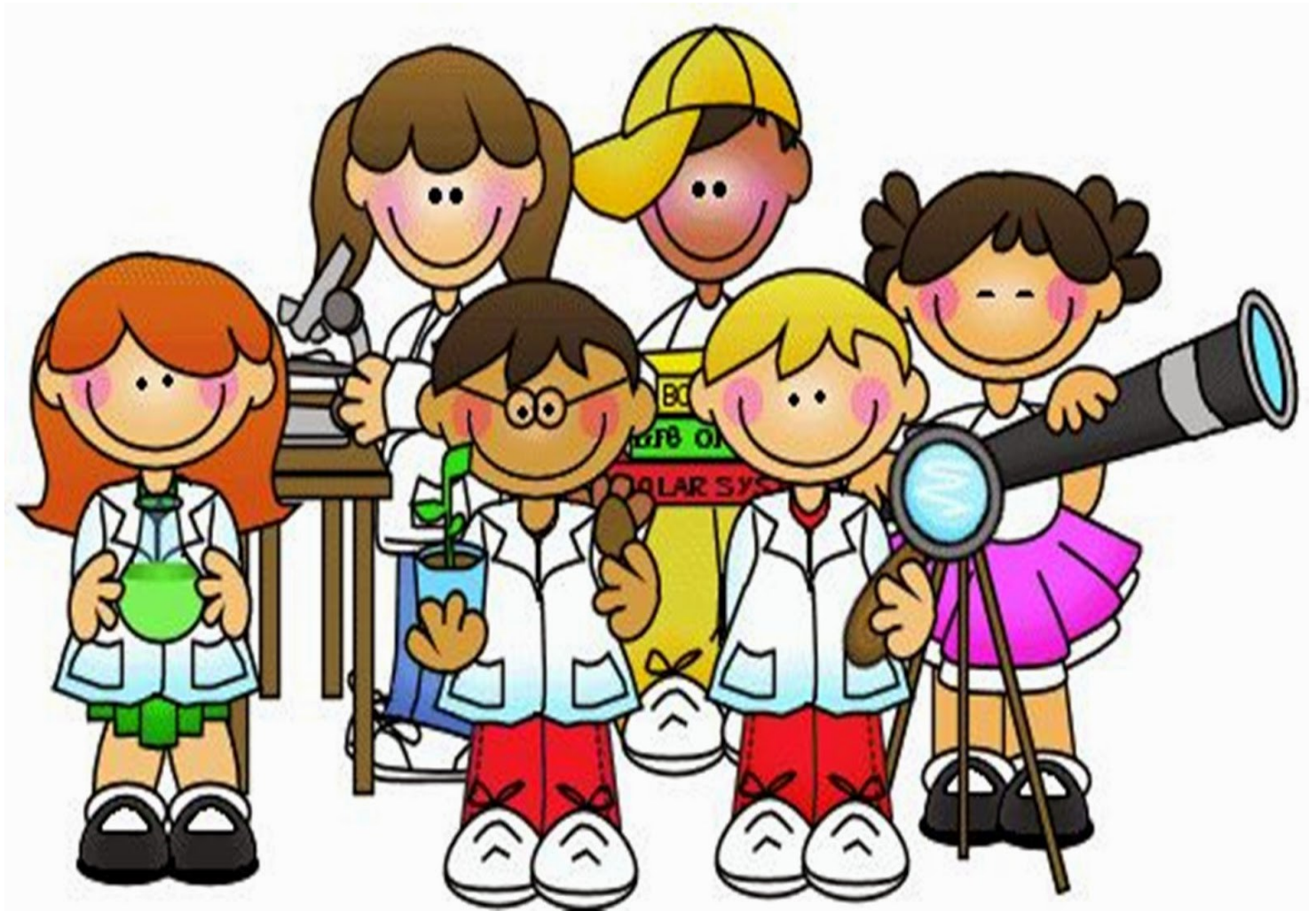


Helping Us Grow  
(HUG) Pre-School  
Cole Co. R-1 Russellville



PARENT HANDBOOK

2024—2025

**Introduction:**

Welcome, to Helping Us Grow Preschool (HUG)! We are looking forward to an exciting year working with you and your child.

Helping Us Grow Preschool is a kindergarten readiness program that promotes the overall development of your child through interaction in a variety of activities.

We recognize that our students are members of a family. We strive to work together with the family to provide the best learning environment for each child.

**HUG Preschool Staff:**

Tina Kauffman, K6 Principal  
Lori Clark., Spec Ed. Coordinator  
Sarah Earls, HUG Teacher

**Class Times – HUG:**

- 7:55 a.m. – 3:20 p.m.

**HUG Preschool Payments and Fees:**

A fee of \$400.00 is due every month August through April. The full August payment covers those days that Hug is in attendance for August as well as May because both are short months. This payment is due by the 5<sup>th</sup> of each month and it covers the Hug Preschool fee, breakfast, lunches and snack fees. Receipts will be given for all payments. Transportation will be offered. After School Child Care is offered for an extra fee. An accommodation for a late payment can be made, if necessary, with the Elementary Office. For payment not received in full without prior arrangements, the student will not be allowed to attend and a parent/guardian will be called to pick up their child. After one month of non-payment, the student will forfeit their position in the program. ***If you are continually late each month with your payments, the student will forfeit their position in the program.***

For student’s that have an IEP (Individualized Education Plan) their fees will be \$200.00 a month.

**Enrollment:**

To enroll your child in Helping Us Grow Preschool the school must have on file a complete district enrollment packet.

**Waiting List and Withdrawing a Child:**

It may be necessary to implement a waiting list. Parents will be given a two week notice when a space becomes available for their child. If you choose to withdraw your child from this program please provide the teacher with a two week notice.

**District Mission Statement:**

Our mission is to educate all students and develop the foundation of tomorrow's community by expecting excellence today.

**District Motto:**

Expecting Excellence.

### **District Vision Statement:**

Cole R-I is a partnership of staff, parents, students, and community with a vision of...

- Challenging and empowering all students to succeed through hard work.
- Providing a safe, respectful, and inviting environment.
- Developing life-long learners and responsible community members.
- Collaborating to support best instructional practices.

### **HUG Preschool Belief Statement:**

Children have an intrinsic desire to make sense of their world. Children are natural learners and they learn through play and interaction with the people and objects. Their classroom environment and routine should be consistent, supportive and safe.

Children develop at varying paces. Children have personal interests and needs, as well as personal styles of learning that should be taken into account in the educational environment. Children actively construct knowledge and values by acting upon the physical and social world. Parents are their children's first teachers and we welcome their input and involvement in the program.

### **Discipline Policy:**

In HUG Preschool we want to help your child develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control. In order to do this children need the opportunity to build self-esteem. Therefore, such practices that will humiliate or shame a child will not be used. Young children due to their developmental age, are not capable of understanding the ramifications of many of their behaviors, therefore they need to be encouraged to make good choices. This can best be accomplished through close supervision, gentle guidance, and most importantly positive redirection. Rules will be stated clearly and precisely and the children will be reminded of them as needed. An interactive behavior chart will remind students to make good choices.

### **What to Send with Your Child:**

#### **School Supplies**

1 Full-size Backpack	1- 8 count Watercolor Paint
1 Box of Quart Bags	2 Boxes Markers
1 Three Ring Binder – 1 Inch	1 Package Clorox Wipes
1 Package of Notebook Dividers	4 Boxes 24 Count Crayons
Tri-fold Resting Mat	Hand Sanitizer
2 Rolls of Paper Towels	Change of Clothing- Marked with name
1 Package Baby Wipes	1 Pack Ticonderoga Pencils
2 Packages of Glue Sticks	1 Pack Black Dry Erase Markers
1 Box of Kleenex	1 Big Pink Eraser

#### **Backpacks:**

Please send a backpack school bag to school with your child every day. These bags are helpful for transporting paper and notes to and from school. Please check your child's bag daily for notes from school and work your child has completed.

#### **Change of Clothing:**

At the beginning of the year please send one complete labeled change of clothing (shirts, pants, socks and underwear) appropriate for the weather. It will be kept in their backpack. If necessary please send another change of clothing when weather turns colder and or your child may have outgrown the clothing sent earlier in the year. We will be playing outside daily weather permitting, interacting with materials that may be messy such as paint, glue, play-dough etc. Please dress your child in casual clothing appropriate for the weather. For your child's comfort and safety we encourage the wearing of tennis shoes. Throughout the day children engage

in running, climbing and jumping. **Be sure to label all items coming to school: backpacks, coats, boots, hats, sweaters etc.** We will have a lost and found box set up in the classroom so that you may check for lost articles.

**Please do not send with your child candy: gum, chocolates, jewelry, makeup, money, food or toys. Doing so may cause a health hazard such as choking or allergic reaction in other children.**

### **Communication between Home and School:**

Please check your child's backpack for information regarding curriculum and important dates to remember. Please put any notes for the teacher or tuition money in your child's take home folder it will be checked daily. Feel free to discuss any concerns with the classroom teacher.

### **Parent/Teacher Conferences:**

Parent teacher conferences will be held twice a year in October and February. If you would like to meet with the classroom teacher at any other time please let us know. During Parent/Teacher Conference times we will be looking at your child's progress reports, portfolios and answering any other questions you may have.

### **Progress Reports and Portfolios:**

Your child's development is documented and explained using progress reports and portfolios. Progress reports are a written summation of your child's development in a variety of areas such as social/emotional, mathematical thinking, gross and fine motor skills, scientific thinking, prewriting and pre-literacy. Portfolios are collections of your child's work which show a natural progress of their development. Samples such as drawings, cuttings, photos and writings will be taken and put together in their portfolio or "special book." Portfolios and progress reports will be sent home at each conference and at the end of the year.

The information about how your child is learning, growing and changing will be gathered through work samples (such as cutting activities, writing samples and paintings) and written observations about what we see your child doing in the classroom. Our responsibility is to use our observations to engage children in self-assessment, plan appropriate activities, and adapt the environment for individual differences. As the school year goes on, we will collect many samples to see how your child is developing. This method of assessment will show your child's growth over time in the natural classroom setting.

Your help is important in assessing your child. Please feel free to add notes about activities and interactions that you observe to your child's portfolio. These notes will add to our knowledge of your child.

### **Birthdays:**

We welcome the celebration of children's birthdays. It is a special day for the children and it is exciting for them to share the day with their friends. You are more than welcome to bring treats such as cookies, rice crispy treats and ice cream to celebrate your child's birthday. **Please no treats with peanut butter or nuts due to allergies.** Prior to bringing treats to class discuss any plans with the classroom teacher. We do ask that you refrain from bringing presents for your child to open at school.

### **Room Parties:**

Classroom parties are taken care of through the Room Parents. Room Parent sign up will be in August or September. Parties are given at Halloween, Christmas and Valentine's Day. Parties typically consist of a game, craft and snack.

### **Rest Time:**

Students are able to bring one blanket and one stuffed animal for naptime. These will go home every day in their backpack.

### **Parent Involvement:**

We welcome parent involvement in the classroom. There are many ways parents can become involved in the classroom.

- Accompany Field Trips
- Volunteer in the classroom
- Serve as a resource person (i.e. speaking about your career or favorite hobby, leading a special cooking or construction project.)

Notes will be sent home in the classroom newsletter when specific help is needed. Regularly scheduled parent volunteers will be required to fill out a background check form. If you have any questions please ask the classroom teacher. We appreciate all involvement!

### **School Cancellation:**

In case of inclement weather, the district will have school closing information posted with the following local TV and radio stations:

KLIK-Radio KCLR-Radio KREL-Radio KWOS-Radio KBMX-Radio KTXY-Radio KJMO-Radio  
KATI-Radio KRCG-TV KOMU-8 TV

We are part of the Cole R-I School District. Preschool classes and activities will **NOT** be held if Cole R-I is announced closed. School will not be in session when it is too dangerous for buses to travel or when the weather conditions are too severe. If there is a delayed start to school the preschool will begin at the same time as the elementary school. If the weather becomes severe during the school day, the School District will announce an Early Release. Preschool will be released when the elementary school is released. It is the parent's responsibility to notify child care providers of any special school closings.

### **You can also sign up for the Indian Text Alerts.**

Please see the district website for instructions on how to sign up.

### **Illness and Medication:**

If a child becomes ill during the school day, the parent will be notified. If the parent(s) cannot be reached, the emergency number listed on your child's enrollment form will be called. **WE MUST HAVE** up to date emergency numbers listed. Please supply **TWO or more** emergency numbers of people living near school who would be able to pick up your child if you cannot. Notify the teacher as soon as phone numbers or addresses change. **A child who has a temperature elevation over 99 degrees or who has had vomiting or diarrhea within the last 24 hours or who shows other signs of illness should be kept home and not sent to school. IT IS STRONGLY RECOMMENDED THAT BEFORE RETURNING TO SCHOOL, a child should have a normal temperature and be in normal health for 24 hours. Remember that when your child comes to school ill he/she exposes many other children to that illness. Any contagious diseases should be reported to the school office immediately.**

### **You will be notified and asked to pick up your child if they exhibit the following signs of illness during the school day:**

- Vomiting or 2 or more loose bowel movements.
- A temperature elevation of 99 degrees or higher

If your child needs to be given medication at school, it must be administered by the school nurse or her designee. Prescription and non-prescription medication must be labeled with the student's name, name of medication, strength, dosage schedule and date prescribed. A parent/guardian must complete a permission form with specific directions before medication will be given. We appreciate the cooperation of parents and guardians in helping us ensure the safety of their children by abiding by these guidelines.

### **Building Safety:**

Safety for each of our students is of utmost importance!

- ***Children needing to be picked up early from class*** - Please call the Elementary Office at 782-4814 informing them that your student will be picked up early. They will then let the classroom teacher know in order for them to have your student there and ready to go.
- If children are to be picked up by someone else other than the usual designated adult, **teachers must be notified in writing or with a phone to the office**. Notification to the school must be before 2:30 pm. This assures the safety of all our students and makes dismissals more efficient.
- All visitors must check in with the Elementary Office before proceeding to the Preschool Classroom.

### **Arrival and Dismissal Guidelines:**

Our arrival, drop off, and dismissal procedures have been established to provide a safe procedure for the children. Please remember these guidelines if you bring or pick up your child.

- THE FIRST WEEK OF SCHOOL YOU CAN WALK THEM TO THEIR CLASSROOM, BUT AFTER THAT YOU WILL NEED TO GO THROUGH THE DROP OFF LINE.
- Children are to be dropped off in front of the school.
- Children must always be escorted by an adult when entering or exiting the building.
- Children must never be dropped off and left at the school doors unless a **staff member** is present to escort and/or supervise your child.
- Please adhere to the arrival and dismissal times of 7:30 am and 3:20pm. It is the parent's responsibility to provide alternate arrangements in the event that you are unable to pick your child up on time.

### **Medicaid and Therapies:**

The school district participates in the Medicaid administrative claiming and direct services programs for students who are eligible for reimbursable services in the district provides. There will be no effect on the child's Medicaid benefits and no costs to the parents/guardians in such cases. The Medicaid reimbursements, though not sufficient to pay the cost of services provided, are used to support and expand school health and educational services. Parents/guardians may receive periodic reports of the district's participation in the Medicaid program. Questions about such reports may be directed to the Special Ed Coordinator at 782-3325.

Welcome to HUG Preschool. We are so excited to have the opportunity to get to know your child and family. Please discuss any questions or concerns you may have with the classroom teacher.

Have a GREAT year!!!!!!!!!!