

# Lawrence County Pre-K Handbook

## 2024-2025



# LAWRENCE COUNTY

# SCHOOL SYSTEM

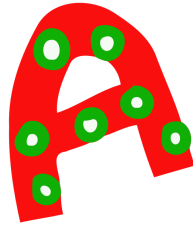


The Tennessee Voluntary Pre-K Program (VPK) grant provides Lawrence County four-year-old children—with an emphasis on four year olds who are at-risk—an opportunity to develop school readiness skills (pre-academic and social skills). Voluntary Pre-K classes promote a high-quality academic environment, which fosters the love and joy of learning and promotes success in kindergarten and throughout the child's life.

### *Important Names, Site Locations, and Contact Information*

<b>Pre-K Director</b>	Dr. Jamie Glass	1620 Springer Road Lawrenceburg, TN 38464	(931) 762-3581
<b>Pre-K Administrative Assistant</b>	Mrs. Christy Harris	1620 Springer Road Lawrenceburg, TN 38464	(931) 762-3581
<b><i>School Site</i></b>	<b><i>Site Principal</i></b>	<b><i>Address</i></b>	<b><i>Phone Number</i></b>
David Crockett Elementary	Mrs. Renee Jackson	2301 West Gaines Lawrenceburg, TN 38464	931-762-2288
Ethridge Elementary	Mrs. Christy Crews	33 Main Street Ethridge, TN 38456	931-201-5880
Ingram Sowell Elementary	Mrs. Tracy Marks	510 Seventh Street Lawrenceburg, TN 38464	931-762-4438
Lawrenceburg Public Elementary	Mrs. Pam King	600 Prosser Road Lawrenceburg, TN 38464	931-762-3282
Leoma Elementary	Mr. Kane Weathers	2612 Hwy. 43 South Leoma, TN 38468	931-231-8199
New Prospect Elementary	Dr. Anisha Jones	4520 Pulaski Hwy. Lawrenceburg, TN 38464	931-762-2934
South Lawrence Elementary	Mrs. Shannon Snider	707 Second Avenue Loretto, TN 38469	931-201-5884
Summertown Elementary	Mr. Ricky Mabry	319 Corbin Street Summertown, TN 38483	931-964-3614

## Welcome to the ABC's of Preschool!



**Attendance** - Our Pre-K program is five days a week (Monday-Friday). Your child's attendance is critical to the progress that he/she can be expected to make in Pre-K. We expect your child to be on time and attend every day unless he/she is sick. Students who are car riders must also be picked up on time at the end of each day. Pre-K follows the Lawrence County Schools' yearly calendar. When schools are closed for snow or other reasons, Pre-K will be closed as well.

### **Excused Absences:**

1. The child is hospitalized;
2. The child is incapacitated due to a serious injury;
3. The child contracts a communicable disease (virus or flu);
4. The child has other ongoing health related ailments which temporarily prevent attendance (such as asthma);
5. There is a death in the family;
6. Limited medical/dental/therapy appointments; (these should be made around school hours unless absolutely necessary); and
7. Other reasons as approved by site-level administrators.
8. If exposed to COVID-19, please let the teacher know as soon as possible so that CDC guidelines can be followed.

Each site's classroom teacher serves as the attendance contact person. This is the person with whom parents can address attendance concerns.



**Backpacks** - Each child needs a backpack to carry to and from school every day. Folders, books, papers and your child's work will be sent home in a backpack. Please check your child's backpack daily. Basic school supplies will be provided by the Pre-K Program.

**Breakfast** - The Pre-K Program provides students with breakfast and lunch daily. If your child doesn't qualify for free or reduced lunch you will be notified of the cost.

**Pre-K Meal Service Policy** - Pre-K is under the CACFP which is the Child and Adult Care Food Program

**Offered Daily**

Variety of White Milk

100% Fruit Juice or Canned and Fresh Fruit

***Allowed to Have***

Bagel

Biscuits/Meat Choice

Breakfast Corndog

Breakfast Pizza

Breakfast Wrap

Cereal - Cheerios, Cinnamon Toast Crunch, Rice Chex, Rice Krispies or Frosted Mini Wheat, Blueberry Chex (single serving)

French Toast

Muffins

Pancakes

Rolls

Scrambled Eggs and Biscuit or Toast

Waffle

Yogurt and graham crackers (can't do vanilla wafers)

***Yogurt that can be served***

Trix Cherry

Trix Raspberry Rainbow

Upstate Farms Cherry Vanilla

Upstate Farms Peach

Upstate Farms Strawberry Banana

Upstate Farms Vanilla Bulk

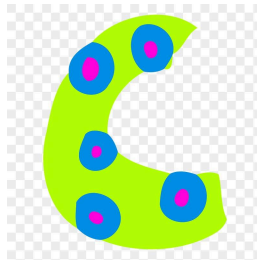
Yoplait Blueberry Bulk

Yoplait Vanilla Bulk

At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

If a meal is transported to the classroom, only one fruit/juice item will be sent. If PK comes into the cafeteria, they can get both juice and a fruit, if desired.

Menu is subject to change based on availability of items.



**Car Seats/Booster Seats** - Children aged 4 through 8 measuring less than four feet, nine inches in height, must be secured in a belt-positioning booster seat system meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. Parents are asked to ensure that children are properly buckled before leaving the school campus. Transportation guidelines will be provided by each school.

**Change of Status** - Parents/Guardians **MUST** notify the school and classroom teacher of changes in information such as address, phone number, or people designated to pick up your child. These should be completed in writing, signed, and dated.

**Child Abuse Prevention** - Please read the Child Abuse Prevention information provided at the end of this booklet and mark the appropriate line on the Parent Signature Page also at the end of this booklet.

**Clothing** - Please send an extra set of clothing in a ziplock bag with your child's name on it. This is needed in case your child gets sick or has an accident. You will need to include socks, underwear, shirt, shorts, etc. When the season changes we will send them home asking that they be replaced with weather appropriate items. We will be playing and painting with washable paints. Please do not send your child in clothes that you do not want to get dirty. We ask that you not allow your child to wear a belt unless absolutely necessary. They have proven to cause many bathroom accidents due to the difficulty of a child being able to unfasten and fasten their own belt. Please remember to send your child a jacket if the weather is cool. When the weather prevents us from going to the playground, we have an indoor gym area where they will be allowed to play and exercise. For safety reasons your child should wear tennis shoes to Pre-K. No boots on the gym floors.

**Coordinated School Health** - Lawrence County Schools offers a variety of health and wellness related services through Coordinated School Health:

Hearing and Vision Screening - Annual Flu Shots offered at schools

Dental Sealants/Oral Health - Access to a School-Based Therapist

Non-academic resources through Social Workers

All of these services are offered through parent permission only.

**Curriculum** - The Lawrence County Pre-K Program uses the *The Creative Curriculum* by Teaching Strategies which is a state approved, research based curriculum. We also use an evidence based foundational early literacy skills curriculum supplement.



**Daily Schedule** - A daily schedule is posted in the classroom so that the children develop a routine and have knowledge of their day.

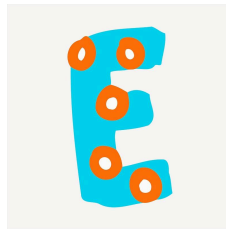
**Discipline** - Pre-K students are expected to follow the same rules as other Lawrence County School children. Discipline is called for when a child's behavior is not showing respect for the rights of others or himself/herself. No child shall be subjected to corporal punishment.

The Pre-K staff will promote appropriate school behavior by the following:

1. Teaching classroom and school rules.
2. All children will be given praise and encouragement for positive behavior.
3. Age appropriate time-outs will be given when the child is not following classroom rules. The child will be reminded of the classroom rules after time-out.
4. Removing the child from the class may be necessary if the child **does not** comply with the time-out. This removal may involve notifying office and/or support staff, as well as parent contact. If he/she is able to regain control, and comply with rules, he/she may return to the classroom.
5. If any child's behavior is a danger to himself/herself, others, or is destroying school property, the child will be removed from the classroom. Return to the classroom will be at the discretion of the administration. The parent will be contacted.
6. Referrals will be made to other specialized program personnel for student and family support when needed.
7. For a child demonstrating problematic behaviors that occur on a regular basis or increases in frequency and severity, a parent conference may be necessary.
8. Collaborate with parents and counselors to develop and implement a behavior intervention plan if necessary.
9. Please make sure that your child does not bring toys to school unless you have received a note giving permission for them to bring a specific item.
10. Manners will be taught in the Pre-K program. It is never too early to teach children to respect others. Please help us by reinforcing this at home. (Thank You, You're Welcome, Please, Excuse Me, I'm Sorry, Yes/No Ma'am/Sir).

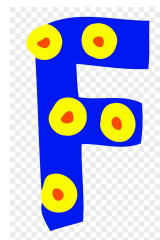
**Dismissal (from Program)** - Participation in the TN VPK program is voluntary, and parents can withdraw their child at any time. However, VPK programs cannot dismiss a child due to poor attendance or inappropriate behavior without submitting documentation of the attempted communication with families regarding attendance or development of behavioral intervention plans to address inappropriate behavior to the Tennessee Department of Education, Office of Early Learning. Children with Individual Education Plans (IEP's), receiving services in the TN VPK, may not be dismissed unless the IEP Team convenes to discuss and approve a change to provide a more appropriate program or services.

**Dismissal (Early)** - If school closes early, a school message will be sent out through the Remind App. Please ensure that someone is available to promptly pick up your child.

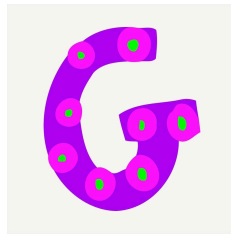


**Emergency** - Emergency drills are held according to state requirements.

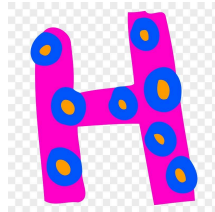
**Emergency Plans** - are located in the Pre-K classrooms at each individual school in a specified area for quick and easy access in case of an emergency.



**Family Engagement** - Family engagement is the cornerstone of a successful Pre-K experience. Our teachers implement a plan for regular and ongoing communication with parents. Our program participates in parent meetings and/or home visits prior to the first day of school. Each parent is provided a parent handbook, family engagement opportunities, parent/teacher conferences, family surveys and an opportunity to learn about the personal safety curriculum taught in the school.

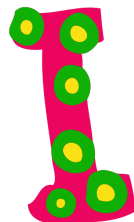


**Growth** - We ensure the growth and development of each student by using the Aimsweb Assessment three times a year.

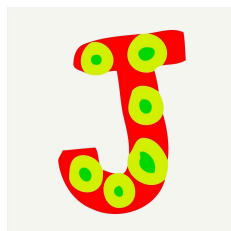


**Health** - The program requires students to provide documentation of a physical examination, certified birth certificate, and immunizations before your child can be accepted into the Pre-K program.

Any child experiencing illness will be sent to the school nurse or sent home following the Lawrence County School System policy. Each child enrolled will have hearing and vision screenings, be taught about personal safety, and follow guidance provided by the Center for Disease Control and local health department to inform strategies on how to ensure health, nutrition, and safety through new and evolving context of school closures and re-opening. Each classroom teacher and educational assistant holds certification in CPR/First Aid.

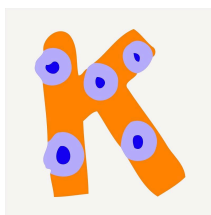


**Inclement Weather** - All VPK classes follow the Lawrence County School System policy for inclement weather and emergencies. Please see [lcss.us](http://lcss.us) homepage under Board Policies number 3.202.

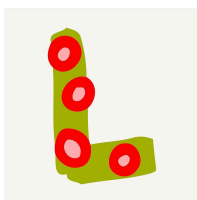


**Join** - Each student is encouraged to engage in pretend play, educational materials, conversations with peers and teachers, and center writing. They are also encouraged to engage with diverse books and materials and a variety of activities that support a balance of choice and adult-directed learning.





**Kindergarten Transition** - To help with the transition from Pre-K to Kindergarten, each classroom has a Kindergarten Transition Plan. Examples of transition activities in these plans may include visiting a Kindergarten classroom and meeting Kindergarten teachers.



**Lunch** - School breakfast and lunch menus are posted on the bulletin board in each classroom and sent electronically to parents through the Remind app.



**Medical Health History** - Please refer to the document at the end of this booklet. This form needs to be filled out, signed and returned to the classroom teacher.

**Medications** - All medications, prescription and non prescription shall be given to the child by the school nurse after verification of the following:

Doctor's Order to administer medication, that medicines are in the original container and labeled with the child's name and the specific dosage and times medication is to be administered to the child.



**Non-Smoking** - The Lawrence County Pre-K is a part of the Lawrence County School System and therefore is a smoke free program.



**Outdoor Play** - The outdoor areas where Pre-K children play are properly maintained and have a written playground maintenance plan. The equipment is developmentally appropriate and placed to avoid injury with fall zones and resilient surfacing material.



**Parent Signature Page** - Please read and place a checkmark beside each point on this form located at the end of this book, sign and return to your child's classroom teacher.

**Program Description** - There are eleven VPK classrooms in Lawrence County. Each VPK classroom has one certified teacher and one assistant and no more than 20 students. The teacher is required to have a degree in Early Childhood Education and a current teaching license through the State of Tennessee Department of Education. The assistant receives annual training related to the education of preschool children.

**Progress** - Progress reports are sent home with children after each nine weeks. We offer two parent/teacher conference opportunities during the school year. Additional conferences can be arranged upon parental or school request.



### **Quality Voluntary Preschool Programs -**

1. Serve high needs students
2. Focuses on access for families and attendance for students
3. Uses data to drive outcomes
4. Provides high quality state approved curriculum
5. Reflects developmentally appropriate practice
6. Ensures responsive care for every student
7. Develops teachers through professional development and effective evaluation practices

8. Embeds continuous improvement through observations and monitoring
9. Engages and supports families
10. Partners with community

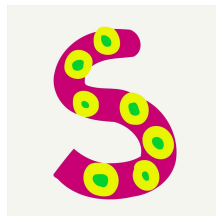
**Questions** - If you ever have any questions, please contact your child's teacher. Contact information will be provided at the initial home visit/parent meeting.



**Release Policy** - The student will not be released to anyone whose behavior, as deemed by a reasonable person, may place him/her in imminent risk. If the person displaying risky behavior is not the parent, the program shall not release the child and the parent shall be called immediately. Children will only be released to a responsible designated person whose name is listed on the student's identification card. This person's identity will be verified by requiring presentation of a photo identification. The person to whom the child is released must sign the child out of the program.

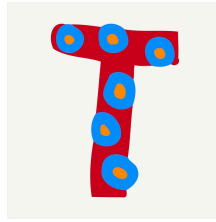
**Rest Time** - Pre-K is required to give students at least 30 minutes of rest time daily.

**Rules and Regulations** - Please refer to our website under the Pre-K tab to see the rules and regulations for Voluntary Pre-K programs in Tennessee.



**School/Parent Compact** - Please refer to the end of this booklet for a copy of the Pre-K School/Parent Compact. This needs to be signed and returned to your child's classroom teacher.

**Scope of Services** - Please refer to our website under the Pre-K tab to see the requirements for Voluntary Pre-K programs in Tennessee.



**Transportation** - Early childhood education programs must develop a student transportation plan in conformance with state law and rules adopted by the State Board of Education. This plan must include but shall not be limited to the following provisions:

If the parents are able to transport the child to the school, the parents are instructed to follow the drop off procedure policy of the school. A teacher, teacher aide, or school official meets the child at the student drop off and notes via a list each child as they arrive or leave or has the parent sign an attendance roster.

If Pre-k students are transported on the school bus, the local school system's transportation policy for the safe operation of school buses, as mandated by Rule 0520-1-1-.01(6), must include procedures to ensure the safety of the four year old children. As defined in Rule 0520-12-1-.06(8), the transportation policy and practice must address child safety on entering the vehicle, child safety during transport, supervision during transport, time in transit and child safety on exiting the bus.

1. The school bus drivers must receive training in the transportation policy and procedures, amended to include the safety of transporting pre-k children.
2. The school bus driver must maintain an attendance roster for the pre-k children entering and exiting the bus.
3. The school bus driver must check the bus to be certain that no child is left unattended on the school bus.
4. The Pre-k program must have a process in place for an adult to meet the children at the bus and escort them to the pre-k classroom.
5. On the return route the school bus driver must not leave a Pre-k child at the child's home or bus stop unless the parent/guardian is present on the same side of the road as the exit door from the bus. If the parent/caregiver is not present, the pre-k student is not to exit the bus and the school bus driver is to follow the process/policy developed by the school system and the local DCS office or Police/Sheriff's office.
6. If a parent gives the transportation supervisor and the Pre-k teacher a letter stating that their Pre-k child's older sibling can be the designated responsible party, then the bus driver may release the Pre-k child off the bus on the return route in the sibling's care.

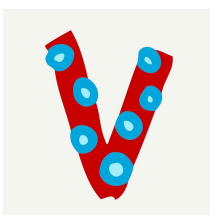
If more than 10 four (4) year old Pre-kindergarten students are transported on the same bus, an adult attendant should be present to maintain an adult/child ratio of 1:10 for the Pre-kindergarten population.

A Transportation Agreement Form is located at the end of this booklet. This needs to be filled out and signed by each parent whose child is enrolled in the program.



**Updates and Changes** - The Pre-K Handbook, Scope of Services, and Rules and Regulations can be found on-line at [lcss.us](http://lcss.us) under the Pre-K section.

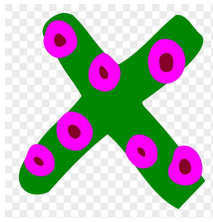
Updated health and safety protocols can be found at [lcss.us](http://lcss.us)



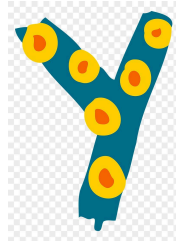
**Voluntary** - Enrollment in the VPK program shall be voluntary. It is not mandatory to attend Pre-K before starting Kindergarten. Once your child is enrolled, attendance is not voluntary. It is your responsibility to have your child at school every day the program is in session.



**Websites** - Our Lawrence County School website is [lcss.us](http://lcss.us) where you can find information about the school calendar, school closings, and each individual school in the district.



**Expectations** - We care about our students and have high expectations for ourselves and our students. We are committed to communicating and working with families to support student learning. We expect our students to come to school on time prepared with a positive attitude and work hard to do their best in class so that they will be best prepared for Kindergarten.



**You** - This will be an exciting year for your child, and we know that your whole family will benefit from the experience. We encourage you to be involved. **You** are your child's first and most important teacher!



**Zippers and Buttons** - Please work with your child at home on zipping and buttoning his/her own pants after using the restroom. We want to avoid any embarrassing situations, such as someone walking out of the restroom without being fully dressed. Plus, the children feel very “big” when they can take care of things like this all by themselves.

# You Can Help Prevent Child Abuse



*Together, we can make a difference in the fight against child abuse.*

## **Understanding Child Maltreatment**

Child maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (e.g., clergy, coach, teacher). There are four common types of abuse.

**Physical Abuse** is the use of physical force, such as hitting, kicking, shaking, burning or other show of force against a child.

**Signs of physical abuse include:** unexplained burns, bruises, black eyes or other injuries, apparent fear of a parent or caretaker, faded bruises or healing injuries after missing school.

**Sexual Abuse** involves engaging a child in sexual acts. It includes fondling, rape, and exposing a child to other sexual activities.

**Signs of sexual abuse include:** difficulty walking or sitting, or other indications of injury in the genital area, sexual knowledge or behavior beyond what is normal for the child's age, running away from home.

**Emotional Abuse** refers to behaviors that harm a child's self-worth or emotional well-being. Examples include name calling, shaming, rejection, withholding love, and threatening.

**Signs of emotional abuse include:** acting overly mature or immature for the child's age, extreme changes in behavior, delays in physical or emotional development, attempted suicide, lack of emotional attachment to the parent.

**Neglect** is the failure to meet a child's basic needs. These needs include housing, food, clothing, education, and access to medical care.

**Signs of neglect include:** missing school a lot, begging for or stealing money or food, lacking needed medical or dental care, being frequently dirty, using alcohol or other drugs, saying there is no one at home to take care of him or her.

## **Why is child maltreatment a public health problem?**

The few cases of abuse or neglect we see in the news are only a small part of the problem. Many cases are not reported to police or social services. What we do know is that:

1,740 children died in the United States in 2008 from abuse and neglect.

772,000 children were found to be victims of maltreatment by child protective services in 2008.

## **How does child maltreatment affect health?**

Child maltreatment has a negative effect on health. Abused children often suffer physical injuries including cuts, bruises, burns, and broken bones. In addition, maltreatment causes stress that can disrupt early brain development. Extreme stress can harm the development of the nervous and

immune systems. As a result, children who are abused or neglected are at higher risk for health problems as adults. These problems include alcoholism, depression, drug abuse, eating disorders, obesity, high-risk sexual behaviors, smoking, suicide, and certain chronic diseases.

### **Who is at risk for child maltreatment?**

Some factors can increase the risk for abuse or neglect. The presence of these factors does not always mean that maltreatment will occur. Children are never to blame for the harm others do to them.

**Age.** Children under 4 years of age are at greatest risk for severe injury and death from abuse.

**Family environment.** Abuse and neglect can occur in families where there is a great deal of stress. The stress can result from a family history of violence, drug or alcohol abuse, poverty, and chronic health problems. Families that do not have nearby friends, relatives, and other social support are also at risk.

**Community.** On-going violence in the community may create an environment where child abuse is accepted.

### **Be alert to signs of abuse.**

If your child tells you about being abused or you see other warning signs: assure your child that he or she did nothing wrong and that you believe him or her, take steps to protect your child from the suspected abuser, get medical attention for your child, report the abuse to the police, seek counseling for your child.

### **Preventing abuse starts with your own family.**

Take an honest look at yourself and your relationship with your child.

Do you hit your child or use other physical discipline?

Do you find yourself yelling at your child a lot?

Are you worried that you might hurt your child?

### **Help your child feel loved and secure.**

Make sure your child knows you love him or her, even when he or she did something wrong.

Encourage your child instead of criticizing. Praise his or her achievements and talents.

Spend time with your child. Do things together that you both enjoy.

### **Learn to manage your anger.**

Every parent gets angry sometimes. But instead of lashing out at your child: Think about why you're really angry. Is it something your child did? Try to calm down. Take deep breaths or count to 10. Call a friend to talk. If someone can watch your child, go outside and take a walk. It's never too late to build a healthy, loving relationship with your child.

### **Seek help if you need it.**

If things seem out of control or you're worried that you may hurt your child: Talk to someone. Tell a friend, health-care provider or a leader in your faith community about your concerns. Join a self-help group for parents, get counseling, take a parenting class, and accept help.

### **If you suspect abuse, report it – it's the right thing to do.**

Tennessee Department of Children's Services Child Abuse Hotline: 1-877-237-0004



# Pre-K School - Parent Compact

Parents are a very important part of the Lawrence County Pre-K Program. Parent meetings will be held at different times throughout the school year. Please try to attend these meetings. Other special activities and field trips will be held in which the parents will be invited to participate as well. Parents are always welcome. We look forward to having a great year and getting to know your child and your family.

## School Responsibilities

***We feel that it is important for students to achieve therefore we will do the following:***

1. Show that we care about our students
2. Have high expectations for ourselves and our students
3. Provide parents reasonable access to staff
4. Communicate and work with families to support student learning and intervene before problems arise
5. Complete and send home progress reports on a regular basis
6. Hold parent-teacher conferences twice during the school year to discuss the child's achievement in the areas of social/emotional, physical, cognitive, and language development
7. Provide times for parent meeting prior to school starting
8. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities
9. Provide parents with the option of remote learning in pandemic situations when deemed necessary by the local school board

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent/Guardian Responsibilities

***I want my child to achieve therefore I will encourage him/her by doing the following:***

1. Make sure my child is on time and comes to school
2. Have high expectations for my child as an individual
3. Help my child have a positive attitude toward school
4. Work with my child to help him/her complete and return work assignments on time
5. Communicate and work with teachers and school staff to support and challenge my child
6. Help my child learn to solve problems in a positive way and follow the rules for the classroom, the school and the bus
7. Work hard to do their best in class and on school work
8. Parents will attend a parent meeting prior to school starting
9. Reading to my child daily and monitoring the amount of television my child watches
10. Being actively involved in my child's education by volunteering in the classroom for at least one activity (centers, small group, party, etc.)
11. Being an active partner in helping prepare my child for kindergarten

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Health History

Student health information within the school is limited to the information necessary to serve the student's educational and health interests.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Please let us know your child's health needs by completing this form.

- My child has no health problems which would affect his/her school day.
- My child's health needs include the conditions checked by (X).
- Allergies**, please list \_\_\_\_\_

What happens? \_\_\_\_\_

Is EpiPen Prescribed? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, parent must provide EpiPen)

- Bee Sting Allergy**, What happens? \_\_\_\_\_

Is EpiPen Prescribed? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, parent must provide EpiPen)

- Asthma** is inhaler used? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, how often? \_\_\_\_\_

What medications are taken for asthma? \_\_\_\_\_

- Diabetes** What medications are taken? \_\_\_\_\_

Any special procedures during the school day? \_\_\_\_\_

- Hearing Problem**, Please describe \_\_\_\_\_

- Vision Problem**, Wears glasses? \_\_\_\_\_ Yes \_\_\_\_\_ No Wears contacts? \_\_\_\_\_ Yes \_\_\_\_\_ No

- ADD or ADHD Diagnosed**, What medications are taken? \_\_\_\_\_

Will medication be needed in school? \_\_\_\_\_ Yes \_\_\_\_\_ No, When? \_\_\_\_\_

- Bone/Joint** problem or fractures? Which bone or joint? \_\_\_\_\_

Is a brace worn? \_\_\_\_\_ Yes \_\_\_\_\_ No

- Seizures**, What type? \_\_\_\_\_ Date of last seizure \_\_\_\_\_

Medication taken \_\_\_\_\_

- Episode** of loss of consciousness When? \_\_\_\_\_

Any special treatment? \_\_\_\_\_

- Emotional** concerns List \_\_\_\_\_

List any other recurrent medical problem or illness you would like the school to be aware of \_\_\_\_\_

Name of student's doctor \_\_\_\_\_ Phone \_\_\_\_\_

Does your child see a specialist? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name \_\_\_\_\_ Phone \_\_\_\_\_

Please contact school personnel for medication forms if your child needs medication at school, including inhalers for asthma or EpiPen for severe allergic reactions. Your child may carry an inhaler if medically authorized and developmentally appropriate, after informing school personnel.

### Health History Informed Consent

Your signature gives permission for school staff to take precautions and procedures to protect your child in the classroom and to foster academic success. Your signature is an informed consent to share this health history information with school staff on a need-to-know basis for emergency plans.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Transportation Agreement  
Lawrence County Pre-K Program

My child, \_\_\_\_\_, will be:

\_\_\_\_\_ a car rider and will be picked up daily by \_\_\_\_\_ p.m.

\_\_\_\_\_ riding school bus number \_\_\_\_\_

- Car riders: If you do not pick up your child by the designated time at the end of the school day, the **Department of Children’s Services or the Police/Sheriff Department** will be called. Therefore, it is important for you to keep your school updated with emergency contact information (names and phone numbers of people who can get in contact with you).
- Bus riders: If your child is a bus rider, an adult employed with the school system will sign your child out and then take your child to their designated bus every afternoon. The school bus driver will take your child to your home or designated stop. If you are not there, or have not arranged for an approved adult to meet your child, the **Department of Children’s Services or the Police/Sheriff Department** will be called. Therefore, it is important for you to keep your school updated with emergency contact information (names and phone numbers of people who can get in contact with you). Also, it is a privilege, not a right, for pre-k students to ride the bus. Pre-k students are expected to follow the same rules as all other students. Your child will lose the privilege of riding the bus if procedures and rules are not followed.

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Parent Signature

Date

## Parent Signatures

**\*Place a check mark beside all items that you agree to.**

1. \_\_\_\_\_ I have read the handbook and I accept full responsibility for cooperating in every way possible with the Pre-K program.
2. \_\_\_\_\_ I give permission for my child to be included in pictures and videos doing activities such as painting, playing in centers, singing, etc. These pictures may be used for the purpose of publicity, such as in the newspaper, posters, videos, facebook, or in picture presentations of the program's activities.
3. \_\_\_\_\_ I, the parent / guardian of \_\_\_\_\_, acknowledge and agree to the disciplinary practices of the Pre-K Program. These practices have been discussed with me and I have received a copy of the Discipline Plan.
4. \_\_\_\_\_ As a parent/guardian, I understand that if I do not fulfill parent and family responsibilities, my child may be removed from the Pre-K program.
5. \_\_\_\_\_ I have read/received a copy of the Child Care Licensing Rules and Regulations and Scope of Services.
6. \_\_\_\_\_ I have read/received a copy of the Child Abuse information.
7. \_\_\_\_\_ I understand that my child will not be released to a person exhibiting risky behavior.
8. \_\_\_\_\_ I understand that my child will be taught personal safety using the Child Protection Unit curriculum and the curriculum is available for inspection at any time in my child's classroom.
9. \_\_\_\_\_ I give permission for school personnel to treat my child in case of emergency. This includes transporting my child to the doctor or emergency room if necessary.
10. \_\_\_\_\_ I understand that the Department of Children's Services or the Sheriff's Department will be called if I do not pick my child up at the designated time.
11. \_\_\_\_\_ I give permission for the teacher/assistant to sign my child in and out on a daily basis.
12. \_\_\_\_\_ I understand that my child will use proper car restraints (seat belt, booster seat, etc.) or they will not be released.
13. \_\_\_\_\_ I understand that going to Pre-K at a school considered out-of-zone will not guarantee my child will get into that school for Kindergarten.
14. \_\_\_\_\_ I understand that enrolling in the program is voluntary, but once accepted, attendance is mandatory and my child will be there every day the program is open.

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Parent or Guardian Signature

Date