



Clay County Schools Collaborative Pre-K Handbook 2024 – 2025





SCHOOL/CLASSROOM INFORMATION

Teacher: _____

Aide: _____

School Phone Number: _____

Principal: _____

Secretary: _____

School Address: _____

Bus # & Driver's Name: (if applicable) _____

School Start Time: _____

School End Time: _____

Breakfast Time: _____ **Lunch Time:** _____

Other Important Information: _____

***If your child will NOT be attending school, please notify the school as soon as possible. Otherwise, the school will be calling to check on your child.**

Clay County Schools
Pre-K Program
2024-2025

I would like to welcome you to Clay County School's Pre-K Program. As the Pre-K Director, it's an honor and privilege to have the opportunity to welcome your child into Clay County's school system. Currently, we have two elementary schools: Big Otter Elementary and Clay Elementary. Big Otter Elementary has two Pre-K classrooms, one of which is designated for three-year olds. Clay Elementary has five Pre-K classrooms, one of which is designated for three-year olds and one of which is designed for special needs students.

The purpose of this handbook is to provide you with information which will guide you through your child's first year of school; thus, making the transition into Pre-K a positive and rewarding experience for you and your child.

It is our goal to provide learning environments in each of our elementary schools that supports the curriculum and allows children of all abilities to make choices, to discover, to explore and to solve problems. Teachers and aides design and implement lessons which encourage these young learners to think, ask questions, to explore, to discover and to create. In other words, to learn through play.

I believe making the decision to send your child to preschool is a wise decision. Your child will grow and learn in an environment that is safe and he/she will be guided through the learning process in a manner which will make learning fun, as well as meaningful. The methods our teachers use to orchestrate learning makes learning exciting. They promote a positive school climate, where all children are valued and respected. Each teacher/staff member has the experience and knowledge it takes to make students successful learners.

In closing, I understand attending school at such a young age is a huge step. Our team will work diligently to assist any child who is having difficulties transitioning from home to school. If you have questions or concerns, please contact me at any time. I look forward to working with you – **together we can and will make a difference in children's lives.**

Sincerely,

Tina Burnette, Director of Pre-K
Clay County Schools

Clay County Collaborative Team

The Clay County Collaborative Team works together to provide a high-quality Pre-K program. Clay County Schools has formed an important partnership with Appalachian Council Head Start. Due to this partnership, we are able to maintain seven classrooms in our county.

In order to ensure our program is of the highest quality, we continuously review data. We understand we need to know where we are and so we can get to where we want to go. Therefore, it is essential we make decisions based on data and do what is best for students. As a team, we can do that.

Collaborative Core Team

**Tina Burnette, Director of Pre-K
Clay County Schools**

**Jessica Taylor, Early Childhood Specialist
Appalachian Council/ Head Start**

Jared Fitzwater, Director of Student Services
Clay County Schools

**Eric Legg, Director of Special Education
Clay County Schools**

Teresa Drake
Family Service Worker

Natalia Lane
Family Service Worker

Misty Nichols
Pre-K Special Needs Teacher

Stacy Marks
Pre-K Teacher

Alicia Johnson
School Nurse

Karen Vaughan
Parents as Teachers

Tammy Bailey
Head Start Teacher

Allie Taylor
Day Care Director

Lynn Samples
Director of Family Resource Network

Randi Holcomb
Pre-K Parent

Bold print are Core Team Members

MISSION STATEMENT:

Clay County Pre-K Program

Our mission is to support our students in reaching their highest developmental, social and academic potential. We will create and maintain a developmentally appropriate environment for learning while empowering families to participate in and enhance their children's education.

CORE BELIEFS:

Our Clay County Pre-K Team will . . .

- Believe all children can learn.
- Believe families and communities are vital to the learning process.
- Promote life-long learning.
- Recognize that everyone is unique and learns in different ways.
- Create and maintain a safe, supportive educational environment that will nurture individual students.
- Will strengthen partnerships among students, families, school staff and members of the community to positively impact the learning process.



...a fun place to
play and learn!

Clay County Pre-K Program

Our Pre-K program is a collaborative program between Clay County Schools and Appalachian Council Head Start. Clay County offers Pre-K in all of our elementary schools.

Policy 2525

Policy 2525 is the procedural rule for approving and operating programs for four-year-old children, as mandated under federal law. This policy can be found online at:

<https://wvde.state.wv.us/osp/policy2525.html>

WV Early Learning Standards Framework (Policy 2520.15)

Clay County Pre-K is guided by the WV Early Learning Standards Framework (WVELSF) for overall delivery. A copy of the WVELSF may be found at: <http://wvde.state.wv.us/policies/> The WVELSF addresses six domains: social and emotional, the arts, physical health and development, language and literacy, mathematics and science.

Continuous Quality Improvement

The Collaborative Core Team oversees all Pre-K sites in Clay County. We are happy to report the Universal Pre-K in WV is recognized as being in the top 5 in the nation. It is our goal to remain in the top five or to exceed this ranking. Therefore, we work as a team and annually measure program quality in the Pre-K classrooms. We review data and write a continuous quality improvement plan each school year (CQI).

Curriculum

Clay County Pre-K uses The Creative Curriculum to guide planning and implement lessons which are developmentally appropriate for our young learners. The philosophy of The Creative Curriculum is that young children learn best by doing. The Creative Curriculum is built on theories of development in your children – that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal of The Creative Curriculum is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment.

The Creative Curriculum shows teachers how to integrate learning in literacy, math, science, social studies, the arts and technology throughout the day. In addition, it gives the teacher a wide range of teaching strategies – from child-initiated learning to teacher-directed approaches – to best respond to children’s learning styles, strengths and interests.

Our comprehensive curricula system is designed to:

- Incorporate a wide variety of learning experiences, materials and equipment, and instructional strategies that take into consideration the difference in prior learning experiences, maturation rates, and learning styles young children bring into the classroom.

- Support a balance of large and fine motor activities, quiet and active times, individual, small and large group activities, child initiated and adult initiated activities, planned and spontaneous activities and outdoor/indoor activities.
- The development of thinking, reasoning and problem-solving skills through strategies, such as, open-ended questions, investigation, imaginative and dramatic play and peer interactions.
- Promote flexibility where ongoing observation and assessment are used to determine appropriate planning and adaptations for varied learning styles, temperaments, abilities, and languages or modes of communication.

Eligibility

Four-year-old children – are eligible for enrollment in Clay County Pre-K if they are four years old prior to July 1 of the year he/she is to enroll. Children may not be excluded based on developmental delays. Children who are five years old prior to July 1, shall be enrolled in Kindergarten, instead of WV Pre-K. However, a child may remain in WV Pre-K classroom longer than one year, if the decision is based on WV ELSF assessment data, is in the best interest of the child and the decision is mutually agreed on by the teacher and parent/guardian. A five-year-old with special needs may be placed in WV Pre-K if the IEP committee deems the setting is the best place for the child.

Three-year-old children – are eligible to enroll if he/she is three years old prior to July 1 and have an IEP (Individualized Education Plan). Three-year olds without IEPs may be enrolled in the collaborative classroom if they qualify under the community program enrollment guidelines. For more information concerning the three-year-old program, please call Teresa Drake (304-286-3115) or Natalia Lane (304-533-1057).



Enrollment

In the spring of the year, registration for the 2024-2025 school year will begin. The registration dates are publicized through local newspapers. Also, we use “Sarah the School Messenger” to call parents and provide them with registration information. In addition, building principals provide parents information related to Pre-K through their school newsletters. Lastly, we utilize social media and our county website. Our collaborative team made the decision to hold registrations at each of our elementary schools; thus, giving parents the opportunity to meet our Pre-K team, tour the school and address any concerns they may have about their child attending school. During the registration, parents will be asked to complete the Universal Pre-K application, as well as, other forms.

What do I need to bring to registration?

- Birth certificate (from the Office of Vital Statistics)
- Social Security Card
- Immunization records (shot records)
- Four-Year-old health check form
- Proof of most recent dental checkup.
- Proof of income
- Proof of residency Ex. Utility bill with physical address listed

Please note, Pre-K enrollment is ongoing throughout the entire calendar year.

The principals of each elementary school maintain the master list of children enrolled in their school. However, the County Pre-K Director must be notified if a child is added or dropped throughout the school year. This allows the director to maintain the Early Childhood Student Data in WVEIS.

Assigning Students to Sites

WV has a Universal Pre-K program. This means we place every four-year-old child that meets eligibility requirements. We strive to place children in their home school. This makes transitioning to kindergarten an easy process. However, there are a few exceptions, such as, if the program’s enrollment at a given site exceeds space, or if a child’s IEP requires a different setting.



Clay County Pre-K Sites

Big Otter Elementary – Mr. Boggs, Principal 304-286-3111

Clay Elementary – Mrs. Paxton, Principal 304-587-4276

Inclusive Settings

Students with identified special needs must be served in the least restrictive environment. A student's placement will be determined by the student's IEP committee. Unless the student's IEP requires some other setting, the child will be educated in their home school.

Program Overview

Calendar

The Clay County Pre-K calendar differs from the K-12 calendar. Pre-K will start one week later and end approximately two weeks earlier than students enrolled in K-12.

The Environmental Design

Our classrooms are designed and equipped as a learning environment that supports The Creative Curriculum framework and allows children of all abilities:

1. To make choices
2. To discover
3. To explore
4. To solve problems

The classroom is arranged so children can explore a variety of learning opportunities, such as, block center, art center, reading/library center, science center, sand and water area, writing center, etc.



Play is Part of Life

A combination of indoor and outdoor play is utilized. When weather conditions are conducive, Pre-K students go outdoors to experience playing in the snow, etc.; therefore, please make sure your child wears appropriate clothing for the weather (coat, hat, gloves, boots, etc.).

Through play, children explore their world, discover how to get along with others, test their skills and muscles, try out new ideas and feel competent enough to try different activities. Playing with a purpose promotes and enhances curiosity, self-esteem, language, problem solving, mathematics, cooperation and endurance. Play is essential to the growth and development of happy, healthy children.

Teachers' and Assistant Teachers' Roles during Play

Teachers and assistant teachers have essential roles in the learning process. They have the critical job of planning and implementing “play” opportunities for their young learners. They have important educational roles to carry out as children play. They act as:

- Observers: adults observe children’s interactions with objects, peers and adults; children’s play themes; skills children exhibit; gaps in children’s knowledge and skills; and who plays with whom.
- Models: adults demonstrate how to enter play, how to extend play themes, how to exit play, how to carry out various play skills and how to resolve differences.
- Planners: adults plan new experiences that build on children’s knowledge, skills and interests.
- Evaluators: adults evaluate what children are learning, what individual needs children have, how materials and activities support curriculum goals and to what extent activities need to be simplified, maintained or extended to promote learning for all children.
- Elaborators: adults support children as they play – engaging them in rich conversation: posing questions, providing information, resources and adding or taking away props.



Curriculum and Assessment

We have a comprehensive curricula system which . . .

- Incorporates a wide-variety of learning experiences, materials and equipment, and instructional strategies that take into consideration the different learning styles of these young learners, as well as their prior learning experiences.
- Promotes and supports a balance of large and fine motor activities, small group activities and large group activities, indoor/outdoor activities, etc.
- Emphasize the development of thinking and problem-solving skills through strategies such as open-ended questions, dramatic play, investigations, etc.

The learning experiences offered to these young students is focused on learning through play, thus, opportunities to play, explore, investigate, converse and imagine are acceptable practices. Instructional practices that allow for seatwork, worksheets, flashcards, content area taught in isolation, etc. are not allowed as a part of the supplemental curricula.

Early Learning Scales

Progression of the children's mastery of the West Virginia Learning Standards is assessed, using the Early Learning Scale (ELS), three times a year: Fall, Winter, and Spring. The assessment system is used to ensure classroom instruction is data driven. In addition, we use the ELS assessment data to assist with integration of personalized learning. Also, we use the benchmark results to enhance and promote interaction, competencies, experiences and skills of students participating in Clay County's Pre-K Program.

Student Records

If your child is attending Pre-K at his/her "home" school, Pre-K school records will remain at that school. However, if your child is not attending his/her "home" school, records will be sent to the Central Office at the end of your child's Pre-K year. Then, records will be sent to the school where he/she will attend Kindergarten. If you move to another county, once Clay County receives a request for records, records will be sent to the county/school where your child is enrolled.



Transition to Kindergarten

The results of the Spring ELS assessment are shared with the kindergarten teachers. This sharing of data is the first step taken to ensure a smooth transition from our Pre-K program to our Kindergarten program. In addition, building principals implement a variety of “Step-Up” activities:

- Principals will schedule a day at the end of the school year for Pre-K students to “Step-Up” to Kindergarten.
- Pre-K and Kindergarten students will receive a letter in July welcoming them to their new classroom. The teacher and aide will introduce themselves and tell about the students’ new classrooms
- Parents will be invited to attend Open House. Open House will give parents an opportunity to reacquaint themselves with their child’s Pre-K teacher, ask questions, discuss expectations, etc.
- Pre-K teachers may help transition students into kindergarten during the first two days of school.

Transition into Kindergarten is smooth due to the fact most, if not all, of our students attend Pre-K at their “Home” school. Therefore, they are familiar with the routines of the school, faculty, and staff. In addition, Kindergarten teachers and Pre-K teachers meet to review and discuss the transition report. This meeting usually takes place at the end of the Pre-K school year.

Transportation

Transportation is not required per WV Policy 2525: Universal Access to a Quality Early Education System. Currently, transportation is provided by Clay County Schools. However, there are exceptions, such as if a child is not assigned to his/her home school.

If your child attends Pre-K and your child rides a bus provided by Clay County Schools, a parent/guardian must be at the bus stop for pick-up and drop-off. The pick-up and drop-off point is the location where the child boards and exits the bus. Parents should not be across the street or a distance away from the pick-up/drop-off point. All Pre-K students that ride a school bus will ride in a segregated area at the front of the bus.

As required by Policy 2525, the school bus driver is trained in the supervision of young children and inspects the bus at all final drop-off points. The school will have a staff member available to assist preschoolers off the bus in the morning and onto the bus in the afternoon. The school bus driver shall return a child back to school if a parent/designee is not at the drop-off point. The school will then contact a parent or adult listed on the child’s emergency card to arrange for the child to be picked up at school. The school will also contact a parent or adult on the emergency information list, if a child is absent from school and advance notice wasn’t given.

Meals

We are happy to inform you ALL children enrolled in Clay County Schools eat FREE. We provide breakfast and lunch for students, regardless of income. All meals provided during the school hours will be in accordance with the nutrition guidelines set forth in the WVDE National School Lunch Program. Students are permitted to bring meals from home, also. Meals shall be served in a setting that encourages socialization and self-help skills. Students and staff are seated together when eating and staff engage students in rich conversations while modeling good table manners and encouraging students to eat healthy.

Rest

Pre-K students are provided a time to nap at school. Schools will provide mats/cots for students. Students are not permitted to sleep on the floor, in a sleeping bag or on lines without a cot/mat. Parents may send blanket and/or pillow for students.

Teeth Brushing

A Pre-K classroom shall provide appropriate daily opportunities for all children to have supervised practice of brushing teeth. Children will use toothpaste that is dispensed in a sanitary manner unless the parent requests that toothpaste not be used.

Handwashing

Upon entering the Pre-K classrooms, all students, teachers, aides and visitors shall wash their hands to prevent germs from being spread. Hands will be washed frequently throughout the day, as well.

Highly Qualified Staff

Pre-K teachers are required to hold a WV professional teaching certification or a permanent authorization for community program certification. All Pre-K assistant teachers must hold an Early Childhood Assistant Teacher Credential to work in the Pre-K classroom.

Staff Training

Clay County Schools provides our teachers and assistant teachers 45 hours of professional development each year.

Home Visiting

On occasion, it may be necessary for Pre-K staff to make home visits. If parents/guardians are not available to come to school, Pre-K staff are willing to visit the student's home.



CLAY COUNTY SCHOOLS

ATTEND TODAY/ACHIEVE TOMORROW

Attendance and school success go hand-in-hand. Teachers can only teach children who are present in their classrooms. A goal for this school year is to improve student attendance. Help us to help your child succeed by ensuring your child attends school regularly.

Once you enroll your child, attendance must follow W.Va. Code 18-8-1, es seq., which allows the program administrator (i.e. principal, director, executive director) teacher and parent/guardian to dis-enroll your child if it is determined that requiring further attendance for that school year is not in the best interest of the child. Once a child is dis-enrolled, re-enrollment is not guaranteed. However, the best interest of the child is always a priority.

Please remember, The Clay County Attendance Policy must be followed once a student is enrolled in Pre-K. Children are expected to attend daily. If a child is absent, please call within the first hour of school, send a note prior to the absence, or communicate in some way about the absence. Once the child returns, submit a parent note or a medical excuse. If a child misses 2 consecutive days, someone from the school will be in touch to work on improving attendance, unless you have notified the school with a reason for the absences. If contact initiated from home isn't made, someone from each school will contact home within the first hour of school, to check on the student. Children in Pre-K are not under the compulsory attendance law, but they are expected to attend Pre-K regularly. If your child withdraws from the Pre-K program, he/she may not be guaranteed placement back into his/her "Home" school or site of choice.

Clay County Pre-K program is designed so children attend Pre-K four (4) days per week. These young students go to school Monday through Thursday, regardless of the site. We offer four full days per week. However, due to bus schedules, beginning and ending times may vary from site to site.

Disenrollment Procedures:

Clay County Collaborative Pre-K will work with parents/guardians if/when a pattern of absences occurs. The Family Service Worker will work with Head Start families and the teacher, principal and the Truancy Diversion Expert with work with all other students to improve attendance and student success. If the joint decision is made by all parties to disenroll a student, that student's spot may not be available if the parents want to re-enroll the child later in the year.

PARENT INVOLVEMENT ACTIVITIES

Family Engagement

Clay County Pre-K encourages parents to volunteer in our program. You were your child's FIRST teacher. Therefore, we want you to continue to play an active role in your child's education. In addition, we encourage you to serve on councils, such as the Local School Improvement Council (LSIC). Also, ask the building principal about becoming a member of the Parent Teacher Organization (PTO). In addition, you may want to serve on the Pre-K Parent Advisory Council. We have one Family Service Worker, as well as our building principals, who will be more than happy to help you discover ways to be involved in your child's education.

We encourage you to attend Parent-Teacher Conferences, Open House, holiday programs, luncheons and parent trainings. These are only a few of the ways you can participate in your child's education. Parents are also encouraged to . . .

- Join the Pre-K Parent Committee and/or Policy Council
- Join the PTO
- Become a homeroom mom/dad/grandparent
- Serve on our LSIC
- Attend parent/guardian trainings/workshops
- Become a Business Partner (if applicable)
- Become an After-school volunteer
- Volunteer in the school library
- Volunteer to assist in the Pre-K classroom with crafts, breakfast, lunch, read to the class
- Assist with school activities: carnival, picture day, field trips, etc.

Because of COVID protocols/restrictions, some activities may be limited at times.

Reminder, if you have questions or concerns, please call your child's teacher; the school principal; Teresa Drake, BOE Family Service Worker (304-286-3115); Natalia Lane, CES Family Service Worker (304-533-1057); or Tina Burnette, Clay County Pre-K Director (304-587-4266).

PARENT INVOLVEMENT



Communication Between Home and School

Our teachers make every effort to promote communication between home and school. Our teachers utilize the following to keep families informed:

- Classroom newsletter
- Parent/Guardian – Teacher Conferences
- Home visits
- Phone calls
- Notes home
- Informal conversations
- TEAMS meetings

HEALTH & SAFETY



The county has two school nurses: Mrs. Lindsay Schoolcraft and Mrs. Alicia Johnson. These ladies are available to help with your child's health needs. In addition, all schools have Wellness Centers within them. Contact the school for operating hours/days.

Health

Medication:

The following procedures shall be followed in registration of prescription and over-the-counter medications as indicated in the Clay County Schools Policy Manual.

1. ALL medication, whether prescription or over-the-counter, shall require a licensed prescriber order or Clay County Schools Record of Medication before it can be consumed at school.
2. Medications shall be in the originally labeled container, which includes the following:
 - Prescribed medications from a pharmacy – student's name, name of medication, reasons for the medication (if to be given for specific symptoms), dosage, time and route, reconstitution directions (if applicable), date the prescription/medication expires.

Illness:

In order to ensure the health and safety of all children enrolled, we will adhere to the following guideline for short term exclusion:

- Temperature of 100 degrees or greater. Child shall be kept at home until fever free for 24 hours WITHOUT the use of fever reducing medication.
- Diarrhea/Vomiting – Child shall be kept home until he/she have had no episodes of diarrhea/vomiting for 24 hours WITHOUT medication.
- Pink eye (conjunctivitis) – Pink eye is extremely contagious, and a child must be kept home until 24 hours of prescribed eye drops have been completed.
- Strep Throat – child shall be kept home until 24 hours of prescribed antibiotic treatment has been completed. Some physicians may suggest a longer duration before returning to school. Check with your physician.
- MRSA – Child shall be kept home until 24 hours of prescribed treatment and a written statement from the health care provider must be provided before the child may re-enter.
- Hand, Foot & Mouth Disease – Child shall be kept home until seen by a health care provider and determined to be non-infectious. A written statement from the health care provider must be provided before the child may re-enter.
- COVID – Notify the school immediately if your child tests positive. The child should then be kept home until quarantine is over and/or a doctor releases the child. Documentation must be provided to the school.

There are many other illnesses children may have. If in doubt of what to do, contact your school or your doctor for further guidance. We want all children to remain as healthy as possible.



Safety

One of our main goals is to ensure our Pre-K sites are a safe place for children. We ask that parents/visitors follow procedures/guidelines outline below when visiting schools:

- Upon arrival at school, report to the main door and check in at the office.
- You will need to state your name and the reason for the visit.
- Once you have identified yourself, you will be admitted into the building.

- Sign-in at the main office. If you are going to remain in the building, you will be given a visitor's badge.
- If you are there to pick-up your child, the office will notify the classroom teacher.
- Your child will be brought to you at the office.

Arrival

When your child arrives at school, faculty and staff will be on duty to supervise your child as he/she exits the bus.

Dismissal

When school is dismissed, faculty and staff will be on duty to ensure your child is supervised as he/she is boarding the correct bus.

Drop Off

Your child will be taken home on the bus, unless you have indicated that you will be picking him/her up each day. When your child is dropped off at home, you or another adult must be there to receive the child off the bus. If you, or your designee, are not at the bus stop, your child will be returned to school. You will then receive a call from the school asking you to pick up your child.

Inclement Weather

In the event school is delayed, dismissed early or cancelled, parents will be notified through our Sarah the School Messenger automated calling system. If you do not receive the calls, and would like to, please contact your child's school and ask to have your contact information updated.

Supervision

Children will have adequate supervision at all times. When children are at school, two adults are always present with the children , including meals and rest time.



Child Guidance

Discipline practices are to be constructive and educational by nature. Practices are to be age appropriate and follow policies and procedures outlined in Policy 2525.

- Faculty and staff are responsible for providing positive guidance that is appropriate for each child's age, understanding and circumstances.

Food

The Office of Child Nutrition – Schools have the responsibility to provide a safe and healthy learning environment for students. We provide breakfast, lunch and snack to our Pre-K students. However, you may provide your child with any of these meals, as well. You may not provide other students with food, unless it meets the guidelines outlined by the Office of Child Nutrition. The teaching staff can help you with this information. If your child has any food allergies or restriction, the school requires documentation from a doctor before any modifications can be provided. Forms are available upon request.

Animals

Animals can only be in the Pre-K classroom with prior parent awareness and approval. A WV Pre-K classroom shall not have on the premises ferrets, birds, reptiles (including turtles and snakes) or any wild or dangerous animals. (Policy 2535 126-28-12.8)

Pictures/Social Media

Pictures of children, other than parents taking pictures of their own children, are not permitted due to confidentiality procedures, unless the teacher has permission from all parents that their child can be published publicly. (Social Media)

Child Abuse Reporting

Any suspected incident of child abuse and neglect will be reported immediately to CPS. All school employees are mandated reporters, as required by law.



Frequently Asked Questions by Parents

Is it required that my child attend Pre-K?

Enrollment in a preschool program is voluntary. However, once you enroll your child, attendance MUST follow W.Va. Code 18-8-1, et seq., which allows the program administrator (i.e. principal, director, etc.), teacher and parent/guardian to dis-enroll the child if they determine that requiring further attendance for that school year is not in the best interest of the child. Once a child is dis-enrolled, re-enrollment is not guaranteed. However, the best interest of the child is always a priority.

Is there a waiting list for Pre-K?

If your child is eligible for Pre-K, he/she is not placed on a waiting list, unless you reside outside of Clay County. West Virginia's 4-year-old program is Universal. Meaning all 4-year olds, who meet the age requirement, are eligible for enrollment. If you are asking about our 3-year-old program, this program is not Universal, so your child may be placed on a waiting list. If you have questions, please call Teresa Drake (304-286-3115), Natalia Lane (304-533-1057), or Tina Burnette (304-587-4266).

Can you provide my child with other services?

Yes, we can adjust meals if your child has a food allergy. The school will need documentation from a medical doctor of the allergy. Also, we can provide other services once a need is identified, such as physical therapy, etc. We encourage you to talk often and openly with your child's teacher. Also, you can contact Mr. Eric Legg, Director of Special Education Services (304-587-4266) and speak with him about any service you think your child might require. These types of conversations will help us to best serve your child.

What cost is associated with my child attending Pre-K?

There is NO cost to you.

The county supplies the following at NO cost:

- Breakfast, lunch and snack.
- If need has been established, services such as speech therapy, physical therapy, occupational therapy, etc. will be provided.
- Transportation is provided to your home school.
- We provide The Creative Curriculum, teaching supplies, and other resources to the teachers.

What about basic supplies, such as a book bag, crayons, glue, etc.?

We will provide supplies that your child will need at school: glue, crayons, scissors, markers, art materials, games, books, access to computer, etc. However, we would ask you to supply your child with a book bag and a light blanket/pillow for nap time. If you are unable to provide these items, please let one of our team members know and we will assist you. Remember, you are now a member of our Clay County Pre-K Family and we are here to help you and your child.

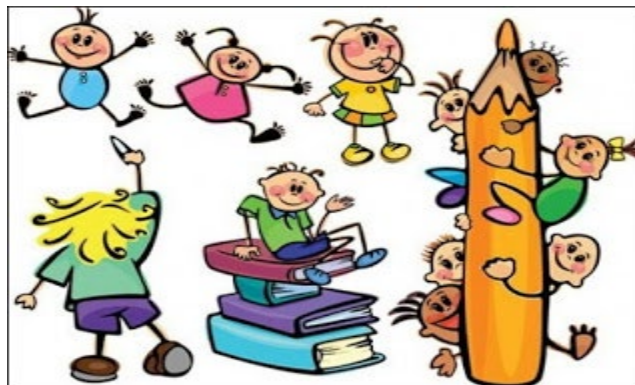
Do I need to label my child's personal items? (Coat, gloves, book bag, lunch box, etc.)

YES, PLEASE! We would ask that you label your child's personal things. When children arrive at school many of them have the same book bag and coat. One-year Dora was quite popular – You get the picture. So, labels are VERY helpful.

Do I need to send an extra set of clothes to school?

Yes. Accidents happen either in the classroom, lunchroom, playground, restroom, etc., all the time. If you provide us with a change of clothes, the child can quickly be made comfortable again and you won't have to be contacted. The soiled clothes will be sent home that day with the child. You will then need to provide a new set of clothes. Be sure the outfit is appropriate for the season and as the seasons change, the extra set will need to be changed, as well. The extra set of clothing can be placed in a plastic bag, with the child's name on the bag, and sent in the child's back pack or delivered by the parent/guardian.

Our team is excited to work with you and your child. Please contact any of us at any time if there are issues or concerns. We all want what is best for our students!



CLAY COUNTY SCHOOLS
HANDBOOK SIGN-OFF FORM
2024 – 2025

By signing below, I am stating that I have been made aware of all the policies and procedures involved with Clay County Schools Collaborative Preschool Program. If I have any questions, I know that I can contact my child's teacher, my child's principal, my child's Head Start Family Service Worker and/or the Director of the Preschool Program.

By signing below, I also agree to the following **Parent/Guardian Standards of Conduct**:

1. I will respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion or disability
2. I will follow program confidentiality policies concerning information about children, families and staff members, including pictures.
3. I understand I will not be put in the position of supervising a child or being left alone with a child.
4. I understand that I will follow Clay County Schools and AFL-CIO Appalachian Council Head Start's Child Protection Policy while I am volunteering in the classroom.

Parent/Guardian Signature:

Date

Staff Signature

Date

RETURN THIS PAGE TO TEACHER AFTER COMPLETION.