



Kansas City Public Schools

Parent Handbook

Neighborhood Pre-K Program

2020-2021

Introduction

The information in this ***Parent Handbook*** is provided to assist us in working together to best serve your family's needs. ***Please review this handbook carefully and contact the Office of Early Learning if you have questions regarding this information or the KCPS Early Childhood programs.***

The Early Learning staff look forward to working with you and your student and thank you for choosing KCPS for your child's early education experience.

Kansas City Public Schools Vision Statement:

Kansas City Public Schools (KCPS) envisions its schools as places where every student will develop a deep understanding of the knowledge and skills necessary to pursue higher education, obtain family-supporting employment, contribute to the civic well-being of the community, and have the opportunity for a rewarding and fulfilling life.

Neighborhood Schools Pre-K Pandemic Policies:

Current pandemic concerns will alter some policies and procedures listed in this handbook. Please click on the links below for the most accurate and up-to-date information.

[Neighborhood Pre-K Pandemic Addendum](#)

[Neighborhood Pre-K FAQs](#)

[KCPS Reopening Plans](#)

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- Link to: [SY21 Manual Para Padres Programa de Pre Kinder](#)

Before/After Care: Pre-K Extended Learning

- Link to: [SY21 Pre-K Extended Learning Application](#)
- Link to: [SY21 KCPS Pre-K Extended Learning Parent Handbook](#)

Code of Conduct

➤ [Link to KCPS Student Code of Conduct](#)

Pre-K Program Staff Contact Information and Locations

Early Learning Management Team		
Early Childhood Coordinator	Susan Wright	suwright@kcpublicschools.org Office (816) 418-5258
Early Learning Specialist	Debbie Ervay	dervay@kcpublicschools.org Office (816) 418-5213
Officer of Early Learning	Julia Wendt	jkwendt@kcpublicschools.org Early Learning Department Office: (816) 418-5213 Office: (816) 418-7443
Social Emotional Learning Coordinator	Kate Tammeus	ktammeus@kcpublicschools.org (816) 418-5250
Parents a Teachers Program Coordinator	Candace Cheatem	ccheatem@kcpublicschools.org Phone: 816-418-5245 Cell: 816-914-0674

Neighborhood Pre-K Classroom Locations & Instructors			
School:	Location:	Room:	Phone Ext:
African Centered Prep. Lower	6410 Swope Pkwy, KCMO 64132		418 - 1175
Lead Teacher	Martha Dean	113A	418-1285
Instructional Support Assistant	Kayla Whittemore		
Lead Teacher	Teresa Hughes	113B	418-1275
Instructional Support Assistant	Michelle Brown		
Lead Teacher	Kelsey Goodman	115A	418-1274
Instructional Support Assistant	Angela Myres		
Primitivo Garcia	1100 E. 17th Street, KCMO 64108		418-8725
Lead Teacher	Jolene Mitchley	103	418-8793
Instructional Support Assistant	Madie Kaster		
Lead Teacher	Danielle Miller	104	418-8795
Instructional Support Assistant	Lynna Dobbins		
Hale Cook	7302 Pennsylvania Ave., KCMO 64114		418-1600
Lead Teacher	Julie Broockerd	103	418-1604
Instructional Support Assistant	Patricia Carpenter		
Hartman	8111 Oak Street, KCMO 64114		418-1750
Lead Teacher	Cara Anderson	103	418-1797
Instructional Support Assistant	Darlene James-Hayes		
Longfellow	2830 Holmes Ave., KCMO 64109		418-5325
Lead Teacher	Stuart Akin	102	418-5374

Instructional Support Assistant	Carla Howard		
Lead Teacher	Paige Kneale	103	418-5338
Instructional Support Assistant	Marcellina John		
Pitcher	9915 E. 38th Terrace, KCMO 64133		418-4550
Lead Teacher	Lori Sparks	101	418-4588
Instructional Support Assistant	Barbara Jackson		
J.A. Rogers	6400 E. 23rd St, KCMO 64129		418-4774
Lead Teacher	Halima Ramsey	M37	418-4813
Instructional Support Assistant			
Lead Teacher	Emily Osterman	M41	418-4814
Instructional Support Assistant	Amachechukwu "Maureen" Udokwu		
Trailwoods	201 E. 17th Street, KCMO 64126		418-1700
Lead Teacher	Katy Ehrhard	U12	418-3281
Instructional Support Assistant	Kelly Burns		
Lead Teacher	Dawn Wilkerson	U14	418-3269
Instructional Support Assistant	Bronda Wolfe		

Early Childhood Education Programs at KCPS

Early Childhood Program Locations:

see in-person learning hours and schedule below

Educational Program hours: 7:55am to 2:55pm -- Monday, Tuesday, Thursday, Friday (Wednesday program hours: 8:55am to 3:55pm)

Trailwoods:

6201 E 17th Street, KCMO 64126

Educational Program hours: 8:00am to 3:00pm -- Monday through Friday

Longfellow: 2830 Holmes Avenue, KCMO 64109
Primitivo Garcia: 1100 E 17th Street, KCMO 64108

Educational Program hours: 8:20am to 3:20pm -- Monday through Friday

Border Star Montessori: 6321 Wornall Road, KCMO 64113
Harold Holliday Montessori: 7227 Jackson Avenue, KCMO 64132

Educational Program hours: 8:30am to 3:30m -- Monday through Friday

Pitcher: 9915 E 38th Terrace, KCMO 64133

Educational Program hours: 9:00am to 4:00pm -- Monday through Friday

Hale Cook: 7302 Pennsylvania Avenue, KCMO 64114
John T. Hartman: 8111 Oak Street, KCMO 64114

Educational Program hours: 9:15am to 4:15pm -- Monday through Friday

African-Centered College Prep – Lower: 6410 Swope Parkway, KCMO 64132
JA Rogers: 6400 E. 23rd Street, KCMO 64129

Early Childhood Program Information and Procedures

Arrival and Authorized Release

****Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Parents will not be permitted to enter the building. Please see the [Neighborhood Pre-K Pandemic Addendum](#) and the [Neighborhood Pre-K FAQs](#) for additional information.***

Children's safety is very important to us. A **parent and/or approved adult** must walk the child into the classroom and sign them in. If children are in another location in the building, the adult must sign them in and/or out prior to taking them from the program. Children may not be dropped off before the Pre-K educational day start time and must be picked up by program closing time. At the end of the program day, an adult must sign the child out. **Failure to do this may result in losing the privilege of enrollment in the KCPS Early Learning Pre-K program.**

The enrollment application contains written authorization provided by the parent or legal guardian with the name, address and phone number of those persons approved to take the child from the school. In order to ensure the safety of children enrolled, parents are required to notify program staff when contact information changes. **Children cannot be released to persons not listed on the KCPS Early Learning application.**

Children may only exit the school with a parent/guardian or other designated adult. **NOTE: *By law, either parent named on the child's birth certificate is permitted to pick up the child unless KCPS has on file a legal court document stating otherwise.*** Persons other than the parent picking up the child must present photo identification. Children **will not be released** to an adult not on the approved list **without prior arrangement and photo identification.** *The person responsible for signing out a child must be sixteen (16) years old and have photo identification.*

When children have not been picked up at the close of program hours and the family or emergency contacts cannot be reached, a child abandonment report will be made to local law enforcement officials and/or the Children's Division (CD).

Appropriate School Clothing

It is important to dress your child in comfortable clothes for learning and outdoor experiences. Children play outside daily, and for safety reasons we discourage flip-flops, jackets or sweatshirts with long dangling drawstrings, or long scarves.

Clothing that is of special importance, dressy, difficult to move in, etc. prevents children from participating fully in the educational opportunities provided. Young children are often involved in messy play throughout the school day. We ask that two complete changes of clothing be provided at all times and that when clothing is used; parents provide a replacement the next day.

Attendance

****Due to the COVID-19 Pandemic, this procedure is modified to limit exposure of staff. Parents will not be permitted to enter the building. Please see the [Neighborhood Pre-K Pandemic Addendum](#) and the [Neighborhood Pre-K FAQs](#) for additional information.***

Student success is directly related to regular and punctual attendance. KCPS and State regulations require children to maintain a minimum average daily attendance of 95%. **Failure to maintain regular attendance may result in removal from Early Learning Pre-K programs.**

Parents are required to phone the school to report illness or absence. The classroom teaching team will contact you within the first half-hour of school if your student is absent. **Any absences totaling five (5) or more days in any one-month period may result in withdrawal of a child from program participation. Frequent absences over a longer period may also result in dismissal from the program.**

A child is tardy when they arrive after the school start time. All tardy children will need to obtain a pass from the school office and present to the classroom teacher for admittance. Tardies totaling five (5) or more days in any one-month period ***may result in withdrawal of a child from program participation.*** Frequent tardies over a longer period may also result in dismissal from the program.

Birthday/Special Celebrations

Children's birthdays are acknowledged in various ways in our classrooms. We want all children to feel special when celebrating birthdays, **but in keeping with state licensing and accreditation regulations, we cannot allow any food or treats be brought into the classroom to celebrate birthdays.** We will celebrate this special occasion with your child in a simple and respectful way. Parents/guardians are welcome to celebrate by doing a special activity with the children in honor of their child's birthday.

Challenging Behaviors Policy

The KCPS Early Learning Programs recognize that children may display behavior patterns that are indicative of social and self-control problems. The Early Learning program policy is that staff "shall provide an environment of acceptance which helps each child build ethnic pride, develop a positive self-concept, enhance his/her individual strengths, and develop social relationships." Strategies and resources may be recommended after an observation of the child within the classroom setting. Intervention techniques will be utilized until the child is able to increase his/her self-control within the classroom environment.

Curriculum Overview

The KCPS Early Learning programs utilize the [Project Construct framework](#) or the [Emerging Language and Literacy Curriculum](#). Both curriculums encourage children to explore the environment, test ideas, investigate possibilities, conduct experiments, pose and resolve questions, invent strategies and solutions, and defend and revise understandings. Through "hands on" - "minds-on" learning experiences, children gain knowledge while they learn to work collaboratively with adults and peers and to be life-long problem solvers and critical thinkers.

Teachers build upon the interests and learning styles of the children and in doing so, address each area of development. Those areas include physical development, social-emotional development, cognitive (which includes thinking skills along with math and science), and language development. Teachers often invite parents to join the classroom as children learn information through investigation. To strengthen the school to home connection, teachers may provide simple activities for use at home with your child, or ask you to send materials for classroom work. You are encouraged to participate in this opportunity to support your child's learning.

End of Year Celebration

This celebration occurs at the end of each school year to mark the accomplishments of the school year. The celebration is limited to activities that allow for parent, child, and staff interaction – not the performance of children. Examples include a field day or other family-fun activities, which honor the special contribution made by

each child and family over the past 10 months.

Parent Involvement

As children's first and best teacher, parents have the greatest impact on their child's education and development. As such, you are encouraged to take an active part in your child's education as early and as often as possible.

There are many ways to be involved in your child's school, these include volunteering in the classroom, sharing a special talent, enhancing community resources, and participating with various parent committees. All parents are encouraged to participate at some level. Ask your child's teacher for suggestions.

Pre-K Extended Learning Program Enrollment and Fees

KCPS recognizes the needs of working families and offers the Pre-K Extended Learning program for families who need care for students outside of the regular educational day. Not all Pre-K locations offer the Pre-K Extended Learning program; a minimum number of children enrolled in the program is necessary to make the operation of a program at a school cost effective. Program fees are based on household size and income.

The Early Learning Office processes applications and enrolls students in the Pre-K Extended Learning program. Fee payment is collected through the MyPaymentsPlus website www.mypaymentsplus.com; and **the full fee amount is due by the fifteenth (15th) of each month** the child attends the program. Failure to pay the full fee amount by the fifteenth (15th) may result in your student being excluded from care beginning on the sixteenth (16th) day of the month. Call the Office of Early Childhood at **(816) 418-5213** for the application to apply for a seat in the program.

KCPS assesses late fees for the care of children whose parents pick up after the end of the Pre-K educational day and/or Extended Learning Day. Late fees are **\$1.00 for every minute (per child) past the close time of the program**. In cases where children are not picked up and parents or emergency contacts cannot be reached, local law enforcement officials and/or Missouri Department of Social Services may be contacted. Continued late pick-ups may result in withdrawal from Early Childhood Education or Extended Learning programs.

Schools cannot accept Pre-K Extended Learning tuition fees or late pickup fees. Payment is only accepted through the MyPaymentsPlus site on-line or in person at the Board of Education building at 2901 Troost Avenue, KC, MO 64109.

**Extended Learning Fee payment
(by mail or in person)**

Attention: Treasury Office 2901 Troost Avenue KCMO, 64109

**Extended Learning Fee payment
(online)www.mypaymentsplus.com**

My Payments Plus fee payment questions

Help Line #: 877-237-0946

Email: support@mypaymentsplus.com

Severe Weather Closing

Due to severe weather, school may be unable to open or may start later than the normal start time. Early Childhood Education classes are not held when schools in the Kansas City Public School District are closed due to severe weather. Please listen to major radio and television stations for information regarding school closings. If school is cancelled mid-day due to severe weather, parents are asked to pick up their child by the announced program closure time.

KCPS Early Childhood Education programs follow the KCPS District Calendar for scheduled holiday observances and winter, spring, and summer breaks. The calendar is available on the district website at www.kcpublicschools.org or by calling your child's school. Each program may have additional days where school closes to accommodate parent/teacher conferences, home visits or professional development training. Please refer to your child's individual Pre-K classroom for full calendar details.

Transitions

Starting school for the first time may be a major change for your child. It is important for you to help your child make this transition a smooth one. ***These ideas are offered for your use when your child first begins Pre-K or moves on to Kindergarten.***

- **Visit the school & classroom before the first day of school.** *The school will have an Orientation/Open House at the beginning of the program year. You can meet your child's teacher and see the classroom where your child will spend his/her days.*
- **Talk with your child about his/her feelings.** *Talk with them about their day at school. Talk about the daily routine and keep a regular routine at home as well.*
- **Talk about going to school in a very positive way.** *For example, after visiting the school, talk with your child about the things he/she liked. Help your child look forward to the fun things he/she will do at school (working with play dough, building with blocks, painting a picture, playing with dolls, reading books, etc.)*

Health and Nutrition

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The KCPS Early Childhood Programs require the following:

- Documentation of up-to-date immunizations, an "in progress card" for immunizations, or an "exemption card" is required for entry on the first day of school. Failure to remain on the Missouri Department of Health recommended schedule for immunizations results in the exclusion of your child until the required immunizations are current.
- In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the facility, unimmunized children are excluded from school following the control measures instituted by the KCMO Health Department.
- Health assessment statements are required on file prior to the first day of school.
- **Students are required to be self-sufficient when toileting.** School staff and classrooms are not equipped for assisting children wearing diapers or disposable underwear.
- Children with medical dietary needs are provided meals/snacks as required by appropriate documentation from the student's physician.
- Meals are served "family style" to provide an enjoyable learning experience for the children and staff. The KCPS Food Service Department determines menu offerings.
- Breakfast, lunch, and an afternoon snack are served to all students. Foods served are high in nutrients and low in fat, sugar, and salt. Students are not forced to eat nor denied food for any reason and food is not used as a reward or punishment.
- To ensure the safety of children and/or staff members who suffer from food allergies, **only food provided by the school cafeteria is allowed in the Pre-K classroom.** With the exception of meal times, children and staff will drink only water during the school day.
- Participation in the state/federal CACFP (Child and Adult Care Food Program) requires food items to be consumed in the classroom and not be taken home by the child or parent.

Handwashing

Healthy habits practiced daily emphasize habits that help reduce the spread of illness. Adults model proper hand washing with and for children multiple times per day. Adults and children entering the classroom must wash their hands upon entry. Hand washing procedures are on display in each classroom and restroom to assist with proper hand washing processes.

Illness

Students should remain at home if they show signs of illness and should not return to school until the symptoms are gone and he/she is free of abnormal temperature for 24 hours (without the use of medication for control).

Unusual behavior is closely monitored and parent(s) are contacted if the behavior continues or if other symptoms develop. These behaviors include, but are not be limited to when a child:

- Is cranky or less active than usual
- Cries more than usual
- Feels general discomfort or seems unwell
- Has loss of appetite

Based on Missouri Child Care Licensing regulations, KCPS staff must send a child home and may require a note from the child's physician before the child can return to school if the child exhibits any of the following symptoms:

- **Diarrhea:** more than one (1) abnormally loose stool. Diarrhea is defined as a watery stool. If a child is sent home, she/he should not return until at least one normal bowel movement has occurred.
- **Vomiting:** more than once within a 24-hour period.
- **Fever:** a temperature over 100° Fahrenheit by mouth or 99° Fahrenheit under the arm or higher. A child must stay home until his/her temperature has been normal, without medication, for 24 hours
- **Severe Coughing:** child gets red or blue in the face or makes high-pitched croupy or sounds after coughing
- **Difficult or Rapid Breathing**
- **Yellowish skin or eyes**
- **Pinkeye:** tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus
- **Unusual spots or rashes**
- **Sore throat or trouble swallowing**
- **Infected skin patch(es):** crusty, bright yellow, dry, or gummy areas of the skin
- **Unusually dark, tea-colored urine**
- **Grey or white stool**
- **Headache and stiff neck**
- **Severe itching of the body or scalp, or scratching of the scalp:**

Children suspected of being ill or exposing others to an illness will stay in a space away from the other children until the parent(s) arrives. To ensure the safety of the student, an adult caregiver will be in close proximity to the child at all times.

Medication Guidelines

Parents must inform the school nurse of any medications their child is taking or any special health care needs, which may necessitate specialized care by KCPS staff. Only prescription medication can be administered at school. If a child is on prescription medication, a *Medication Administration Consent* form and a current copy of an *IHCP (Individual Health Care Plan)* **must** be provided to the school nurse **before a child is allowed to attend school**.

Prescription medication will only be administered when the rules for giving medication at school, established by the Board of Education, are followed. If it is necessary for the child to take a medication during school hours, parents must follow the process outlined below:

- For any child with health care needs (diagnosed by a physician) which necessitates specialized care by KCPS staff (i.e. asthma, allergies requiring an epi-pen, seizures, ADHD medication), an *IHCP (Individual Health Care Plan)* must be completed by a physician or professionally qualified individual and provided

the school nurse, classroom teacher and the Office of Early Learning.

- Children with chronic health conditions not requiring medications at school must also have an *IHCP (Individual Health Care Plan)* to keep staff informed of the child's condition in the event any related issues arise.
- A *Medication Administration Consent* form with dated, written permission of the parent(s) giving school personnel authority to administer medication must be completed. Forms are available at the school. The top portion of the *Medication Administration Consent* form must be completed, signed and dated by the parent/guardian, and the bottom section must be completed, signed and dated by the physician.
- Prescription medication **must** be in the original container, labeled with the child's name, instructions for administration, times and amounts for dosages, expiration date and the physician's name. **All medication is checked-in, approved, and administered by the school nurse.**
- All medications kept at school will be stored in a locked container, away from the child's access at all times. Medication is returned to the locked storage immediately after use. At no time should medication of any type be placed in a child's bag, pockets or backpack.
- Medication needing refrigeration will be kept in the refrigerator in a container separate from food.
- Medication shall be returned to the parent(s) or disposed of immediately when expired, no longer needed or at the end of the school year.

[KCPS Covid Procedures and Reopening Plans](#)

[Neighborhood Pre-K Pandemic Addendum](#)

[Neighborhood Pre-K FAQs](#)

[KCPS Reopening Plans - Fall 2020](#)

KCPS Distance Learning Procedures Plan

Pre-K Distance Learning Model

Pre-K Student Schedule, Monday - Friday

CI & ISA	Time	Minutes	Subject
Live	8:30a - 8:40a	10	Connection Gathering - <i>CD/Trauma Informed activities</i>
Live	8:40a - 9:00a	20	Morning Meeting - <i>ELLC Circle Time discussion</i>
	9:00a - 10:00a	60	Student Work Time - <i>ELLC Circle Time Follow up activities</i>
Live	10:15 - 10:30a	15	Literacy Groups - <i>ELLC Shared Storybook Reading</i>
Live	10:30a - 10:50a	20	Literacy Small Group - <i>ELLC PA Groups</i> (Four groups meet twice per week - <i>M/Th or T/F</i>)
Live	10:50a - 11:50a	60	Individual Student Check-in - <i>CI & ISA Parent/Student contacts</i>
	12:00p - 3:00p	180	Additional Student Work Time <i>(as needed/parent supported)</i>

Notes:

- During **Student Work Time** students independently apply what they learned during ELLC Circle Time, the Connection Gathering, or ELLC PA Groups, or ELLC Storybook reading. These will be tasks teachers provide through **Seesaw**.
- During **Small Group Time** each session will use ELLC instructional activities rooted in MO Learning Goals, student assessment data (including DRDP), and should answer **which student, which standard, which strategy**.
- Each **ELLC PA Group** will meet two times per week -- M/Th or T/F for 15 minutes with a maximum of 5 students in each group. These groupings should follow the A/B cohort plan and consider sibling placements for contact tracing when students return to brick and mortar instruction time
- During **Individual Student Instruction/Check-in**, instructional staff will provide individualized student/parent educational, social-emotional and family development supports by phone and virtual meeting.

Pre-K Distance Learning Technology Support.

- For KCPS Help Desk call: (816) 418-HELP (4357)
- For help logging in to Clever and Seesaw, click [HERE](#)
- For help logging your child on to Microsoft Teams, click [HERE](#)
- Pre-K Teacher and Family Open Office Hours click [HERE](#)

Mental Health and Disabilities Services

The KCPS Early Learning Program promotes the mental well-being of all children in our programs. Our goal is to assist children and families in recognizing the importance of mental health to a young child's healthy development and to provide assistance that is respectful and responsive to the individual child's needs.

The Early Learning Mental Health Coordinator is available to observe children and provide strategies and resources to build on the social and emotional skills in the classroom.

Children experiencing challenging behaviors within the classroom are referred to the Early Learning Mental Health Coordinator for support and assistance.

The Early Learning Mental Health Coordinator may contact parents regarding any concerns and to share ideas and information about observed behaviors that interfere with your child's, or other students' learning.

Classroom teachers and parents will participate in this team approach to meeting the individual needs of the child.

Mental Health support services are available by appointment and can help connect you to a community agency or resources that can help your family.

To contact the Social Emotional learning Coordinator, call your child's teacher or the Office of Early Learning.

Disabilities Services

The Office of Early Childhood Special Education, is part of the Department of Special Education, and is responsible for serving students ages 3-5 (not Kindergarten eligible) who meet the eligibility criteria to be identified with a disability under the Individuals with Disability Education Act (IDEA) and Missouri State Plan. If a parent or teacher has concerns regarding a child's development, they should contact the Mental Health and Disabilities Coordinator, at (816) 418-5292 to discuss the concerns.

Screenings and Assessments

All children receive a developmental and social/emotional screening when accepted into the program, In addition to the initial screenings, ongoing developmental assessments are conducted throughout the program year. Information is gathered from formal assessments, parent input, teacher classroom observations and children's work samples. Parents receive screening results at parent conference time and follow-up will occur if further evaluation is needed in any of these areas.

The following skills are assessed during the developmental screening:

- Gross and fine motor skills
- Cognitive skills
- Language skills
- Social and emotional and self-help skills

Social Emotional Learning

Conscious Discipline & KCPS SEL Philosophy

The purpose of the Pre-K program at KCPS is to prepare Kansas City's youngest learners for lifelong success by helping them build invaluable social emotional skills such as self-regulation, critical thinking, and a willingness to learn through a sense of safety, connection, and belonging. We remember that these are young children with less life experiences who need time to explore their world, build trust with other children and adults, and to build community with each other in a playful environment.

[Conscious Discipline](#) is our trauma-informed and researched based social emotional curriculum. It empowers our teachers to be conscious of brain-body connections in themselves and in children and provides us with the practical skills we need to manage our thoughts, feelings and actions. With this ability to self-regulate, we are then able to teach children to do the same. Connection with others is the construct that literally wires the brain for impulse control. Disconnected children are disruptive and prone to aggressive, shutting down, or bullying behaviors. Conscious Discipline uses connection to encourage impulse control while teaching self-regulation skills in context.

We do not expel children from our Pre-Kindergarten programs. “Expulsions and suspensions in early childhood education both threaten the development of these positive relationships and are a result of the lack of positive relationships between educators, families and children. Expelling preschoolers is not an intervention. Rather, it disrupts the learning process...continuing a negative cycle of revolving doors that increases inequality and hides the child and family from access to meaningful supports.” - NAEYC joint statement on Suspension and Expulsion in Early Childhood. Full statement [here](#).

Strategies and interventions used in the classroom prior to referrals are from the Conscious Discipline social emotional learning curriculum and will be implemented on an individual, as needed basis in collaboration with the SEL coordinator.

Parent/Community Member Concerns Procedures

The Pre-K Extended Learning program uses the following procedures to resolve parent or community member concerns about the program:

- Submit comments/concerns to Mrs. Debbie Ervay (Early Learning Specialist) or Mrs. Susan Wright (Coordinator, Early Childhood Education). Contact information for these individuals is located on page 5 of this document.
- Within ten (10) working days of the complaint, Mrs. Susan Wright (or her designee) will attempt resolution of the concern. Whether a particular action or incident constitutes a violation of policy requires a determination based on all of the facts and surrounding circumstances.
- Parents/community members shall be guaranteed the right to an adequate, reliable, and impartial investigation of concerns, which shall include:
 1. The opportunity to present witnesses and provide evidence.
 2. Completion of investigation within 30 days of the complaint.
 3. Timely notice of the outcome of the investigation.
 4. The right to appeal the decision of the investigating authority to the Superintendent's designee and to receive notice of their decision within 20 days of the appeal.
- Concerns that allege a violation of Federal or State Laws, Federal or State Regulations, Missouri Child Care Licensing Regulations, or KCPS Policies are referred to KCPS Legal Counsel in accordance with KCPS policy.

Procedures for Discrimination/Harassment Complaints

To review the District's policies relating to Non-Discrimination and Harassment as well as investigation of allegations, please click [HERE](#).

Receipt of Parent Handbook Acknowledgement

I understand that by signing this document I, and all individuals associated with me, agree to abide by the KCPS Pre-K Code of Conduct and certify that I have received a copy of the **KCPS Early Childhood Education Programs Parent Handbook**.

I also understand that failure by me (or anyone associated with me) or my child to follow these guidelines may result in KCPS taking action, including, but not limited to, the following:

- Restricting my access to the school building;
- Removing my child from the Pre-K Early Childhood Education program; or
- Any other action the KCPS deems appropriate.

Parent Signature

Date

Witness Signature

Date

Print Name

Date

Print Name

Date



Kansas City Public Schools

Welcome Neighborhood School Pre-K Families!

School Year 2020-2021 Updated 01.26.2021

We welcome you to this unique and unprecedented school year! This addendum to our traditional Neighborhood Schools Pre-K Parent Handbook will address modifications made to ensure safe care for your child during this COVID pandemic. We recognize these times are challenging and our role as an early education program is to meet the most challenging needs during challenging times while providing high-quality educational opportunities for young children.

The classrooms will have changes that enhance safety, while still supporting the high quality early childhood education that you know and expect from our program. The following information will answer some of the questions you may have.

What will the classrooms look like?

The classrooms will operate like traditional early childhood programs, which consists of centers for focused play (e.g. block area, dramatic play, art center) and tables for small group activities. Each classroom will be staffed with two staff members. A part-time learning assistant may also be available if needed to support classroom and student needs. Below are the components that will be different:

- Typically, four (4) to five (5) children are allowed to play in one center. We will reduce this to two (2) children per center to allow for social distancing.
- Children will be provided individual tubs with materials that are typically shared (e.g. scissors, markers, pencils, etc.,). This will allow them to use their own items without sharing.
- Children will have more space between them during large groups, small groups, meals, and naptime.
- Children will be allowed to play together as this is a necessary part of their development. Toys will be frequently sanitized and handwashing breaks will be a part of the schedule.
- Classrooms will stay separate from one another on the playground and during restroom visits.

Are masks required?

Masks are required. All staff, while in the building, are required to wear masks. Parents must wear a mask when dropping off or picking up children. Children in the program will be taught how to wear a mask safely. We encourage you to work with your child on mask safety.

There will be opportunities to take a mask break. Masks are not required while eating, napping and during some outdoor play.

How will I drop off my child for care?

One of the first steps we will take to prevent exposure to COVID-19 is to reduce the amount of people who enter our building. For this reason, parents will not be allowed to enter the building until it is deemed safe. This will be the entry process:

1. You will be assigned to an entry point.
2. Upon arrival, you will see a series of cones spaced six (6) feet apart.
3. You will **put on a mask** and will walk up to the building and stand at a cone, maintaining the six (6) feet distance requirement. If multiple people are in line, it is recommended that you wait in your car or the parking lot until the line moves.
4. A staff member, wearing a mask and other Personal Protective Equipment, will greet you and your child at the building entrance.
5. At orientation, you will receive a copy of the Health Questionnaire, which is designed to help establish if you or a member of your family could potentially be at risk of exposure to COVID-19. The questions are:
 - a. Do you have any of the following symptoms (cough, fever, body aches, loss of taste or smell, stomach issues, etc.) that cannot otherwise be explained?
 - b. Have you or anyone in your household tested positive for COVID-19 in the last 14 days?
 - c. Are you or anyone in your household waiting on results of a COVID-19 test?
 - d. Have you or your child been in close contact (15-minutes within 6-feet) of a person who has tested positive for COVID-19 within the last 14 days?
 - e. Have you or your child been asked to isolate or self-quarantine due to a possible exposure to COVID-19 within the last 14 days?
 - f. Have you given your child any fever-reducing medicine within the last 8 hours?
6. When you arrive in the morning, you will be asked if you have reviewed the Health Questionnaire and if your answer is “yes” to any of the questions.
7. If you answer “yes” to any of the above questions, your child will not be allowed to stay, so it is best if you review the questions each morning before arriving at the program.
8. If you answer “no” to all of the questions, you will be escorted to the temperature check station. If you and your child do not have a fever, you will “wish your child well” for the day and a staff member will escort your child into the building.
9. If you or your child do have a fever, you will not be allowed to leave your child for the day.
10. You will also be asked if you need to update any of your contact information. It is very important that we are able to reach you or another family member if your child should

become ill.

What happens with my child once I leave them with staff?

Once your child is cleared to enter the program for the day, a staff member, wearing a mask, will give your child a mask. Your child will be walked to the classroom. Once in the classroom, they will wash their hands and will be guided to an assigned space where they will begin their morning routine.

How do I pick up my child?

Staff will be waiting at your school's assigned location for Pre-K departure procedures. You will put on a mask, walk up to the entrance and stand at a cone maintaining six feet distance. A staff member will greet you and will verify your child and approve you for pick-up. Staff will notify the classroom that you have arrived and a staff member will escort your child to you. If a different person will pick up your child you must notify program staff ahead of time so we can ensure they are on the approved list for authorized release.

What happens if my child gets sick during the day?

If your child has symptoms that **could** look like COVID-19 symptoms, they will be guided to our quarantine space and cared for. They will be given a mask and will be closely monitored until you arrive to pick up your child. **You MUST be able to pick up your child quickly if they become sick.** This can be you or an approved person on the emergency contact list.

Based upon the nature of your child's symptoms, you will be provided instructions on what should occur in order for your child to return to the program. Each situation will receive consultation with the KCPS nursing department.

What happens if there is a positive COVID-19 exposure by a child or staff member in the program?

While we will make every effort to reduce the possibility of a COVID-19 exposure, it will happen. Families and staff in the program will go to stores, events in their community and will have contact with other family members. Our hope is that should a positive case occur it will not spread due to our safety precautions.

Should we receive notice of a positive COVID-19 test result, we will communicate with our district's COVID-19 leader. This person will communicate with the Kansas City Health Department for a plan of action. This will include the identification of who is at risk of exposure, who is not, and what happens next.



Neighborhood Schools Pre-K Program FAQs

1. What are the hours of the Pre-K Extended Learning Program?

The Neighborhood Pre-K Program operates as listed below.

Educational Program hours: 8:10am to 3:10pm -- Monday through Friday

John T. Hartman:	8111 Oak Street, KCMO 64114
Longfellow:	2830 Holmes Avenue, KCMO 64109
Pitcher:	9915 E 38th Terrace, KCMO 64133
Primitivo Garcia:	1100 E 17th Street, KCMO 64108
Trailwoods:	6201 E 17 th Street, 64126

Educational Program hours: 9:00am to 4:00pm -- Monday through Friday

African-Centered College Prep – Lower:	6410 Swope Parkway, KCMO 64132
Hale Cook:	7302 Pennsylvania Avenue, KCMO 64114
JA Rogers:	6400 E. 23rd Street, KCMO 64129

2. How many children and adults will be in the classroom?

- Each classroom will serve a maximum of twenty (20) children and will be staffed with a lead instructor and teaching assistant. An additional staff member may be on-site to support check in/check out of your student at the beginning and ending of the school day.

Neighborhood Schools Pre-K Program FAQs

3. Will my child be required to wear a mask?

- Masks are required. All staff, while in the building, are required to wear masks. Parents must wear a mask when dropping off or picking up children. Children in the program will be taught how to wear a mask safely. We encourage you to work with your child on mask safety.

4. Will my child's teachers be required to wear a mask?

Teachers and other professional staff in the building will be required to wear face masks. Face shields and gloves will also be provided and used as indicated.

5. Will children in Pre-K classrooms be required to practice social distancing?

Cooperative play and socialization is important for this stage of development. Several strategies will be utilized to reduce risk in the classroom:

- Children will be assigned to zones in the classroom with 2-3 children. This group will be considered "stable" meaning they will not move into close interaction with children outside of this zoned group.
- Children will be provided individual tubs with their own learning materials so children will not have to share crayons, scissors, pencils, markers, etc.
- Playgrounds will be separated into zones allowing for only one classroom in an assigned area at a time.
- Social distancing will occur when moving throughout the building (restroom and playground only). Children will be taught how to maintain space through fun and creative ways.

Neighborhood Schools Pre-K Program FAQs

6. How will the building and classrooms be cleaned?

Custodial services will thoroughly clean the school building twice per day and will do periodical cleaning of high touch services throughout the day (handrails, restrooms, door knobs, etc.). In addition, each classroom will be equipped with supplies for cleaning shelves, tables, and toys as they are used.

7. How will my child get to their classroom?

One of the most important safety measures we can practice is to reduce the amount of people who enter our buildings. For this reason, parents/guardians will not be allowed to enter the building and walk their child to their classroom. An assigned staff member, wearing appropriate PPE, will meet the parent at the front of the building and will escort their child to their classroom. A health assessment will also occur before entry. Details of this process will be provided during program orientation.

8. How will I pick up my child from the program?

Upon arrival, the authorized adult will notify the building site supervisor that they have arrived. An assigned staff member will bring your child to you for release. Details of this process will be provided during program orientation.

9. What steps will be taken to protect my child from being exposed to Covid-19?

Staff and families will receive education on the signs and symptoms of Covid-19 and will be asked to keep their student home should any of the signs or symptoms be present. Upon entry into the building, all staff will receive a temperature check and will complete a health assessment questionnaire. Upon arrival, all children and family members will participate in a temperature check and health assessment questionnaire. Additional safety measures include the use of masks and sanitation practices by all staff. Children will remain in stable groups and will have several handwashing breaks throughout the program day.



Neighborhood Schools Pre-K Program FAQs

10. What happens if a child or staff member gets sick?

If a child or staff member suddenly displays symptoms, they will be isolated from the classroom. The staff member will be asked to go home and the child will wait in isolation (with supervision) until their parent/guardian arrives. Recommended guidelines from the health department will be followed when evaluating a child or staff's return.