Circle Time
- 15 minutes – Story Time
- 5 minutes – Dismissal

Meals

Breakfast is provided for the morning class, and lunch is provided for the afternoon class. All meals are prepared by the school cafeteria.

Music and Movement

Children will be encouraged to sing and participate in movement to various songs, fingerplays, exercises, rhymes including reinforcement of literacy and numerical exercises.

Work Time/Free Choice

Children carry out the projects and activities they plan. Adults move among the children to observe, assist and support them in their work. Adults help the children extend their plan ideas. If a child completes one plan, he/she can make another. The room is arranged into centers, which include: Blocks, hand toys, puzzles and math manipulatives, computers, books, art, dramatic play, nature and science center, and writing.

Clean-up Time

Children may store their unfinished projects, sort, order, and put away materials they used during work time.

Small Group Time

During small-group time the children work with materials, usually chosen by the adult, in an activity designed to allow the adult to observe and assess children in terms of a particular key experience. Examples of small-group activities include:

- Literacy Rich Activities
- Varied Math concepts
- Review or Enrichment Lessons



Outside Time

Children are expected to go outside when the forecast temperature/wind chill are above 32 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters there may be portions of some days that do not meet the conditions of weather permitting since forecasts are generally targeted to a point in time in the day.

Children and adults are involved in physical activity such as running, throwing, and climbing. As in all activities, adults encourage the children to talk about what they're doing.

Circle Time

All the children and adults meet together as a large group to sing and make up action songs, play musical instruments, move to music, play games and sometimes discuss an upcoming special event.

Curriculum

All Shelby County preschools use a developmentally appropriate, hands-on learning curriculum which allows children to plan and make choices throughout the day. Our curriculum and assessment online tool, Creative Curriculum, is research based and a state approved program that prepares children to enter Kindergarten with the language and early reading skills necessary for reading success.

The Importance of Play

Play is the “work” of the preschool-age child. It is through play that they learn to deal with real life. Through dramatic play, children act out what they see in the adult world.



GENERAL INFORMATION

STAFF

The Preschool Program is planned and taught by state certified teachers. Qualified assistants are employed to help the teachers. Special services are provided by specialists such as a speech/language therapist and a special education teacher.



ATTENDANCE

The Preschool Program offers classes for 3 hours a day, 4 days a week for eligible 4-year-old children and 3-year-old children with disabilities.

The morning class meets from 7:15 am to 10:15 am and the afternoon class meets from 11:00 am to 2:00 pm.

Children attend morning or afternoon class based on where they live in the county or available spacing.

If your home address, babysitter, or daycare providers change, it can change the preschool classroom or school your child attends. Changes must be accompanied by new enrollment information and proof of address to preschool office.

Once paperwork is received in the preschool office, we have one week to make the appropriate classroom assignment and transportation changes. This allows the teacher and bus driver time to receive information to ensure the safety of your child



Your child learns a sense of responsibility through regular attendance and punctuality.

Please do not bring your child to school earlier than the designated time. It is also important that you be prompt in picking him/her up at school or at the bus stop.

Students returning to school after any absence must bring in a signed and dated note stating the reason for the absence.

For your information:

- Your child's teacher will call you after your child is absent for 3 days if she does not hear from you by phone or note.
- A letter will be sent to you from the preschool office when your child has 5 unexcused absences.
- If your child has 10 or more unexcused absences in one month without notification to his/her preschool teacher, a letter will be sent to you in regard to continued enrollment. If the program does not hear from you, your child shall be withdrawn from his/her classroom. You can re-enroll your child at any time. The district cannot guarantee that he/she will be able to return to his/her previous class.

CHANGE OF CLOTHING

Please send a change of clothes to be kept in your child's backpack. Suggestions: T-shirt, pants, socks and underwear. These need to be season appropriate and should be exchanged as seasons change.

SUPPLIES

Each child also needs a zippered full size book bag or backpack (without wheels). We check bookbags daily for communication from home. Please check your child's book bag daily for messages from school. If you need assistance with a backpack please contact the Family Resource Center.

LABEL PERSONAL ITEMS

Please put your child's name on clothing (especially coats, hats, gloves, etc.) and book bag/backpack.

SICK CHILD

Children should not come to school if they have a temperature of **101° (Fahrenheit)** or above. After a child has been sick with a temperature they should be **“fever free” for twenty-four hours** before returning to school. If a child has been **vomiting/diarrhea** they should be clear for **24 hours** before returning to school.

- Children should not come to school if they have lice, impetigo, pink eye, ringworm, vomiting, diarrhea or any other contagious condition/disease.
- Children may return to school after being treated for these conditions or when the contagious stage has passed (consult your health practitioner).

If your child has life-threatening allergies, we will need a medical statement and a medical plan signed by your physician.

BUS PROCEDURES

A parent/responsible adult must assist the child getting **on and off** the school bus. **If you do not meet the bus, the child is taken back to school. If your child is taken back to school three times, he/she may lose the privilege of riding the school bus.**

Release Information/Transportation Form

Parents must complete a transportation/release form that contains a list of adults your child can be released to at school or at the bus stop. Everyone picking up the child must have Photo ID.

HOME VISIT AND PARENT / TEACHER CONFERENCES

Teachers make a minimum of two home visits per year. At these home visits, parents, and teachers share information concerning the development and progress of the child. You are welcome to contact the teacher at any time for a conference.

WAYS TO HELP DEVELOP POSITIVE ATTITUDES

- Encourage your child to have positive attitudes regarding the school and teachers.
- Assure your child that things will continue to be all right at home after the child starts to school.
- Encourage the child to use mature language instead of “baby talk”.
(See Learning Experiences)

- Look at the child's papers that he/she brings home. This will help show your interest in his/her education. Talk to your child about his/her day at school.
- Discuss with your child's teacher how you may work with him/her at home.
- Remember your own reactions and attitudes will go a long way toward determining how your child feels about school. We appreciate your support.
- Together we will be a team to start your child's school life off positively.



LEARNING EXPERIENCES FOR YOUR CHILD

Following is a list of things you can do to help us provide learning experiences for your child:

1. When you talk to your child about things that happened at school ask questions like: *What center did you work in today?* Or you can say: *Tell me what you did with your friends today.*
2. Listen to your child and answer his/her questions. The inquisitive child is not trying to be a nuisance. He/she is satisfying a need to know and learn about his/her world.
3. **Read to your child every day!** This alone can make a difference in success at school. Books may be borrowed from the **Shelby County Public Library**. Books make excellent gifts for children. When books are read to children,

they have larger vocabularies and understand more about the world around them.



4. If you have a computer, access educational websites with your child.
5. Play games with your child.
6. Watch educational programs on TV that are designed for preschool children. Discuss the program with your child. Limit other TV watching.
7. Praise him/her and show approval for what he/she does. Emphasize the good things and play down the bad things.
8. Give him/her a good breakfast/lunch and healthy after-school snacks. Talk about nutrition with your child.
9. Set a bedtime that is reasonable for him/her. Your child needs at least 8 hours of sleep at night.
10. Keep him/her home from school when he/she does not feel well and for 24 hours after a fever subsides.
11. Do not compare him/her with others their age. Accept him/her as is and remember that each child develops at his/her own rate and has his/her own strengths and talents.
12. Dress him/her in appropriate clothing that your child can manage:
 - sturdy play clothes that are washable
 - clothes that are appropriate for the weather conditions
 - underwear that a child can handle; avoid body suits
 - easy to reach zippers and big buttons (no shoulder straps please)
 - shoes which have non-slick soles, gym type shoes
(no cowboy boots, slick bottom dress shoes, or shoes with wheels)
13. Plan for morning routine so that your child goes to school in a relaxed, happy frame of mind. Tasks as simple as selecting what clothes to wear the night before for the next day can help the morning run smoothly.

DEVELOPMENTAL CHARACTERISTICS OF YOUNG CHILDREN

- Young children are naturally curious and will try to learn.
- Playful activity is a natural way of learning.
- Young children learn by imitating, talking, and interacting with each other as well as with adult.
- Hands-on materials and real life experiences are children’s tools for learning.
- Young children can simultaneously acquire knowledge and skills in many areas.
- Learning occurs at different rates.
- Learning impacts the “whole” child and vice versa.
- Real-life experiences related to the interests of children promote learning.
- Experiencing successes builds a sense of security and self-confidence.

FAMILY RESOURCE CENTER

NECC Family Resource Coordinator: Juliana Simpson



FAMILY RESOURCE CENTERS

The Family Resource Center was created as part of the Kentucky Education Reform Act of 1990. The intent of the center is to enhance students' abilities to succeed in school by assisting children, youth and families in meeting some of their basic needs. This will be done by providing community services at our center or by linking families to agencies in our community.

The center receives a state grant based on the number of students participating in the National School Lunch Program. However, any family with children ages 3 and 4 regardless of the income of the family may obtain services from the center.

The Family Resource Centers is guided by a Parent Advisory Council which meets approximately every six (6) weeks. Parents, community members, and school personnel are represented on the Council. If you are interested in serving on this Council, please contact the Coordinator at your child's school. All meetings are open to the public.

To contact the Coordinator at **Shelby County Preschool**, call **633-3760**.

Some services provided by the Family Resource Center include:

- Assistance in locating child care for children
- Information for new/expecting parents
- Education to enhance parenting skills and training for parents of preschoolers and their children
- Emergency assistance
- Referral to community resources
- Book/Video/Toy/Lending Library
- Parents as Volunteers
- Family Fun Nights
- Activities promoting literacy



SCHOOL CLOSINGS, listed as Shelby County Public Schools, ARE POSTED ON LOCAL TV STATIONS. IF DAYS ARE MISSED DUE TO INCLEMENT WEATHER, THE CALENDAR WILL BE EXTENDED AS NEEDED. MEMORIAL DAY WILL NOT BECOME PART OF THE SCHOOL CALENDAR.

If school is delayed 1 hour, NO AM preschool class, PM class will be on regular schedule.

If there is a 2 hour delay AM & PM sessions will be canceled for that day.

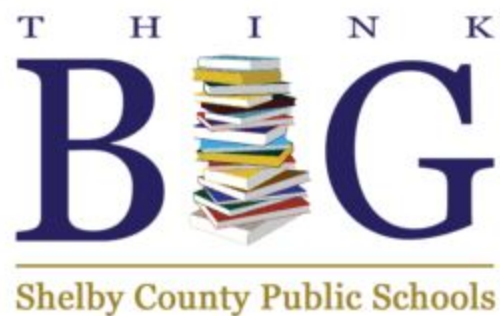
CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
He learns to condemn.
If a child lives with hostility,
He learns to fight.
If a child lives with ridicule,
He learns to be shy.
If a child lives with shame,
He learns to feel guilty.
If a child lives with tolerance,



He learns to be patient.
If a child lives with encouragement,
He learns confidence.
If a child lives with praise,
He learns to appreciate.
If a child lives with fairness,
He learns justice.
If a child lives with security,
He learns to have faith.
If a child lives with approval,
He learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.

-Dorothy L. Nolte-



SHELBY COUNTY PUBLIC SCHOOLS – 2018-2019 School Calendar

July 31	Opening Day for Teachers
August 1	First Day for Students K-12
August 15	Open House for Heritage Preschool
August 16	Open House for Northside Preschool
August 20	First Day for Northside and Heritage Preschool Classes
September	No School – Labor Day
October 15-26	No School – Fall Break
November 6	No School – Election Day
November 21-23	No School – Thanksgiving Break
December 20-Jan 2	No School – Winter Break
January 2	Classes Resume
January 21	No School – Martin Luther King Jr. Day
February 18	No School – Presidents Day
March 25-April 5	No School – Spring Break
May 16	Last Day for Preschool Students