

# **PRESCHOOL HANDBOOK**



**Lesterville Elementary  
2023-2024**

Lesterville R-IV School District  
[www.lesterville.k12.mo.us](http://www.lesterville.k12.mo.us)

## Preschool Guidelines & Rules

Child MUST be three (3) years of age PRIOR to August 1<sup>st</sup>.

Child MUST be fully potty-trained – **NO** exceptions – Accidents will be reported to the parent(s) and to the building administrator. After repetitive accidents, the preschool teacher will notify the parent(s) that a meeting is required to decide what action needs to be taken. Options will be as follows:

- If accidents are only happening at rest time, then parents will have the option of picking up their child after lunch.
- If accidents are happening while the child is awake, he/she will be given some time at home to correct the problem. Since most accidents occur prior to Christmas break, the child may return to school after the break, providing the problem is resolved when they return.
- If accidents start happening after Christmas break, a conference with the parent(s) will be required to determine an amount of time needed at home to correct the problem.

***\*Certain circumstances altering this policy will be dealt with on a case by case basis at the discretion of the administration.***

We have **NO** tolerance for biting. The first time your child bites someone will result in parent(s) being notified and an automatic conference with the principal. The second time your child bites someone will result in punishment from the principal. The third time your child bites someone will result in your child being removed from the preschool program.

Due to the age of preschool children, continuous misbehavior from a child that threatens other children in any way or continually interrupts normal classroom function and disrupts the learning process will not be tolerated. Such actions could include bullying, temper tantrums, throwing objects, discourteous behavior, or failure to comply with classroom regulations. After normal classroom discipline techniques have been applied, but have not been effective, the following discipline actions will be taken by the principal:

- 1<sup>st</sup> time – Conference with the principal and parent(s) contacted.
- 2<sup>nd</sup> time – Conference with the principal, set in office for lunch and lunch recess, and parent(s) contacted.
- 3<sup>rd</sup> time – Punishment and parent(s) contacted.
- 4<sup>th</sup> time – Removal from the preschool program.

Immunizations **MUST** be current and meet State requirements.

Preschool follows the Lesterville R-IV School District calendar as indicated in the Elementary Student Handbook. Regular attendance is important for student achievement.

Excessive absences and tardies are detrimental to a student's overall school success. Due to the preschool waiting list, if your child misses more than eight (8) unexcused absences in a semester, or is tardy more than four (4) times in a quarter, your child may be withdrawn from the preschool program. Please bring in excuses from doctors, dentists, or any other appointments when your child returns to school after an absence.

Classes will begin each day at 7:53 a.m. and dismiss at 3:06p.m. The building will be open to admit students at 7:35 a.m. Students arriving by bus, being dropped off, walking, or riding a bike should not arrive before 7:35a.m. There is NO teacher supervision until 7:35a.m. Students should report to the elementary school entrance. This is where preschool students gather before being escorted to their classroom for breakfast. If students arrive after 7:58 a.m., they should report to the elementary office. When a student arrives after 7:58 a.m. and prior to 8:08 a.m., they will be considered tardy. When they arrive after 8:08 a.m., they will be counted absent. Excessive tardies will impact your child's academic success. Please make sure your child arrives on time.

Testing for the program will take place in early spring. The positions will be filled following the testing with the four year olds (those who will be attending Kindergarten the following year – whose birthday is prior to August 1<sup>st</sup>) who have scored the lowest on the Brigance screening test. If any positions remain available, we will then take three (3) year olds who score the lowest on the Brigance screening test. The Brigance screening test consists of three (3) subject areas – Academic/Pre-Academic, Communication, and Motor. If a tie should occur, the student scoring the lowest in the area of Academic/Pre-Academic will be considered first, then Communication, then finally Motor. The maximum number of students allowed in the program is twenty pending hiring of appropriate staff.

A confirmation letter for those children accepted into the program will be mailed within fourteen days of the last screening date. Once you have received your confirmation letter, this will ensure your child's position in the program for the upcoming school year.

Those not accepted into the program will be notified in writing within fourteen days of the last screening date. Four year olds will be placed on the waiting list first, then the three year olds based on the same criteria as noted in number eight. Any four year olds moving into the district during the school year will be placed on the waiting list in front of the three year olds.

Parent/Guardian visits are always welcome in the preschool class. However, the students nap from 12:00 to 2:00 p.m., so please do not come during this time. Interruptions during this time can wake some children who are light sleepers. All adult and student visitors/guests **MUST** check in at the office before going to any classroom.

According to Federal regulations and due to lack of seat belt restraints, any child three years of age cannot ride the school bus.

If your child is enrolled in half day preschool, then you must pick your child up at the specified time. If you are unable to pick your child up at the specified time, you must make arrangements to have someone else pick your child up. If you are unable to arrange for anyone to pick up your child, you must call the elementary office and get permission to leave your child longer than the specified time.

All guidelines and rules which are included in the Elementary Student Handbook also apply to all preschool students.