

Russellville  
Independent Schools



Stevenson Elementary  
Kaye W. Wilkins Preschool



Russellville Independent Schools  
Stevenson Elementary

# Kaye W. Wilkins Preschool



2017-2018

## Kaye Wilkins' Preschool Staff

<b>Principal:</b>	Robin Cornelius
<b>Assistant Principal:</b>	Linda Caudle
<b>Coordinator:</b>	Linda Shelton
<b>Lead Preschool Teachers:</b>	Debbie Taylor Lindsey Amos
<b>Classroom Assistants:</b>	Christy Scarbrough Pam Robey Sanders
<b>Speech Pathologist:</b>	Lauren Gomez
<b>School Psychologist:</b>	Regina Guthrie Laura Duncan
<b>Occupational Therapist:</b>	Jana Prichard
<b>Physical Therapist:</b>	Donita Brinkley
<b>Parent Involvement &amp; FRC Coordinator:</b>	Carol Kees
<b>ESL Liaison:</b>	Griselda Vargas
<b>Migrant Recruiter/ Translator:</b>	Eunice Arevalo



### Preschool Mission Statement

The Russellville Independent Schools Preschool Program is committed to providing a safe, nurturing environment that sets the foundation for life-long learning.

### Preschool Goals and Expectations

1. We will build positive relationships with children and families.
2. We will engage students in active learning with experiences that foster emotional and intellectual growth.
3. We will teach our students 21<sup>st</sup> Century skills, such as global awareness, critical thinking skills, communication skills, and technology skills.
4. The Preschool staff will be responsible for personal and professional growth.



## Preschool Admissions Procedures

Admission will be based on the following order:

### Resident Criteria

1. Three-year and four-year old students with disabilities
2. Four-year-olds (by August 1) who meet eligibility for free and reduced lunch (160% poverty level)
3. Three and four-year-old English Language Learners
4. Students who are four years old on or before August 1

### Non-resident Criteria

1. Children whose parents are employed in the Russellville Independent Schools District
2. Children of families who own property in the Russellville Independent Schools District
3. Children with a sibling enrolled as of January 1, of the previous school year
4. Other children in priority of application

Applications will be rejected when enrollment requires the employment of an additional teacher or support staff in the classroom where the child would be enrolled. Open enrollment for non-resident students will begin January 1.



### Criteria For Dismissal

1. Poor attendance (ten or more days absent) may result in a conference to discuss an alternate placement.
2. Poor attendance (ten or more days absent) may result in dismissal from the preschool program.
3. Chronic disruption of the school environment may result in dismissal from the program.



**Stevenson Elementary School**  
1000 North Main Street  
Russellville, KY 42276  
(270) 726-8425

**Kaye W. Wilkins Preschool**  
1000 North Main Street  
Russellville, KY 42276  
(270) 726-3927

**Linda Shelton, Preschool Coordinator**  
Russellville District Office  
270-726-8405

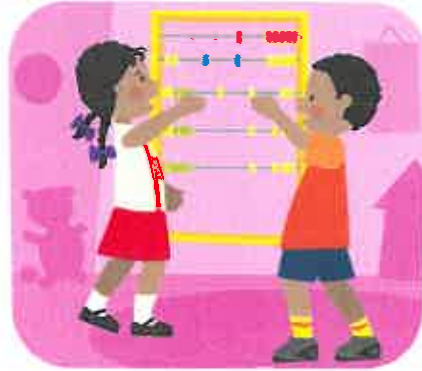
### **Enrollment Requirements**

Only the legal guardian may enroll the child in preschool. The child must be enrolled under his or her full legal name. Children enrolled in the Russellville Independent Schools Preschool Program are required to have on file a copy of the following:

- Application for enrollment
- Birth certificate or other reliable proof of age and identification
- Up-to-date immunization record: State law requires immunization certificates for all pupils. A child entering preschool must present a valid immunization record.
- Proof of eye exam by an optometrist or ophthalmologist
- Proof of current preventative health examination: your child must have the required state form that shows that he or she has had a physical by a doctor of your choice.
- Household and Income verification form: Eligibility may be determined up to four months prior to the start of school.



# Preschool Calendar



Please note that the last day of preschool, May 15, is subject to change due to inclement weather.

**Aug. 15** -- First day for preschool students  
**Sept. 4** -- No school/Labor Day  
**Sept. 5** -- No school/professional development day  
**Oct. 2-6** -- No school/Fall Break  
**Oct. 9-10** -- No school/Professional Development day  
**Nov. 6** -- No school/Professional development day  
**Nov. 22-Nov. 24**-- No school/Thanksgiving holiday  
**Dec. 18 – Jan. 1** -- No school/Winter Break  
**Jan. 2** -- Return to school from Winter Break  
**Jan. 15** -- No school/Dr. Martin Luther King, Jr. Holiday  
**Feb. 26** -- No school/Professional Development Day  
**April 2-April 6** -- No school/Spring Break  
**May 15** -- Last day for preschool students

## Schedule for Preschool

**Morning Session:** Monday through Thursday, from 7:30 a.m. to 10:30 a.m.

**Afternoon Session:** Monday through Thursday, from 11:30 a.m. to 2:30 p.m.

## Supplies Needed

- **Backpack** large enough to hold a regular-sized folder
- **Change of clothes**, including underwear and socks, to keep at school in a labeled bag
- **Diapers or Pull-Ups**, if not toilet trained, and wipes



# Transportation



1. A Transportation Form, which is part of the enrollment packet, must be completed for all preschoolers.
2. Two trained adults -- a bus driver and a preschool bus monitor -- will be on the preschool bus at all times to supervise your child.
3. Only preschoolers are allowed to ride the preschool bus. No older children will ride this bus.
4. Preschoolers can be transported in and out of the Russellville Independent School District areas only.
5. To make changes to your child's transportation, you will need to contact your child's teacher. A written note must be provided to the school's main office.

## Bus Rider Arrival Policy

- Your child must be dressed and ready when the bus arrives at your home. The bus will not wait for you to get your child ready. If your child misses the bus, please bring your child to school at the start time for the program.
- The parent or person designated on the child's release form must walk the child to the bus. A hand-to-hand procedure is Russellville Independent Schools policy.
- Due to traffic, rainy conditions, and variations in the number of stops daily, the bus could be approximately 5 to 10 minutes early or late each day. Please be patient as the bus runs its route. We will contact you if there is a problem.
- Preschool bus monitors will unload all preschoolers from the bus upon arrival at our school so they arrive safely at the preschool classrooms.



## Bus Rider Departure Policy

- Preschool staff will personally load all preschoolers on their bus at departure time.
- Only people listed on the Release Form may receive your child off the bus or pick your child up at school. School personnel may ask to see identification to verify the person's identity.

- Older siblings or those under 18 may not accept a preschooler off the bus.
- If the parent/guardian or designated person is not at home when the bus takes your child to the designated drop-off site, your child will be brought back to the school. The parent and/or designated person will be contacted as soon as the school knows that a child is being brought back to school. You must then come to the school and get your child.
- If the parent or designated person responsible for your child is not at home to get the child off the bus and the child is consequently brought back to school on three occasions, the child will lose bus privileges.
- If your child is brought back to school and we are not able to locate you or any of your contacts, we will eventually have to contact the appropriate law enforcement agency personnel.



## **Car Rider Arrival/Departure Policy**

### **Morning Preschool**

**Drop off:** If you transport your child for morning preschool, you may park in the preschool parking lot and walk your child to where a preschool staff member is waiting. If you arrive before 7:20 a.m., you may wait in the front lobby with your child. **DO NOT LEAVE THEM UNATTENDED IN THE LOBBY.** You may not drop your child off before 7:20a.m.

**Pick up:** If you transport your child from preschool, you may park in the preschool parking lot and walk to your child's classroom and receive them from the preschool staff.

### **Afternoon Preschool**

**Drop off:** If you transport your child for afternoon preschool, you may park in the preschool parking lot and walk your child to where a preschool staff member is waiting. If you arrive before 11:30 a.m, you may wait in the front lobby with your child. **DO NOT LEAVE THEM UNATTENDED IN THE LOBBY.** You may not drop your child off before 11:30 a.m.

**Pick up:** If you transport your child from preschool, you may park in the preschool parking lot and walk to your child's classroom and receive them from the preschool staff.

### **General Information for both sessions:**

If you bring your student in late or pick them up early, you must come to the R.E. Stevenson's main office to sign your child in or out.



## **ATTENTION ALL PRESCHOOL PARENTS**

If any school bus has its stop sign extended outward, please do not pass or go around the school bus. The bus drivers (or any school personnel) are required to contact the police department and report the license number of any car that they witness passing a school bus with an extended stop sign.



## Field Trips

Parents will be informed of all scheduled field trips. Due to bus regulations, the Preschool Program does not transport parents along with their children on the school bus, but parents may meet us at the specified location when a field trip takes place. All parents along on trips should have a criminal reference check completed at school.

## Birthdays

Because birthdays are very important in the life of a child, we will recognize each child's birthday throughout the year. However, NO OUTSIDE food can be brought in to the school.

Invitations to private parties may not be sent to school for distribution unless invitations are sent to the entire class. Requests for addresses of classmates are considered a breach of confidentiality and will not be honored.

## Severe Weather Policy



When Russellville Independent Schools is running on a delayed schedule due to inclement weather:

**Morning Preschool** will be delayed for one hour. The bus will come one hour later. If your child is a car rider, do not drop off until after 8:20.

Watch or listen to the local news, or check the school district's Web site, at [www.russellville.kyschools.us](http://www.russellville.kyschools.us) for severe weather-related school delays or closings. Our program will be announced as "Russellville Independent Schools" or "Russellville City Schools."

If school is ever closed early due to inclement weather or any other unforeseen event, bus riders will be delivered to their drop-off site one hour early. Parents of car riders will need to come to school one hour early to retrieve their preschooler.

## Special Events and Celebrations

Preschool celebrates holidays and the teacher plans specific activities throughout the year. Notes from the teacher will be sent home concerning holiday party supplies. NO OUTSIDE food is permitted. The school cafeteria will prepare a treat for the students. Participation is voluntary. All attendees must have a background check on file to attend.

## Children's Clothing

When dressing your child for school, keep in mind that active play is the basis of our program. Children can feel inhibited about doing activities if they are afraid their clothes will get soiled. Play clothes and gym shoes seem to work best. Some activities will include sand/water play, play dough, painting, cooking activities, and outside experiences.

Please note that unless the weather is inclement (lightning, below zero), we will go outside. Please dress your child appropriately for outside play. They will need coats, gloves and hats in cold weather.

## **Toys From Home**

Toys may not be brought to school. Please understand that we will not replace any personal toys brought to school if they become broken or lost. We realize that many daycare centers and caregivers allow toys. These are to be kept in the child's backpack. Toy guns, swords, and war toys are to be kept at home. Toys used inappropriately or removed from backpacks will be kept in a secure place and returned to the child at the end of the day.

## **Rest Time**

Preschool students who attend school for half-day sessions do not have an official rest time during the school day. Those students that attend the full-day session have a scheduled rest time.

## **Bathroom**

We will supervise children in the bathroom, teaching them good health habits and assisting them with toileting, if they ask or we notice that they need help.

## **Meals**

Preschool children will be served either breakfast or lunch. The teaching staff will supervise. This type of eating arrangement promotes healthy eating habits, appropriate table manners, and communication skills among the children. Children may bring their lunch to school. Soft drinks or fast foods are not allowed. Please notify the staff of any special health, meal, or allergy concerns.

## **Discipline**

Discipline will be handled in the following ways in the preschool:

1. Positive guidance techniques, such as redirection and natural and logical consequences, are used to help children develop self-control and assume responsibility for their actions. In the classroom, the teachers encourage positive behavior with positive reinforcement, such as verbal praise, smiles, and other rewards.
2. If unruly behavior continues, a Time Out chair may be used away from the group. We observe the one-minute-for-one-year rule of thumb for time spent in Time Out. For example, a four-year old will be in Time Out for four minutes.
3. When disruptive behavior is under control, the child will be given the opportunity to rejoin the group.

## **Changes in Child's Contact Information**

For safety reasons, we must have current information in order to contact you. Please inform the school of any changes in your contact information as soon as possible. Call R.E. Stevenson's main office at 726-8425, if your telephone number, address, or emergency contact persons' phone numbers change at any time during the school year.

## **Absenteeism Policy**

If you know that your child will be absent from school for a day or several days due to illness or family issues, please call the school office at (270) 726-8425, and let them know. They will inform your child's teacher and your child's bus driver.

Preschool regulations require that a staff member contact you if your child is absent from school for several days and no family members have contacted the preschool staff. Preschool regulations also require preschool staff to call parents if a child's attendance is inconsistent.

## Home Visits

Your child's teacher and/or one of the other preschool staff members will be making two home visits each school year for each child in their classroom. This is a state preschool regulation required of the preschool staff. Our first home visit with you will be scheduled within 60 school days of your child's entry into preschool. The second required home visit will be set up later in the school year. If your child enters preschool later in the school year, (e.g. April, May), the preschool staff will only visit one time in your home.



## Parent Participation

Parents are very important to the overall success of the preschool experience. Parents can help by:

- Bringing their child to school regularly
- Encouraging their child to be independent
- Meeting with their child's teacher and working with her or him concerning any problems
- Attending their child's school events
- Listening to their child about his or her daily experiences
- Working and playing together as a family group
- Serving as a Parent Volunteer (e.g. assisting in the classroom or in other parts of the program based on the needs of the program)

## Parent Volunteer Requirements

- Have a criminal reference check on file with the school district (Please see Ann Mosier at the Russellville Independent Schools Central Office to obtain a Criminal Reference Check application. You may reach Mrs. Mosier at 726-8405.)
- Complete a Request to Volunteer application
- Attend the required Volunteer Orientation Training
- Review volunteer job description

Volunteers may be given specific duties or assignments, in or out of the classroom, based on the needs of the program. The parent volunteer may be scheduled to assist any of the preschool teachers.

To inquire about participating in your child's program as a parent volunteer, please contact Carol Kees, Stevenson Elementary School's Family Resource Center Coordinator, at 726-4798.

## **Parent Advisory Council**

The Parent Advisory Council meets quarterly. This council is made up of parents and staff members. The purpose of this council is for parents and staff to discuss and communicate the needs and progress of the preschool program. If you would like to serve on the Parent Advisory Council, please contact Carol Kees, whose number is listed above in the Parent Volunteer Requirements Section.

## **Legal Issues**

If a parent is court-ordered not to be allowed to pick up a preschooler, we must have a legal document, signed by court officials, on file within our preschool department and also in the front office of our school to verify the court's decision.

If this changes at any time during the school year, please provide us with new papers that indicate the change and have been signed by the court.

## **Child Abuse Reporting Policy**

The Child Protective Services Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect. These laws are called the Kentucky Unified Juvenile Code and are contained in KRS Chapters 600 to 645. The code requires the reporting of neglect; physical, sexual, or emotional abuse, and dependency of children, whether it occurs in the home, the school or other community settings. The code requires that these reports be assessed and investigated and requires that social services be provided to children found to be experiencing maltreatment. Inherent in the code are two basic principles: a child's fundamental right to be safe and to be nurtured, and a child's basic right to be raised by his or her own parents, whenever possible. Also included in the body of the code are provisions for interviewing children who are the alleged victims.

School district personnel who know or have reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause a report to be made to the proper authorities in accordance with state law. Under Kentucky law there are several authorities to whom abuse or neglect can and should be reported, including the Department for Social Services, Child Protective Services (CPS), the Child-Abuse Hotline and local law enforcement agencies.

## **Wellness Policy**

Any child showing signs of communicable illnesses such as severe colds, chicken pox, flu, diarrhea, vomiting, or elevated temperature should not be sent to school. Sick children do not enjoy being at school, and the illness limits their active participation in classroom activities. We will send sick children home, so please make sure we can contact you so arrangements can be made to transport your sick child home if that situation arises.

If your child is known or suspected to have or be infected with a communicable disease or condition for which a reasonable probability for transmission exists in the school setting, the school may order the student excluded from school. The time period the student is excluded from school shall be in accordance with generally-accepted medical standards which the school shall obtain from consultation with the student's physician, the local health officer or the Kentucky Department for Public Health. Typically, your child may return to school 24 hours after he or she no longer exhibits symptoms.

## **Head Lice Policy**

The parents of a student infected with head lice (live bugs) will be notified, and the student will be sent home. The student will not be allowed back in school until he or she has been treated for lice. What this means is that a student may not return to school with visual lice. The parent is responsible for transporting the child to school to be checked by the school nurse or designated personnel before returning to the regular classroom routine.



## **Communications**

Thank you for choosing the Russellville Independent Schools preschool program. If you have any questions or concerns, feel free to contact Linda Shelton, Preschool Coordinator, at 726-8405, or Robin Cornelius, Stevenson Elementary School Principal, at 726-8425. In addition, please feel free to contact the preschool staff to talk about your child. The best time to reach your child's teacher is from 11 a.m. to noon or 2:30 p.m. to 3 p.m.

If you have a grievance, please observe the following procedure regarding order of contact:

1. Teacher
2. Preschool Coordinator
3. Principal
4. Superintendent

Our staff will do our best effort to maintain regular communications with you regarding your child and will be sending notes, newsletters, and more home via your child's designated folder. Any money, notes, or related items you might send to school regarding your child should be placed in the zippered pouch in your child's folder.

Thank you again for choosing Kaye W. Wilkins Preschool. We are delighted to have the opportunity to work with your child!

# Russellville Independent Schools

HOME OF THE PANTHERS

## 2017-2018 School Calendar--Approved by board 12/13/2016

**HOLIDAYS** PROFESSIONAL DEVELOPMENT DAY STUDENT WRESTLING & LAST DAY PRESCHOOL 1ST & LAST DAY HOLIDAYS LITERACY DAY NO SCHOOL MAKEUP

Students do not attend school on any professional development or literacy day.

July 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

August 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28	29	30	31		

September 2017

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October 2017

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29	30	31				

November 2017

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December 2017

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31						

January 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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28	29	30	31			

February 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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24	25	26	27	28		

March 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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April 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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29	30					

May 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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June 2018

SUN	MON	TUES	WED	THUR	FRI	SAT
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24	25	26	27	28	29	30



At Russellville Independent Schools, we are committed to ensuring that all students achieve at their highest potential, all teachers teach with relevance and rigor, and all teachers establish meaningful relationships with students, parents and the community.