

Covington Independent Public Schools

5 Star Rated Preschool



James E. Biggs Early Childhood Education Center

# PARENT HANDBOOK 2019-2020



Building a strong foundation for education.



## **Mission Statement**

The Covington Preschool program is committed to providing high quality, well-rounded education in a safe and nurturing learning environment. Our qualified staff recognizes each child as unique and precious and provides learning experiences that support early success and school readiness. The Covington Preschool program recognizes that parent involvement is key for the achievement of our students and we view parents as partners in education.

## **Vision Statement**

Through celebrating the diversity of each child and family, we acknowledge their needs and work collaboratively to promote independent learners.

## **Guidelines for Success**

- Be Kind
- Be Safe
- Be Happy

## **School Information**

James E. Biggs Early Childhood Education Center

1124 Scott Blvd. Covington, KY 41011

Phone 859-292-5895

Fax 859-292-5956

Visit us online [Covington.kyschools.us](http://Covington.kyschools.us), Facebook and Twitter

## **School Office Hours**

Monday-Friday 8:30 AM- 4:00 PM

## **Preschool Session Times**

8:45-11:45 AM and 12:45- 3:45 PM

### **James E. Biggs Staff Information**

Elizabeth Miller- Preschool Principal

Sara Covert- Assistant Principal

Brenda Elgin- School Secretary

Stephanie Fieler- Family Resource Coordinator

Wanda Hoeter- Parent Involvement/Preschool Screenings

Julie Stava- School Psychologist

Danielle Holley- Speech Therapist

Allison Gentry- Speech Therapist

Kelle Heck- Educational Diagnostician

### **Classroom Contact Information**

Room A- Ms. Sandra and Ms. Marie- 31721

Room C- Ms. Hannah and Ms. Jennie- 31727

Room D- Ms. Breanna and Ms. Carley- 31730

Room E- Ms. Ellen and Ms. Mackenzie- 31733

Room F- Ms. Tara and Ms. Nissa- 31736

Room G- Ms. Mary and Ms. Amy- 31739

Room H- Ms. Jennifer and Ms. Jessica- 31743

Room I- Ms. Karen and Ms. Jackie- 31742

Room J- Ms. Rachel and Ms. Teresa- 31715

Room K- Ms. Kirsten (KC) and Ms. Sarah- 31706

## **Who Qualifies for Preschool?**

To qualify for the preschool program, children must reside in the Covington Independent School District and meet one or more of the following criteria:

- Be financially eligible (160% poverty level) and be 4 years-old by August 1st of the school year
- Three and four year olds may qualify as a child with an educational disability (delay in one or more areas of development)

## **Admission Process**

Prior to admission, the following forms must be completed or presented:

- Registration form
- School lunch form
- Child's legal birth certificate
- Social security card (optional)
- Proof of residency such as a current utility bill or driver's license
- Official custody documentation (if applicable)
- Social developmental history form

## **Medical Forms**

- Kentucky physical examination
- Kentucky eye exam
- Kentucky immunization form- showing all age appropriate vaccines including: Diphtheria-Pertussis-Tetanus (DPT) and Polio Vaccine (IPV or OPV), two doses of Measles-Mumps-Rubella vaccine (MMR), three doses of Hepatitis B vaccine (HBV), two doses of the Chickenpox vaccine (VAR) and two doses of Hepatitis A Vaccine (HAV)

## **Parent Information**

Any changes in residence, telephone or contacts, please inform the school office immediately so the students folder can be updated and teacher notified.

## **PRESCHOOL CURRICULUMS**

**Open Court Curriculum-** Teaches each of these essential concepts:

- The alphabet
- Print awareness
- Phonemic awareness
- Phonics
- The writing process and writing skills
- Spelling and vocabulary
- Grammar, usage and mechanics of language

## **Everyday Math**

The Everyday Math Curriculum emphasizes the following content, skills and concepts:

- Number and Numeration: Verbal counting up to beyond 10; rational counting with one to one correspondence; number recognition
- Operations and Computation: Exploring the meaning of addition and subtraction; developing and using concrete strategies to solve addition and subtraction problems
- Data and Chance: Collecting and organizing data; creating and analyzing concrete and pictorial graphs
- Measurement and Reference Frames: Distinguishing and describing size attributes; comparing length, weight, and capacity or volume; becoming familiar with nonstandard and measuring tools and their uses; sequencing familiar events in time
- Geometry: Exploring 2 dimensional and 3 dimensional shapes; recognizing and describing the position and location of objects

## **Direct Instruction**

Direct Instruction is an effective program that is used to teach reading. In preschool, we use two different Direct Instruction programs:

- Reading Mastery- Teaches early reading strategies, letter sounds and sounding out words
- Language For Learning- Focuses on words, concepts and statements that improve language development for preschoolers

## **Early Childhood Environment Rating Scale, Third Addition (ECERS- 3)**

Preschool teachers follow guidelines reflected in the Early Childhood Environment Rating Scale, Third Edition (ECERS-3). Children are given time to develop large motor muscles and are given a significant opportunity for “free choice” each day. During this time, children choose where they would like to “work” from a variety of areas, which may include a house/dramatic play area, a block area, a fine motor area, an art area, a book/quiet area, and a computer center. A range of active movement activities and quiet small group or individual activities are also included, providing instruction in a variety of modalities.

Language development is also a huge part of each day, with all team members spending time engaging children in conversation. Self-help and adaptive skills, which include one and two step directions and taking care of hygiene needs, are also emphasized in preschool. It is the goal of preschool teams to provide an educational opportunity that not only expands children’s knowledge, but also encourages emotional and social development as well.

## **Assessment**

Preschool students are assessed throughout the school year with the Assessment, Evaluation, and Programming System (AEPS). Data is collected on an ongoing basis and used to determine what skills need to be targeted with individual students in the areas of Adaptive, Cognitive, Motor (Fine and Gross),

Social, and Communication. All students will receive a progress report three times a year. Preschoolers, who have an Individual Education Plan (IEP), will receive the regular preschool progress report along with a progress report on their IEP goals and benchmarks. If you have questions about any of progress reports you receive, please call your child's teacher.

### **Attendance**

Children benefit from daily attendance. If your child will not be in school, please call the school office and speak with the secretary. Preschool staff will contact families when students have missed a total of 4 days. According to district policy, students are granted 5 unexcused and 5 excused absences. All absences require documentation. If you have questions or absences are accruing and need assistance, please call the Family Resource Center, 292-5895, ext. 31705.

### **Arrival and Departures**

Parent/caregiver should accompany the child to their teacher. Please arrive at 8:40 AM and 11:40 AM for the morning session drop off and pick up and 12:40 PM and 3:40 PM for afternoon drop off and pick up. Make sure to sign your child out on the teacher's signature sheet or in the office.

### **Inclement Weather**

Classes will be canceled in the event of inclement weather or any unforeseen safety matters. This decision will be made by the superintendent of the district and will be published on the local television channels. Please look and listen for "Covington Independent Schools". Facebook will be updated and an automated phone call will go out to families.

Students will spend time outdoors every day, even during the winter months, while waiting for buses and during gross motor play. Please make sure that your child is dressed appropriately for outdoor time each day. During the fall and winter months, students will go outside each day unless the air temperature is below 32 degrees Fahrenheit or if the wind chill is below 30 degrees Fahrenheit.

### **Orientations and Home Visits**

An orientation and a home visit must take place before any child begins school. This provides an opportunity for you and your child to meet the teacher, learn the rules of the classroom, and to ask questions in regards to your child's education. Preschool teachers are required by law to conduct at least two home visits per school year. During these visits, you will be given additional information about the preschool program, the classroom, and your child's progress, etc.

### **Parent Involvement**

We believe that parents are a child's first and most important teacher. There are many ways parents can participate in their child's education. We encourage parents to attend family events sponsored by the FRC and district. Volunteering at the child's school is also another way to participate. If you wish to become a volunteer, an application needs to be completed as well as a background check.

## **James E. Biggs Advisory Council**

The Advisory Council is made up of parents of current preschool students, community partners, teachers, the Family Resource Center staff, and the Preschool Administration. The purpose of the team is to create a collaboration between parents, school, and community partners. The committee meets every other month to discuss parent involvement activities, fundraising, school needs, etc. If you would like to participate on the Advisory Council, please contact the Family Resource Center, 292-5895, ext. 31705.

## **Medication/Illness/Allergies**

Should medication need to be given at school, please contact the school nurse for the proper procedures, including filling out a medical permission slip to be signed by the doctor and parent for each medication. Medications cannot be sent to school on the bus. An adult must bring the medication to the school nurse. Please do not send your child to school if they exhibit any of the following symptoms:

- Fever of 100 degrees or higher within the last 24 hours
- Unidentified skin rash
- Vomiting or diarrhea within the last 24 hours
- Scabies (untreated)
- Severe allergies to food or other substances need to be discussed with your child's teacher and the school nurse so that they can assist you in what needs to be done in order to care for your child should an allergic reaction occur

## **Transportation**

Bus service is available to all students who attend James E. Biggs. A transportation form must be completed to receive this service. If changes to transportation need to be made they must be made with the James E. Biggs office staff. Request in changes must be done by Wednesday the week before it should begin, ex: If you change busing address on Tuesday, it will begin the following Monday. Please note that daily changes cannot be made. All caregivers at the bus stop are required to have an identification card to ensure safety.

If you will be picking up or dropping your child off, please park in the parking lot located in the back of school. You will need to walk your child to his/her class bench and make sure that you let your teacher know that your child is present. Please do not park on Bush Street or pull in where the buses are unloading. This is a safety hazard and also blocks buses that are trying to get to the bus depot.

## **Meals**

Breakfast will be provided for the AM session and lunch is provided to the PM session.

## **School Attire**

Students are active during the day so clothing should be practical and comfortable. Daily activities include painting, using markers, digging in the sand, working with water activities, and playing outside. Please make sure you label your child's coat or jacket so that misplaced items can be returned quickly. It is strongly recommended that walking/running shoes be worn daily. If sandals are worn, please make sure they have a back strap and not be flip flops. Flip flops are difficult to keep on little feet when playing outside and going up and down stairs.

## **Discipline**

Our school uses MAC, the preschool version of CHAMPS which the district elementary school implement MAC which uses a proactive and positive approach to classroom management. This behavior management system is used in all Covington Independent Schools. All school staff work with students to establish clear expectations with students so there is less time spent on discipline and more time teaching. Students are motivated to do their best and taught how to behave responsibly using consistent routines and procedures.

**Movement** - Helps teachers determine what movement is allowed during a specific activity or transition during the school day

**Activity**- Targets what students should be doing during this structured time

**Conversation**- Centers on what voice level students should be using during the specific activity

## **Therapy Dog**

We have a therapy dog named Mochi and who comes to us from the organization 4 Paws for Ability, which enriches the lives of children with disabilities by training and placing quality, task-trained service and therapy dogs. This provides increased independence for the children with special needs and assistance to their families. The organization also works with veterans from recent conflicts who have lost the use of their limbs or their hearing while in active combat. The dog will be accompanying one of our therapists to work daily. The dog is hypoallergenic, does not affect pet allergies and has been through obedience training. At the beginning of school, our therapist will visit each classroom to introduce the dog to the children. We want to make sure that all the children are aware of the dog and want to make sure they feel comfortable seeing the dog around the school.

## Parent/Guardian Signature Pages

Please fill out the attached form and let us know if your child has a pet allergy or is afraid of dogs. This will assist us in making sure the needs of all students are addressed. If you have any questions, please feel free to contact our speech therapist Allison Gentry at 859-292-5895.

During the 2019-2020 school year, there will be a dog from 4 Paw for Ability therapy dog at James E. Biggs. In order to make sure all our students feel comfortable around the dog, please provide us with the following information:

Child's Name: \_\_\_\_\_

Child's Classroom: \_\_\_\_\_ AM or PM

My child has a dog allergy. YES NO

If you circled "yes", what are some symptoms of an allergic reaction?

My child is afraid of dogs. YES NO

If you circled "yes", please let us know what their reaction to dogs is and how you handle those situations.

My signature below indicates that I have received the James E. Biggs Early Childhood Education Center's Student Handbook. I have also reviewed the information regarding Mochi, the therapy dog. Please sign below and return this acknowledgement page to the preschool teacher.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

