

# Parkway Early Childhood Parent Handbook 2024-2025

## Welcome

Welcome to the Parkway School District Preschool Program. We look forward to becoming better acquainted with you and your child. This handbook contains important information and has been designed to provide you with important information about the policies and procedures of the program. Please read the contents and refer to it throughout the year.

The administrators, teachers, and staff take the responsibility of providing a quality program seriously and constantly strive to motivate and stimulate the educational potential in themselves and in the children enrolled.

Choosing the right preschool for your child is one of the most important tasks you face as a parent. We are delighted that you have selected Parkway School District Preschool. Our entire staff is committed to providing quality education in a safe, well-supervised, and nurturing environment. We are thrilled to have the opportunity to partner with you.

## Character Education

Our Character Education Program is one way we focus on our students' social and emotional development. It is an important part of our Preschool Program and it is dedicated to fostering the growth and development of the whole child.

We use our mascot, Parker Panda, to teach our students Parker's Promise:

- Take care of myself
- Take care of others
- Take care of my home and school
- Take care of my world

You will receive more information about our Character Education program from your classroom teacher as well as from our Mental Health Specialists.



## Mission

The mission of Early Childhood is to create a playful, learning community where everyone belongs and is empowered to be their best.

The mission of the Parkway C-2 School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world..

## **Program Philosophy**

The developmental approach to learning is used in our classrooms. Learning is initiated by the child and the teacher functions as a facilitator of the learning process. The child creates and recreates knowledge as a result of experiences with the environment. The teacher facilitates learning by providing materials and activities that match the child's development, but the child as an active learner acquires the knowledge through interactions with the experiences with other children, and with relevant materials. The classroom is full of an array of hands-on materials to explore with many opportunities for choices, planning, and carrying out creative activities. Play and interaction with other students is encouraged to facilitate social, cognitive, emotional and physical development. Our program provides an exciting way to learn which is fun, engaging, and interesting. It provides the foundation needed for learning and develops positive attitudes toward learning.

Our program is based on a child-centered philosophy. Careful thought has gone into the design of each classroom based on relevant principles of child development, creating environments that make children eager to explore, achieve, create, and discover. Children's natural ability and desire to learn is respected. Within the self-directed environment, children will experience themselves as positive, caring, and productive members of a group. Children must be given the opportunity to fully experience the stages and needs of childhood without losing their identity or their natural enthusiasm for learning. This is accomplished by designing a program with a variety of unhurried experiences in a supportive environment allowing for self-expression, self-exploration and discovery, and group experience. An open, supportive environment encourages children to believe in and nurture their talents and resources. A combination of self-belief, initiative, encouragement, and friendship helps children flourish.

Learning is an open-ended, building-block process that is generated by the learner, guided by the teacher, and reinforced by the environment. The attitude of the teachers, the philosophy and objectives of the program, the atmosphere and design of the environment, the activities and materials, and the mood and feeling in the classroom all influence the child's quest for knowledge.

Experiences will be varied from individualized to small and large group situations. Activities are designed to advance your child's knowledge of the world around them, encourage exploration and discovery, stimulate interest, develop curiosity, encourage problem-solving and to develop initiative, resourcefulness, and a strong sense of self.

## **Curriculum Philosophy**

The curriculum is based on the belief that preschool-age children thrive if they experience an integrated, developmentally appropriate program. The curriculum is based on constructivist philosophy.

The Missouri Department of Elementary and Secondary Education's Project Construct curriculum is used in our program. It is a process-oriented curriculum and based on the premise that children learn best when they are actively involved in experiences that are meaningful to them. Teachers provide a learning environment where children can follow their interests and come up with a variety of ideas. Children need both time and opportunity to act on the environment and reflect on their actions. Extended time is needed for experimenting, creating, and imagining. We do not spend time filling in workbooks, drilling facts, or doing worksheets. By concentrating on what children already know, we find out what else they want to discover and allow them to develop curiosity, creativity, confidence, and initiative. When we give children the chance to make choices, we are letting them construct experiences that will help them weigh alternatives when they are older. In our classrooms, we see people who are growing up to be compassionate and thinking people. Mistakes are celebrated. When our room is noisy and buzzing with activity we are assured there is no boredom or aimlessness. We know that our children are thinking. That is the best preparation we can give them.

In the preschool classroom, the learning environment is the curriculum foundation. The room is divided into well-defined learning areas that encourage exploration, work, and active learning through individual, small-group, and large-group activities. Learning centers include dramatic play, art, music, creative expression, construction, science, reading/language, writing/literacy/journals, large muscle, small muscle and sensory exploration.

An integrated thematic curriculum is utilized. Children are part of the planning process making suggestions for themes and topics to investigate. Our eclectic curriculum draws on various approaches such as Missouri Project Construct, The Project Approach and the Reggio Emilia Approach to education.

## **Goals**

### **For Young Children, We Strive To:**

- Provide meaningful developmentally appropriate learning experiences that are based on the individual developmental needs of each child
- Help children value and respect themselves and others
- Stimulate creativity and self-expression
- Promote language and literacy skills
- Stimulate cognitive development
- Promote health, physical growth, and motor development
- Encourage self-discipline
- Help children become accepting, caring individuals and develop supportive and helpful classroom relationships

### **For High School Students We Strive To:**

- Provide meaningful experiential learning opportunities complemented by child development instruction and through hands-on experiences in our preschool classrooms
- High school students are supervised by the preschool teacher and their child development teacher

### **For Parents, We Strive To:**

- Provide quality educational experiences
- Strengthen home-school relationships
- Promote parental understanding of young children's development

### **Our Teachers Strive To:**

- Work with children from a total child perspective
- Recognize the importance of nurturing in children's development
- Help children make thoughtful and appropriate choices
- Help children feel happy, secure, accepted, and loved
- Encourage children to become explorers and researchers
- Challenge children to become critical thinkers
- Motivate children to question and think
- Help children to form strong social relationships with adults and peers

## **Early Childhood Special Education (ECSE)**

Special School District (SSD) partners with Parkway School District to provide early childhood special education services in some Parkway buildings. The buildings where special education services are provided include Parkway Early Childhood West, McKelvey Primary, North Preschool, Central Preschool, Barretts Elementary, Carman Trails Elementary, Wren Hollow Elementary, and Oak Brook Elementary. There is no cost for special education services.

## **Peer Model Program**

The Peer Model Program is a unique opportunity for preschool-aged children to model classroom behavior & skills for children with developmental delays in a half-day preschool setting. This program is not an option for families needing full-day care. It is an opportunity for your child to be a helper, leader, and friend to others in an early childhood special education classroom. Your child will also learn confidence, empathy & school-readiness skills. More information can be found here:

<https://www.parkwayschools.net/cms/lib/MO01931486/Centricity//Domain/1180/Peer%20Model%202024-25.pdf>.

The yearly program fee is \$250.00 per child. You can also email [peermodels@parkwayschools.net](mailto:peermodels@parkwayschools.net) for information.

## **Staffing**

The strength of any school is in its staff. Our teachers are chosen on the basis of attitude, education, experience, and those unique qualities that particularly fit a person who works effectively with young children.

The preschool staff has degreed and certified teachers and individuals with various appropriate educational backgrounds and experiences. Staff benefit from continued staff development programs and regular staff meetings

The teachers work cooperatively with the following professionals:

- The **Director of Early Learning** oversees all of the Early Childhood programs.
- The **Preschool Coordinator** supervises all preschool staff.
- The **Special Education Coordinator** supervises all special education staff.
- The **Instructional Coach** who coaches and supports preschool staff.
- **Various professional specialists** are available for consultation (Speech and Language Pathologist, Occupational Therapist, Counselor, Social Worker, etc.).
- Occasionally there may be high school or college students placed in the classroom as part of a local practicum and student-teacher programs.

## **Child Abuse/Neglect Policy**

A background screening is completed upon hire of all staff members. All staff must pass this screening to be employed by the Parkway School District. As mandated reporters all teachers and assistants must report all suspected instances of child abuse and/or neglect to the Child Abuse Hotline.

## **Educational Equity**

The Parkway Board of Education is committed to the success of each student enrolled in our schools. In order to accomplish this, the district will create an educational environment that emphasizes equity in the opportunities created for all students. Students enrolled in the district shall be provided an educational experience in which they receive the resources they need to have a greater sense of self-efficacy and self-determination. The Board recognizes that barriers and inequities exist in our society, resulting in the reality that not all students start from the same place. The district will identify these barriers and imbalances and make adjustments in order to create equitable educational opportunities for all students. Implementation The district will evaluate current policies and practices (e.g., curriculum and its implementation, discipline practices, professional development, employee recruitment and retention) to determine the degree of equity contained therein. Appropriate revisions will be made to policies and practices such that equity for all students will be an apparent, defining feature. If appropriate, practices or policies may be revised or eliminated in order to produce equitable opportunities for all students. Such evaluation of policies and practices will include the study of how current practices may disproportionately impact or discriminate against any student or family. As a result of this review and any revised policies and practices, all Parkway students should expect, along with their participation in the education process: 1. To develop the necessary skills to face and participate fully in an increasingly ever-changing world; 2. To honor, be knowledgeable and inclusive of cultures in a way that does not violate others' individual or group rights to self-determination; 3. To become leaders in listening for learning as well as creating and facilitating harmonious thought indicative of the equitable education they experienced; 4. To interact with others in ways that create equity; and, 5. To have staff members respect and understand each student's culture and ethnicity to build lasting relationships, enhancing each student's ability to learn. The administration will establish guidelines for the implementation of this policy.

## **Visitors**

Throughout the school year, you may see many visitors which could include parents currently enrolled in the program, parents interested in enrolling in the program, building staff, professionals from other programs, local college students, and the high school child development classes. In order to keep our students and staff safe, Parkway utilizes a Visitor Management System in our buildings. We ask visitors to present a driver's license at our front office before entering our building. Since our families still walk our students into the building for preschool, we have a lot more traffic during arrival and dismissal than most other schools. We ask for anyone who will be dropping off or picking up your child to get a parent pass. Please be sure to bring your driver's license to the front office at whichever school your child attends. Once we scan your driver's license into our Visitor Management System, you will receive a "Preschool Parent Pass." This way you can just quickly show your pass as you enter our buildings for pick up or drop off without having to wait in line to have your driver's license scanned in each time.

## **The High School Child Development Program**

To complement the Family and Consumer Sciences (FACS) curriculum, students enrolled in the high school child development classes utilize the classroom as a laboratory experience working under the supervision of both the high school teacher and the classroom teachers.

## **Public Concerns and/or Complaints**

The Board of Education believes the positive and appropriate two-way communication between the School District, schools, and citizens of the Parkway school community is a vital component of achieving the District's goals. The Board further believes that most questions and concerns are best resolved through communication with appropriate staff members either at each local site or at the District or Divisional level. Community concerns and/or complaints should be directed to the individual who may and can directly address the concern or complaint.

Should you have concerns or complaints, please contact the Director of Early Learning.

## **Enrollment**

- The preschool program accepts children without discrimination in regard to race, gender, creed or ethnic origin
- A child must be three years old by July 31st of the school year to be eligible for the program
- Enrollment takes place on an ongoing basis as long as there is space available.

## **Re-enrollment**

All children enrolled in the Parkway General Education Preschool Program must be enrolled in the program each school year. Re-enrollment information will be sent out and returning students will have priority over new families.

**Please note: that a student's account must be current in order to re-enroll in the program.**

## **Admission**

Children may begin when **all** of the following are completed:

1. The Class Preference Form has been submitted and placement has been confirmed for each child
2. The non-refundable \$100.00 per child registration fee has been paid
3. Your child has been registered as a student through the Parkway School District's Registrar's Office and the following documents were submitted during registration:
  - a. Birth Certificate or Passport
  - b. Immunization Records [Click here](#) for immunizations required for preschool registration.
  - c. Two (2) Proofs of Parent/Guardian's Residency **(one from each section)**
    - i. Mortgage Statement/real estate tax receipt/property deed/current lease (signed by resident and owner)
    - ii. Utility bill (gas/water/electric), credit card or bank statement
  - d. Parenting Plan/Custody Agreement/Legal Guardianship (if applicable)
  - e. Individual Education Plan and Evaluation (IEP) and/or Section 504 Accommodation Plan (IAP) and Evaluation (if applicable)
4. A Play-Based Developmental Screening has been scheduled

## **Play-Based Developmental Screening**

All children enrolled in the Parkway General Education Preschool Program will participate in a Play-Based Developmental Screening. Parents should make an appointment when they enroll by calling 314-415-6969 or online at <https://www.parkwayschools.net/domain/1178>. If the classroom teacher or developmental screener suspects a delay, suggestions and options will be shared with the family.

## **Services and Rights for Students with Disabilities**

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA). Students who qualify as a person with a disability are protected from discrimination and are guaranteed a free, appropriate public education (FAPE) to ensure equal opportunity to access and derive meaningful benefits from public education, as compared to non-disabled peers.

Children under Parkway's jurisdiction, including students attending non-public schools, between the ages of 3 and 21 may be eligible for special education and related services. The Special School District of St. Louis County (SSD) provides special education and related services (e.g., physical and occupational therapy, speech and language services, social work services, and psychological counseling) for students qualifying as a person with a disability under the IDEA. Parkway implements the provisions of Section 504.

Parkway and the SSD share the responsibility of locating, evaluating, and identifying children with disabilities under the IDEA, regardless of the severity of the disability, including children attending private schools, children

who live outside the district but are attending a private school within the district, highly mobile children (e.g., migrant, homeless), children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Disabilities include Autism, Deaf/Blindness, Emotional Disturbance, Deaf/Hard of Hearing, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech and/or Language Impairments, Traumatic Brain Injury, Visual Impairment/Blindness, and Young Child with Developmental Delay. Parents/guardians may refer a child for an evaluation by contacting the school staff (e.g., principal, asst. principal, school counselor) and are entitled to written notification regarding proposed or refused evaluation and placement decisions.

All students with disabilities are served in the least restrictive environment (LRE) and attend Parkway schools unless determined otherwise by the IEP or 504 team. The disabilities teams are charged with determining the necessary services, accommodations, modifications, related aids and adaptive equipment to ensure FAPE. The opportunity to participate in the Parkway curriculum, and extra-curricular activities, earn credits, and obtain a high school diploma is available to all students.

Parkway and the SSD provide assurance of the provision of information and referral services necessary to assist the State Education Department in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

Parkway and the SSD provide that personally identifiable information collected, used, or maintained by the districts for the purpose of identification, evaluation, placement or provision of FAPE under the IDEA and Section 504 may be inspected and reviewed by parents/guardians. Additionally, parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the MO Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

A Local Compliance Plan is in effect to ensure implementation of the state regulations for the IDEA. The plan contains the policies and procedures of Parkway and the SSD regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agencies' assurances that services are provided in compliance with the General Education Provision Act.

The rights of students with disabilities are further explained in the State Plan for Special Education from the Missouri Department of Elementary and Secondary Education and various Parkway Board Policies (ACG.G, ACGA.G, IHBA.BP, JKFBP, JRA.BP).

To review the plan or obtain this notice in an alternate language, contact the Parkway Special Services Department at 314-415-5295 or the SSD at 314-989-8100

## **Notice of Nondiscrimination**

The Parkway School District Board of Education is committed to maintaining an educational environment that is free from discrimination and harassment in admission or access to, or treatment in, its programs, services, activities and facilities. In accordance with the law, the district strictly prohibits discrimination and harassment against students or employees on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, sexual orientation, gender identity or any other characteristic protected by law.

The Board of Education is committed to maintaining an environment for its employees and students that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the Parkway School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. To report an incident of Sexual Harassment or Discrimination, please contact your building administrator or the Compliance Coordinator.

## **Exempt Status**

General Education Preschool, Kids Morning Out, and Special Education classrooms are exempt from state licensure. This is based upon Missouri statutes, section 210.201 (2), which exempts school systems from such requirements. The Parkway School District is fully accredited in the state of Missouri.

# Family Educational Rights and Privacy Act (FERPA) Annual Notification

## I. NOTIFICATION OF RIGHTS

Each year the Parkway School District is required to give notice of the various rights accorded to parents or eligible students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students have a right to be notified and informed. In accordance with the Family Educational Rights and Privacy Act, you are notified of the following:

## II. RIGHTS OF PARENTS

- 1. RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at the District. You should submit to the student's school principal or other appropriate school official a written request that identifies the record or records you wish to review and inspect. You may also wish to request a copy of the Student Records policy and guidelines, which contain additional information.
- 2. RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances where prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of Family Educational Rights and Privacy Act (FERPA) which allow disclosure without prior written consent.
- 3. RIGHT TO REQUEST AMENDMENT:** You have the right to seek to correct any parts of an education record that you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request. You may request an amendment of your child's records by (1) advising the appropriate Parkway official how you wish to amend the student's record and why, and (2) requesting a copy of the Student Records policy and guidelines, which contain additional information.
- 4. RIGHT TO COMPLAINT:** You have the right to file a complaint with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OFFICE, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the District's alleged failure to comply with *Family Educational Rights and Privacy Act*.
- 5. RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Parkway School District in compliance with the *Family Educational Rights and Privacy Act*. A copy may be obtained in person or by mail from: Custodian of Records, Parkway School District, 455 North Woods Mill Road, Chesterfield, Missouri 63017.

## III. Sharing of Information:

The district will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records.

A school official is defined as:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member including medical staff and safety/security staff.
- A member of the board of education.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A person who is employed by the District's law enforcement unit.

## Parkway School Calendar

We follow the school calendar for Parkway School District, and it can be found [here](#). When school is closed, so is Early Childhood. This includes holidays, breaks, and professional development days. **On early release and half days, full-day dismissal is at 12:00 PM (with NO aftercare) and there will be NO PM classes.** All AM classes will be dismissed as normal.

## Orientation

Parents can access the Preschool website at <https://www.parkwayschools.net/domain/1165> to learn more about the program options and locations. Families are introduced to their teacher by email that is sent during the summer. Home visits are then scheduled and completed by the teachers for new students to the program in order to ease the transition into the program. An Open House is scheduled for the Friday before school begins. Individual classrooms may host additional family events each school year.

## **Full Day Arrival and Dismissal**

Upon arrival at school and before entering play please take your child to wash their hands and sign your child in. Please refrain from talking on your cell phone during arrival as this makes the transition to school easier for your child. Always communicate with the teacher when you are leaving thereby placing your child under the teachers' care.

The regular school day is from 8:00 AM-4:00 PM; however, we do allow some flexibility with arrival and dismissal. We just ask that children arrive at preschool by 9:00 AM to minimize classroom disruptions.

**If you are not enrolled in Before Care; the earliest your child can be at school is 8:00 AM.**

Please remember to sign your child out when you are picking them up. At dismissal, the teacher will release the child into the care of the child's custodial parent/guardian or the adult listed on the Emergency Contact Form. Only those adults with written authorization by the parent or guardian will be permitted to pick up your child.

If someone other than a parent is to pick up your child from school, the school must be notified in writing and the name must appear on the Emergency Contact Form, or the parent must call (and be recognizable to staff) giving the name and description of the person and time they will come for the child.

We reserve the right to ask for identification. This policy is strictly enforced for your child's safety. We cannot prevent a parent from picking up their child unless we have a legal court order on file.

The teacher's goodbye will signify that the child is being placed in your care. From that point on responsibility for the child lies with the person receiving the child. Please refrain from talking on your cell phone during dismissal as this makes the transition from school easier on your child.

**If you are not enrolled in After Care; the latest your child can be at school is 4:00 PM.**

Before and After Care space is limited. Pre-registration and an additional fee are required. See the Tuition and Fees section to learn more.

## **Half Day Arrival and Dismissal**

Upon arrival at school and before entering play please take your child to wash their hands and sign your child in. Please refrain from talking on your cell phone during arrival as this makes the transition to school easier for your child. Always communicate to the teacher when you are leaving thereby placing your child under the teacher's care.

Please remember to sign your child out when you are picking them up. At dismissal, the teacher will release the child into the care of the child's custodial parent/guardian or to the adult listed on the Emergency Contact Form. Only those adults with written authorization by the parent or guardian will be permitted to pick up your child.

If someone other than a parent is to pick up your child from school, the school must be notified in writing and the name must appear on the Emergency Contact Form, or the parent must call (and be recognizable to staff) giving the name and description of the person and time they will come for the child.

We reserve the right to ask for identification. This policy is strictly enforced for your child's safety. We cannot prevent a parent from picking up their child unless we have a legal court order on file.

The teacher's goodbye will signify that the child is being placed in your care. From that point on responsibility for the child lies with the person receiving the child. Please refrain from talking on your cell phone during dismissal as this makes the transition from school easier on your child.

## **Full and Half Day Late Pickup Fees**

**PLEASE BE PROMPT** when picking up your child. Parents will receive one warning and then will be charged a late pick-up fee of one dollar per minute. Staff members will have parents sign the late pick up form and fees will be collected through the preschool office. Frequent tardiness at pick-up can result in dismissal from the program.



## **Absences and Attendance Line**

If your child will be absent from school, please call the Preschool attendance line at 314-415-9676. Please include your name and contact information, your child's name and preschool location along with the dates and reason for absence.

In the event of any kind of absence (illness, family vacation, etc.) fees are payable in full. Tuition must be paid in order to keep your child's placement. If tuition is not paid, your child's spot will be forfeited and filled by a student on the waiting list.

## **Health Policies**

### **Immunizations**

A copy of the child's permanent immunization record from the physician's office or medical or religious exemption is required for preschool attendance. The law provides for exclusion from school for failure to comply with the immunization law.

Missouri State regulations require us to keep updated records of the recommended immunizations for each child. Please bring verification from your child's pediatrician when immunizations are updated.

In accordance with Section 210.003.7, RSMo, the parent or guardian of a child enrolled in or attending a Parkway or Special School District preschool program may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Ruth Collins at 314-415-6968 and the information will be provided to you.

Please note, that the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

### **Communicable Disease**

If a child is exposed to or contracts a communicable disease, immediately report this information to the teacher. We are required to notify all families when a child contracts a communicable disease such as chicken pox, measles, pertussis, etc. (A child's name will not be revealed.)

Re-admittance to the program after a communicable disease will require a written statement from the child's physician declaring the condition non-contagious and releasing the child to attend preschool.

### **Illness**

*The following symptoms could indicate infection, illness, or a contagious disease:*

Fever/Pain

Vomiting

Diarrhea

Skin eruptions/rash

Extreme fatigue

Swelling/Sore/Redness of throat

Reddened, weeping eyes, crusty eyes

Constant sneezing/productive cough

Frequent urination, difficulty urinating, tea-colored urine

Gray or white stool

Headache

Stiff neck

Severe itching

Unusual behavior (cranky, lethargic, crying, discomfort, loss of appetite, etc.)

If your child manifests any of the above symptoms, your child should remain at home. A child may return to school when he/she has been free of any or all of these symptoms and has been free of fever (without fever-reducing medications such as Tylenol or ibuprofen) for a minimum of 24 hours.

Each child will be observed for contagious disease and illness upon arrival and throughout the day. Should these symptoms develop while at school, the teacher and/or school nurse will determine the course of action. Parents will be notified and expected to pick up the child promptly. Ill children will be isolated from the group and comforted until a parent arrives.

Readmittance to the program may require a written statement from the child's physician declaring the condition non-contagious and releasing the child to attend preschool. To maintain a healthy classroom, we reserve the right to deny admittance back into the classroom after illness at our discretion.

Please contact the program nurse, Ruth Collins, at 314-415-6968.

## Medication

All medications administered at school require parent and physician authorization. Only FDA-approved medications will be administered during the school day.

If your child needs to take medication at school, including over-the-counter medications, here are some important rules and policies to follow:

1. Medications must be brought to school by the parent or another responsible adult in the original container.
2. All medication is to be taken to the nurse's office.
3. Prescription medications must be in a prescription-labeled container, the label stating the child's name, current date, medication name, and directions for administration.
4. Over-the-counter medications must be in their original containers.
5. [Parent permission forms](#) must accompany any kind of medication. [Physician permission](#) also must accompany [over-the-counter medications](#) given for longer than 5 days and any prescription medication to be given.
6. [Sunscreen and bug spray](#)- A [doctor's prescription/note](#) is required for preschool staff to apply sunscreen or bug spray. The parent must provide the sunscreen or bug spray that is to be applied.

[Medication Authorization Forms](#), [Asthma Action Plans](#), [Food Allergy Action Plans](#), Diabetes Medical Management Plans, and Seizure Action Plans are available from your school nurse or for downloading from the Health Services Forms page of the Parkway website.

## Adult Health Practices

- All adults are given a tuberculin test upon hire.
- All adults are required to have their Hepatitis A vaccination upon hire.
- All teachers receive first aid and CPR training every other year.
- Universal health precautions are taught and followed.

## Accident or Injury

Minor incidents such as scratches, bee stings, scrapes, and bruises are reported through the use of a small incident report form or an email from the school nurse. Following the treatment, the report is completed by the teacher.

Accidents such as a fall from a climber, a deep cut, or a bump to the head are reported to the parent by telephone and through an Accident Report Form.

If a major injury occurs, the staff will immediately call for professional help (school nurse and/or 911). Parents, designated emergency contacts, or the child's doctor will be notified immediately. A Parkway School District Snap Incident Report will be created notifying the Director of Health Services, the Director of Early Childhood, and the Parkway Safety Manager.

## Health Screenings

Parkway and Special School District nursing staff conduct the following screenings for students. Good vision and hearing promote good learning. Please note: during the 2024-2025 school year, Parkway will be conducting mass screenings of students.

### VISION SCREENING

Your child's vision will be screened in grades **PK, K, 3, 5, 7, and 10**. In addition, all students new to Parkway receive vision screening. These screenings can also be done at the parent's request or at the request of a child's teacher. Vision screenings are administered by Parkway School Nurses. If a potential concern is discovered, the school nurse will contact the parent to recommend further evaluation.

### HEARING SCREENING

Your child's hearing will be screened in grades **PK, K, 3, 5, 7, and 10**. In addition, all students new to Parkway receive a hearing screening. Parents or a child's teacher may also request this service. Hearing screenings are

completed by specialists from the Special School District. If a potential concern is discovered, the school nurse will contact the parent with recommendations for follow-up evaluation, if needed.

In addition to the grade level screenings and students new to the district, students with a new IEP or IEP renewal, or any student that appears to be experiencing a problem will be screened in vision and hearing.

## **Lunch and Snacks**

Only our **Full Day** program will be served lunch provided by the school. Parents are also welcome to send in lunch from home in the event they do not want the lunch provided. Full day students will also have two snack periods, one in the morning and one in the afternoon. Families will provide the snacks and should be brought to school daily.

Our **Half Day** program does not get served lunch and will have one snack period. Families will provide the snack and should be brought to school daily.

Both **Full Day and Half Day** will need a water bottle with your child's name daily. Please send a spill-proof water bottle that your child can easily use.

If your child has food allergies, please provide us with written documentation from your child's doctor. If your child attends a full day preschool program we can substitute that food item. A meal modification form will need to be filled out. The school nurse will send the meal modification form.

## **Food Safety Expectations**

In order to help protect the health and safety of our students with life-threatening food allergies and to contribute to the health and academic success of all students, the Parkway School District has adopted new district-wide Food Safety Expectations. Classrooms should be food-free whenever possible. Consumption of food in the classroom is strongly discouraged due to allergy and sanitation concerns.

- Students may continue to bring a snack for their own consumption, especially students with an individual health plan. Students are encouraged to bring healthy snacks to promote health and wellness. Parents may be advised to send in snacks without a particular allergen, if needed, to prevent cross-contamination, which could impact safety for food-allergic students.
- Schools may alternatively choose to order healthy snacks for classrooms or to support hungry students from Parkway Food and Nutrition Services. Any snacks provided for class-wide or individual consumption must be selected with extreme care. In addition, the school nurse will be consulted to identify students with known food allergies.
- Careful cleaning of surfaces with soap and water after consumption of food is essential.

### **Food may not be brought from home for sharing class-wide.**

**Avoid use of food in the curriculum.** If food use is essential in a lesson or the curriculum, teachers will alert students and parents through the syllabus, letters and/or email home, and class announcements. In addition, the school nurse will be informed and consulted to identify students with known food allergies. Teachers will make alternative lessons or curricular plans if students with known food allergies could be adversely impacted. All Early Childhood classrooms will have a list of possible foods used in the classroom posted. A letter will be sent home listing possible foods for parents to sign.

**Find safe and inclusive ways to celebrate without food.** To maintain healthy learners, the safest celebrations occur without food. **Birthday celebrations at school and holiday celebrations at school will not include food.** Schools are encouraged to be creative in celebrating without food.

The mission of the [Parkway Food Pantry](#) is to provide access to food, nutrition and support to the Parkway community so all students can be capable, curious, caring and confident learners.

## **Full Day Rest Period**

A rest period is offered daily. All children are encouraged to rest for a minimum of 30 minutes. After approximately 45 minutes, quiet activities will be offered to children who remain awake. Nap items are to be brought to school on the first day of the week and taken home on the last day of the week. Please supply a crib-sized sheet, blanket and pillow.

## **Clothing**

The best clothes are those that can be easily managed by children. Provide simple clothing that is free of complicated fastenings. Please dress children in casual, comfortable, inexpensive, and washable clothing which will allow for messy explorations. Creative expression is encouraged in our program. Active outdoor play is part of the daily experience. Safe, sturdy, closed-toe shoes will provide stability as children climb and run and will reduce slipping and falling. Consider the weather and dress your child appropriately.

Put one complete set of extra clothes (weather-appropriate) in a gallon Ziploc bag labeled with the child's name. Include socks, underwear, pants, and shirts. Be sure to replace these items when needed and remember to check seasonal clothing.

## **Child Guidance**

The goal of the preschool program is to guide each child toward the development of self-control and positive interactions with the adults and children in the classroom community. In keeping with the program philosophy, children and adults are expected to exercise cooperation, self-control, respectful attitudes, concern for others, and appropriate behavioral responses. Methods of behavior management may include praise, positive reinforcement, distraction, redirection or natural or logical consequences. Young children need many experiences to learn to solve their conflicts. Staff are committed to teaching children how to solve their own conflicts peacefully. Staff will not use any type of physical/corporal punishment at any time. The staff works towards giving the children the skills they need to gain autonomy in this area. Knowing not all conflicts can be avoided, the staff uses the following conflict resolution techniques:

- Talk to the children involved and find out everyone's view of the situation
- Help give the children the words they need to express themselves
- Ask the children what other actions they could have taken
- Act as a mediator
- Remove the child from the situation, if needed

Parkway Early Childhood staff may be contacted to help support your child within the preschool program. Our program strives to meet the individual needs of the children and families enrolled in the program. We may need to confer with families to share further resources and discuss options that will serve the child's best interest. If we feel that this environment is inappropriate for the child, other childcare arrangements may need to be made.

## **Parent Involvement**

Parents are welcome to share interests, talents and skills, provide assistance on special projects, or to serve as resources for classroom learning experiences. A Parent-Teacher Conference is scheduled in the Fall in which teachers will share information on growth and progress.

In an effort to maintain open lines of communication the following methods could be utilized:

- Daily communication at arrival and dismissal
- Classroom Events are offered several times per year
- Parent's Bulletin Board
- Newsletters/emails that relay activities, program themes, parent activities, etc.
- Telephone calls
- Communication App

## **Toys**

**Please leave all toys at home.** Toys can be easily damaged, misplaced, or lost at school.

## **Inclement Weather/Snow Schedule**

If Parkway School District is closed, all Early Childhood programming will also be canceled. School closing information is provided to all media outlets and the district will notify parents of school closings and snow schedules through an automated calling/texting system. They are also announced on Parkway's website, [www.parkwayschools.net](http://www.parkwayschools.net). If school is closed due to inclement weather or emergencies, all fees are payable in full. Parkway will implement a snow schedule as one option to address severe winter weather this school year. **All Full Day preschool classes will begin at 10:30 AM. Half Day AM classes are canceled, while Half Day PM classes will start at normal times.**

## **Tuition and Fees**

**Tuition Payments:** can be made online through Infinite Campus. Alternatively, you can mail or drop off a check to:  
Parkway Early Childhood-West  
Attention: Natalie Lichius  
14605 Clayton Road Ballwin, MO 63011

**Checks need to be made payable to Parkway School District**

Monthly tuition payments remain the same regardless of days off in the school calendar. We understand some families may have to find alternate care during holiday breaks. **Please remember you are paying an installment of the total yearly tuition and NOT for the number of days attended each week.**

The preschool program is a fee-based program and is supported by tuition revenue.

Half Day Preschool tuition: is due on the 1st of each month.  
Full Day preschool tuition is due on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

The first tuition payment is due in June of each year. The June fee will cover the month of August, and regular payments will begin in September.

**Full Day Before Care:** Available from 7:00-8:00 AM with 19 bimonthly installments of \$75 due on the 1st and 15th of each month. Your child must be registered before they can start utilizing beforecare.

**Full Day After Care:** Available from 4:00-5:00 PM with 19 bimonthly installments of \$75 due on the 1st and 15th of each month. Your child must be registered before they can start utilizing beforecare.

**Sibling Discount:** Full Day sibling discount is \$100 per month (\$50 per payment) and Half Day sibling discount is \$40 per month.

**Employee Discount** Parkway employees (including SSD working in Parkway) will receive a 15% employee discount on tuition. We can only apply ONE discount which will be the greater amount between Reduced Tuition, Sibling, or Employee.

**Lunch** is included in the tuition price for Full Day classes. If you choose to send your child's lunch, the tuition price remains the same.

### **Tuition Late Fee**

A late fee charge of \$15 will be added on the 6th to any tuition that has not been paid. If the balance has not been paid by the 10th, your child will not be able to return to school until the fee is paid. Families will be notified by email if their child can no longer attend the program due to an outstanding balance.

### **Returned Checks**

The Parkway School District assesses a \$20.00 fee for all returned checks.

### **Late Pick Up Fee**

Parents will receive one warning and then will be charged a late pick-up fee of one dollar per minute. Staff members will have parents sign the late pick up form and fees will be collected through the preschool office. Frequent tardiness at pick-up can result in dismissal from the program.

### **Notice to Withdraw from the Program**

At least 2 (two) weeks advance notice is required to withdraw your child from preschool. Your account must be current and in good standing prior to your child's last day. **If you DO NOT give a two-week notice, you will be responsible for two weeks of that month's tuition.**

## Parkway Early Childhood Preschool Locations

### Full Day

7:00 AM-8:00 AM: Before Care

**8:00 AM-4:00 PM: School Day**

4:00 PM-5:00 PM: After Care

### **Early Childhood-North**

12790 Fee Fee Road  
Creve Coeur, MO 63146  
Phone: (314) 415-9672

### **Early Childhood-West**

14605 Clayton Road  
Ballwin, MO 63011  
Phone: (314) 415-6950

### **Early Childhood-Wren Hollow**

655 Wren Avenue  
Ballwin, MO 63021  
Phone: (314) 415-4859

### Half Day

#### **Early Childhood-Barretts**

1780 Carman Road, Manchester, MO 63021  
AM classes 8:30-11:30 AM  
PM classes 12:30-3:30 PM  
Phone: (314) 415-9676

#### **Early Childhood- Carman Trails\*\***

555 S. Weidman Road, Manchester, MO 63021  
AM classes 9:00 AM-12:00 PM  
PM classes 12:45-3:45 PM  
Phone: (314) 415-8829

**\*\*SSD and Peer Model only\*\***

#### **Early Childhood-Central**

369 North Woods Mill Road, Chesterfield, MO 63017  
AM classes 9:00 AM-12:00 PM  
PM classes 1:00-4:00 PM  
Phone: (314) 415-4997

#### **Early Childhood- McKelvey Primary**

12657 Fee Fee Road, Creve Coeur, MO 63146  
AM classes 8:45-11:45 AM  
PM classes 12:45-3:45 PM  
Phone: (314) 415-3000

#### **Early Childhood-Oak Brook**

510 Big Bend Blvd., Ballwin, MO 63021  
AM classes 9:00-12:00 PM  
PM classes 12:45-3:45 PM  
Phone: (314) 415-6592

#### **Early Childhood-West**

14605 Clayton Road, Ballwin, MO 63011  
AM classes 9:00 AM-12:00 PM  
PM classes 1:00-4:00 PM  
Phone: (314) 415-6950

## Important Telephone Numbers

Natalie Lichius, Preschool Secretary

Attendance Line

Dr. Heather Gehner, Preschool Coordinator

Dr. Elena Amirault, Director of Early Learning

Dr. Jen Roper, Special Education Coordinator

Dr. Liz Kenner, Special Education Coordinator

Ruth Collins, Parkway Nurse

Leah Becker, SSD Nurse

Cheryl Waldrop, SSD Nurse

(314) 415-6970

(314) 415-9676

(314) 415-6958

(314) 415-6951

(314) 415-4983

(314) 415-4980

(314) 415-6968

(314) 415-9671

(314) 415-4985