

## Williams Early Childhood Center

Molinda Mitchell, Principal  
12225 Pulaski Avenue  
Fort Leonard Wood, MO 65473  
Phone: 573-842-2650  
Fax: 573-433-2975

Waynesville R-VI School District offers developmentally appropriate early education through which young children actively build their individual potential in a positive, nurturing, culturally diverse environment.

Title 1 Preschool (PACE) is a federally funded program providing services to children ages three to five (non-kindergarten) years of age. Services are provided at no cost to eligible children. Eligibility is determined through a developmental screening process. Early Childhood Special Education (ECSE) is a program provided to students with an identified disability. Students who are eligible for the program participate in a special education evaluation process and have an individualized education program (IEP) in place to meet their needs. Students may qualify as a child with a disability in one or more areas; cognitive, social, speech/language, adaptive, fine or gross motor, health, vision, or hearing.

Waynesville R-VI School District Preschool (PACE and ECSE programs) service about 300 children, with 14 classrooms located at Williams Elementary and Early Childhood Center that is located on Fort Leonard Wood, MO. This program is designed to prepare children for successful school entry. Active family involvement is required to help children achieve this success. A certified early childhood teacher and paraprofessional plan age appropriate learning experiences to promote development in literacy, communication skills, decision making, and problem solving skills.

The goals of the Waynesville R-VI preschool program are that:

1. Experiences in a rich variety of language, motor, and social activities at an early age will positively affect a pre-kindergarten child's learning both now and in elementary school.
2. Children learn through active involvement and engagement with materials and people in their environment.
3. Children learn and can function independently when they have consistent routines.
4. Parent involvement is vital to a child's success in school.
5. Parents are their child's first and best teachers and can become better teachers for their Child.

The PACE Program Includes:

1. Three-hour classroom session, five days a week (Monday-Friday). A.M. Class: 8:15-11:15 Late Start Wednesday-9:00-11:15 for teacher collaboration in Professional Learning Communities (PLC). P.M. Class: 12:15-3:15
2. Parent/Child Activity times. We will have at least three Parent Activity evenings (4:00 p.m.-6:00 p.m.) during the year. Some teachers hold their own evening activities periodically throughout the year.

The ECSE Program Includes:

1. Three hour classroom session, five days a week (Monday-Friday). A.M. Class: 8:15-11:15 Late Start Wednesday-9:00-11:15 for teacher collaboration in Professional Learning Communities (PLC). PM Class 12:15-3:15.
2. Parent/Child Activity times. We will have at least three Parent Activity evenings (4:00 p.m.-6:00 p.m.) during the year. Some teachers hold their own evening activities periodically throughout the year.

Enrollment Procedures

Placement in the program is determined:

1. Age (3 or 4 years of age) by August 1.
2. Screening results from the DIAL Screening or a special education evaluation for ECSE.
3. Enrollment process must be complete before the child is allowed to attend and

includes the following:

- a. Turn three years of age before August 1 of the current school year. ECSE students can be admitted by their third birthday, if a disability exists.

- b. Be potty trained (ECSE is exempted).
- c. Be up to date on all immunizations (or have an exemption card on file with the school nurse).
- d. Have a valid birth certificate.
- e. Completed Waynesville R-VI enrollment forms.

Any student who does not have the above paperwork completed will not be allowed to attend the classroom sessions.

### **Transportation**

There is no bus transportation provided for PACE students. Parents must have a signed emergency information form listing emergency contacts and each person transporting their child. This list must be kept up-to-date at all times. We check identification of individuals picking up children from the program.

Children attending the morning classroom session should arrive at school no earlier than 8:00 a.m. and should be picked up promptly at 11:15 a.m. Children attending the afternoon class session should arrive no earlier than 12:00 p.m. and should be picked up promptly at 3:15 p.m. Please be prompt in the drop off and pick up times. Teachers have a limited amount of time for lunch and planning activities for the next group. Many teachers are involved with district committees after school and must travel to meetings.

ECSE students may have transportation as a related service. This will be determined at the IEP meeting.

### **Contacting Staff Members**

Our school district uses the Remind app or district email for communication with families. Teachers will not respond to messages during class times, as they are focused on instruction. They are able to respond between class sessions and after school. Please be respectful of the teacher's time outside of school. Many of them have families and children of their own. Do not expect a teacher to receive and respond to messages outside the hours of 7:30 a.m. and 5:00 P.m.

### **Attendance Policy**

Regular attendance is vital to the ongoing continuity of the educational program. Make-up work cannot compensate for school attendance. Tardiness and early checkouts are counted against the school attendance. The following is the same policy that is used in the elementary buildings in the district. It is important for students to be in attendance everyday. Due to our large waiting list for PACE, continued tardiness and absenteeism may result in DISMISSAL from the PACE program. Please refer to the elementary handbook for additional information.

Board Policy File: JED-R1

A student shall not miss more than five days per semester or ten days per year without a doctor's note and still receive make-up grades in his or her classes. After the fifth absence in a semester, a doctor's note will be required for each absence due to illness. The principal has the discretion of accepting or rejecting all reasons for absences. Absences for extenuating circumstances other than medical reasons beyond the fifth day must have prior approval from the principal. Except in certain situations with foster care children in accordance with law, students with more than five absences per semester which were not verified by medical note, disability or were not for religious observance, may be denied make-up of class work.

Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, may be excused with permission of the superintendent or designee. Tardies and early check-outs are counted against the student attendance.

### **Release from School During the Day**

For the safety and protection of all students, the following rules have been established:

1. There will be a 100% ID check. Students must be signed out through the office and

under no circumstances are students to be excused directly from their rooms to go home.

2. Students will only be released from the office to a parent or a person designated by the parent. Identification must be presented in all cases.

We believe that preschool is very important to the development of your child. We want your child to come to school to receive the full benefits of the preschool program.

### **Safety Drills**

Fire, tornado, earthquake, intruder and bus evacuation drills are scheduled throughout the year in order to prepare students and staff for emergency situations. The procedures to be followed during the drills are discussed and posted in each classroom.

### **Waynesville R-VI Preschool Program Components**

PACE classroom session will consist of fifteen (15) children, a teacher, and a paraprofessional (teacher assistant). Both teacher and paraprofessional will be actively involved in teaching the children throughout the session.

ECSE classrooms typically have lower student numbers and an increase in staff in order to address additional needs the children may have.

Weather permitting, students will have an outside recess. Recess will be indoors if it is lightning, raining, or snowing. If the temperature or wind-chill is 30 degrees, or below, recess times may be shortened. If the heat index reaches a temperature of greater than 90 degrees, staff may shorten recess times and take other precautionary measures to ensure student safety.

All students should be dressed appropriately for the seasons. Our position with regard to students staying in from recess is that if students are well enough to attend school that day, they will go out for recess. A note from the child's physician will be required in those cases where parents request that a child stay in from recess for an extended period of time due to an illness.

Due to safety and security of our students only school district personnel are permitted on the playground during school hours. Sneakers are recommended footwear. Dress shoes, cowboy boots and flip-flops are unacceptable. Hats and mittens are needed as well as warm coats during the winter months. It is also important that your child has a large backpack to transport folders and papers home.

Our district implements the Emergent Language and Literacy Curriculum (ELLC). This curriculum is aligned with the Missouri Learning Standards for prekindergarten. These standards may be found on the the Missouri Department of Elementary and Secondary Education (DESE) website.

The daily schedule will consist of these activities:

1. Opening Circle Time: Children will work on name recognition, counting, letter identification, weather, calendar activities.
2. Center Time: Students will have opportunities to practice learning activities in centers. The centers include literacy, dramatic play, construction, technology, tactile, create-a-book, art, and phonological awareness groups.
3. Clean-up: Children develop responsibility for putting away their own materials.
4. Snack time: Students develop language and are often exposed to different types of food.
5. Story Time: Children develop concepts about print. Concepts about print include the front and back of a book, the concept that words represent spoken language, the difference between a letter, word, and sentence. Concepts about print also teaches students about reading from the top down and from left to right as well as punctuation.
6. Small Group Time: Students have the opportunity to work with the teacher/paraprofessional in small groups to either work on skills they are struggling with or to extend their learning opportunities.

7. Recess: Students have the opportunity to exercise and develop gross motor skills during recess. They also work on sharing and turn-taking.
8. ELLC Circle Time: This is a large group activity that focuses on a learning objective for the day.

### **Field Trips**

Field trips are an important extension of the classroom curriculum. Parents will be informed about upcoming trips through notes sent home and will be required to sign permission slips if their child is attending the trip. Parents wishing to attend a field trip must provide their own transportation to and from the destination. Parents wishing to attend a field trip as a chaperone must have a background check completed. Parents are NOT permitted on district school buses. Parents who wish to transport their own student from the departing location of the field trip must make arrangements with the classroom teacher before the day of the trip. See Volunteering.

### **Progress Reporting**

Parents receive a quarterly grade card reporting their child's progress on the Missouri Learning Standards. We use a standards-based grading scale. The students will receive a score of 1, 2, 3, or 4 on each standard. The grade that marks proficiency in the area is a "3". A "4" would be considered advanced. Scores of a "1" or a "2" mean the child is working towards proficiency in an area.

ECSE students will receive progress reporting on the IEP goals in addition to receiving a quarterly grade card. Some students, depending on the severity of their disability, may receive a supplemental narrative in place of the grade card.

### **Parent/Child Activity Times**

Activities for parents and students will be held as a building. During these activities, parents will be given the opportunity to complete hands-on learning activities with their child. Attendance is strongly encouraged, but not required. Many teachers will offer additional evening activities throughout the year. A Scholastic Book Fair is typically held at the same time as the parent/child activity nights.

### **Library**

We have a library for students to check out books. This gives the children the opportunity to learn about books and how to care for them. A \$10 fee will be charged for damaged or lost books.

### **Conduct**

To ensure the learning atmosphere is safe and orderly, students are expected to put forth their best effort and to conduct themselves at all times in a manner which will promote a safe, orderly learning environment. In addition, each teacher has his/her own classroom rules and learning guidelines. Parents may be contacted if a student's behavior is disruptive to his/her learning or if it interferes with the learning process of other students.

### **Illnesses**

Because children can have accidents or become ill at school, it is VERY IMPORTANT that you provide us an emergency telephone number where a parent or guardian can be reached at all times.

Any time a child has a temperature of 100 degrees or more or is vomiting, the student will be sent home. The student must remain home for a period of 24 hours without fever or vomiting and without medication before returning to school.

If your child has a communicable disease, had surgical procedures performed or has been hospitalized, a doctor's note must accompany the child upon returning to school.

Screening tests for various health conditions (such as vision, hearing, head lice and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. (Board Policy JHC-AP1)

If you need additional information please call Student Services, at 573-842-2092 or contact your school nurse.

### **Medical Authorization**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. Medication needs to be brought to school by a parent or guardian. Students may not transport the medication themselves. (see Board policy JHCD)

### **Volunteering**

Our elementary schools welcome volunteers. Please contact the District Volunteer Coordinator, at 573-842-2250, if you are willing to serve as a volunteer in our district. Background checks are required on an annual basis.

### **Court Orders**

#### Child custody

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at your child's school, we must provide equal rights to both parents. A copy of the order will be maintained in the student's cumulative file. If any changes take place during the year that changes the court order, the school must be provided with the most recent court order or custodial paperwork.

#### Name Change and Adoptions

If you have a court order with a name change, please bring a copy to the school office. No school document changes will be made until the court order is on file at the school.

### **Parties, Treats and Special Occasions**

Students will participate in two parties each year (Winter and Valentine's Day). Parents are encouraged to help with the planning and preparation of these events.

When sending in food for special occasions, such as birthdays, please adhere to the following guidelines. Please contact your child's teacher in advance for the day and time you will bring in special treats. **FOOD ALLERGIES MUST BE CONSIDERED WHEN PLANNING CLASS PARTIES!** Due to increasing numbers of students with food allergies, parents are required to send pre-packaged foods only for parties and special events. Pre-packaged foods are labeled with ingredient lists, which allow for identification of allergens such as milk, eggs, wheat, dyes, soy and nuts. Homemade food items will be returned home and will not be distributed at school. If students are passing out birthday invitations, an invitation must be brought for every student in the classroom. Please refrain from sending in special deliveries such as flowers and balloons, as these items are prohibited on school transportation. If special deliveries such as flowers, balloons or gifts are sent to the school, the student will be called to the office at the end of the day to see the special delivery item. The item will be held in the office and a parent or guardian will need to pick up the item. Balloons, flowers, gifts, etc. will not be delivered to the classroom.

### **Personal Property**

All items brought to school should be labeled with the student's name (coats, clothing, book bags, lunch containers, class supplies, etc.). When possible, every attempt will be made to locate and retrieve any misplaced student property. The school is not responsible for the replacement of such missing property. Articles found in and around the school should be put into the Lost and Found area. If items have been previously labeled by the owner, identification and return of items will be possible. Please check the Lost and Found periodically to retrieve those items which have become misplaced. All unclaimed items will be discarded.

### **School Calendar**

Since the Williams Preschool program is part of the Waynesville R-VI School District, the same school calendar will be used. To determine if Waynesville schools are closed due to inclement weather, listen to KJPW (97.9FM), KFBD (97.9 FM), KFLW (98.9 FM) radio stations or cable channel 12 television stations. Again, should Waynesville R0VI schools be closed, then the PACE program will be closed, as well.

### **Weather-related Issues and Guidelines**

In the event that the Waynesville R-VI School District must cancel school, use emergency snow routes, implement delayed start or early dismissal the information will be broadcast over local radio stations, cable TV-CH 12, affiliates of the Springfield Broadcast Council and the districts transportation website for further details. Parents who have their phone information on file with the school will also receive a message from School Messenger and Remind. It is advisable that you discuss with your child the procedures to follow should school be dismissed early because of inclement weather.

AMI (Alternate Methods of Instruction)- AMI days will be designated by the district when two or more inclement weather days in a row are called. Students who participate will be counted present for the day and students who do not participate will be marked absent. Students who do not have internet will have an opportunity to complete and turn in paper-based AMI day assignments in order to be considered present. Students are responsible for completing all work assigned to them on AMI days.

### **Use of Tobacco and Vaping Products**

To promote the health and safety of all students and staff, set a good example for students and promote the cleanliness of district property, the district prohibits all employees, students and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children.