

# Eagles Nest Preschool



**Discover! Soar! Create! Grow! Learn!**  
**Soaring towards excellence!**

**2022-2023**

*Revised June 20, 2022*

# Eagles Nest Preschool Staff 2022-2023

**Superintendent - Dr. Mike Hough**

**Principal - Sarah Burks**

**Assistant Principal - Morgyn Rivière**

**Secretaries – Cindy Keller and Tracy Shumate**

**Director/Preschool Teacher – Carly Meyer**

**Teacher Assistants - Megan Linder and Licia Hogan**

## Philosophy

Eagles Nest Preschool will provide a quality program in a caring and stimulating environment that provides developmentally appropriate activities aligned with Holden Elementary Preschool's early learning outcomes. This will be achieved through the encouragement of child independence, autonomy, increased critical thinking skills and continued training of our staff in child development.

The Eagles Nest Preschool is a license-exempt program.

### ***Child Abuse and Neglect Policies and Procedures***

As mandated reporters we will report any suspected abuse or neglect of any child as pursuant to Missouri Revised Statutes, Chapter 210, Child Protection and Reformation Section 210.115:

When any day care center worker or other childcare worker has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to *The Division in Accordance with the Provisions of Section 210.109 to 210.183.*

# CURRICULUM

**The Eagles Nest Preschool follows the Holden Elementary Preschool Early Learning Outcomes (ELO'S):**

## **ENGLISH LANGUAGE ARTS**

- I can identify and write name
- I can grasp my pencil appropriately
- I can identify letters and sounds
- I can write capital and lowercase letters
- I can demonstrate my understanding of concepts of print (left/right progression, title, illustrator, etc.)
- I can identify colors
- I can transition through appropriate text levels during the writing process (picture, scribble, letters, words)
- I can read basic sight words
- I can recognize rhyming words
- I can use detail when telling personal stories
- I can identify similarities and differences
- I can express thoughts, feelings and ideas clearly

## **MATH**

- I can count to 31
- I can recognize shapes
- I can identify patterns
- I can identify sets
- I can identify numerals to 30
- I can write numerals to 10
- I can follow one, two and three step directions

## **BEHAVIORAL**

- I can interact appropriately in a social setting
- I can raise my hand and wait to be called upon
- I can listen attentively to the teacher

# Welcome to Preschool

We want to make the transition into preschool as smooth as possible for your child and the entire family. For some children, preschool is their first experience with caretakers outside of the home. Some children are very excited about preschool and enthusiastically enter our doors while others experience anxiety and are more reserved. When given hugs and kisses, followed by a quick departure, most children will quickly engage in activities and love coming to school!

Students may enroll on the anniversary of their third birthday regardless of the date. Registration may be completed online or in person. Eagles Nest Preschool is **open to students that do not reside in the Holden R-III School District.**

## Calendar

Eagles Nest Preschool will follow the same calendar as the elementary school. In the event there is a snow day or an early release, Eagles Nest will be open if Day Plus is open. On days off, Ms. Megan and Ms. Licia will be at school, but Mrs. Meyer will not. In this event, you should make the best decision for your family, choosing whether or not to bring your child(ren).

If Day Plus must be closed, Eagles Nest will also be closed. The school calendar can be accessed on the district website at [holdenschools.org/calendar](http://holdenschools.org/calendar)

## Enrollment Process

**To enroll in Eagles Nest the following documents and items must be provided:**

1. Birth Certificate
2. Current Immunization Record
3. Parent/Guardian Contract
4. Student Release Permission Form
5. Media Waiver Agreement
6. Technology Use Agreement
7. \$25.00 Processing fee
8. Completed and signed enrollment form

**The above forms and payment must be turned in to the office and all immunizations current prior to your child attending Eagles Nest.**

Enrollment forms may be obtained at [holdenschools.org/preschool](http://holdenschools.org/preschool) or at the Holden Elementary School Office.

## Disenrollment Process

Fees will apply until you officially disenroll your student from Eagles Nest.

### To disenroll your child from Eagles Nest:

1. You must notify the Holden Elementary School office in writing the last day your child will attend Eagles Nest. You may send a handwritten note or email.
2. All fees must be paid
3. Complete an Exit Questionnaire

## Fees/Payment

Fees are due on Monday each week for the current week. You may pay for one, two, three or more weeks in advance, but all fees must be paid prior to the week of attendance.

Example: the payment for the week August 24th thru August 27th is due on Monday August 24th. If the full payment does not arrive by Wednesday, you will receive a phone call that day and a written notice will be mailed home on Thursday informing you of the overdue fees (2 weeks tuition is now due) and cautioning you that if payment is not made, your child will be dismissed from Eagles Nest. If the payment is not made in full by the following Monday, a final letter of termination with a date of dismissal will be mailed to you. Your child may return when fees have been paid in full. If you have questions, please call Jacque Wiskur at (816) 850-4444, extension 3333.

If your child qualifies for tuition assistance through the Department of Health and Senior Services, the parent/caregiver payment responsibility must be paid as outlined above.

Payments may be made online. If paying by check, there is a drop box in the foyer of Eagles Nest.

### School Year Session Fees

All students must be enrolled as full time. Fees are \$100.00 per week. If Eagles Nest must close, \$20.00 per day closed will be credited to your family's account. Fees must be paid regardless of attendance with the exception of the 5 free days.

Each student is given 5 free days per school year session to be used at the parents/caregiver's discretion. These days may be used as vacation or sick days when the child is absent. Sandra Abel must be contacted for these days to be applied to child's account. These days must be used during the current school session and do not transfer to a different year.

The Holden School District is pleased to offer free preschool to qualifying families. If you are interested in learning more about free preschool contact Holden Elementary School at (816) 732-6071.

## **Hours of Operation**

The Eagles Nest Preschool will have the following hours of operation:  
8:00 am- 3:30 pm Monday-Friday

## **Transportation**

Transportation is the responsibility of the parent/caregiver.

## **Eagles Nest Drop Off/Pick Up**

Preschool begins at 8:00 am each day. Drop off begins at the K-2 cafeteria entrance at 7:45 am. When your child arrives at the preschool, he/she must be signed in. If your child comes from DayPlus to Eagles Nest he/she will be signed in by a DayPlus teacher.

You may pick up your child at 3:30 pm at the K-2 cafeteria entrance. If you pick up your child prior to 3:15 you may do so at Eagles Nest. Your child must stay with the teacher until you sign him/her out.

If Holden Elementary School is not in session drop off and pick up will be at Eagles Nest.

Please note: If your child qualifies for tuition assistance through the Department of Health and Senior Services, the parent must sign him/her in and out each day. This is required by the state in order for the district to receive funding.

## Security of Eagles Building

Eagles Nest inner doors remain locked. The foyer doors unlock at 8:00 am. There is a doorbell in the foyer should parents need to enter the building during school hours. If the doorbell is not working please call (816) 732-6071 and ask for Eagles Nest Preschool.

## Expectations of Program

Eagles Nest Preschool wants to make sure everyone involved in your child's education is working together for the best interest of your child. In doing this, each member of your child's educational team has certain expectations.

### The teachers will be expected to:

- ★ Maintain a safe learning environment
- ★ Hold quarterly activities for parents/families to attend (Open House, Holiday Celebrations, Family Night, Graduation)
- ★ Answer questions regarding your child's development
- ★ Maintain confidentiality about your child with other parents
- ★ Provide general information about child development
- ★ Share progress and any developmental concerns with each child's family
- ★ Follow policies and procedures as dictated by the Holden R-III Schools and the Missouri Department of Health and Senior Services
- ★ Provide an engaging curriculum

### The child will be expected to:

- ★ Be toilet trained (unless there is documented physical and/or mental concerns for why the child is not toilet trained and then accommodations will be made)
- ★ Follow the school rules to the best of his/her ability
- ★ Participate in activities to the best of his/her ability
- ★ Learn and have fun!

### The parents will be expected to:

- ★ Drop off and pick up your child on time each day
- ★ Pay preschool fees on time
- ★ Notify the preschool if your child will not be attending (illness, doctor's appointment, vacation, etc.)
- ★ Check your child's folder daily

- ★ Work with the teachers to encourage a love for learning
- ★ Spend quality time with your child as much as possible (read a book, take a walk, play a game, etc.)
- ★ Talk with your child each day about what he/she did at preschool
- ★ Support the preschool staff as they work with your child
- ★ Attend as many family activities as possible
- ★ Ask questions about your child and his/her development
- ★ Share concerns and/or positive things with the preschool staff

## Illness Policy

Please do not bring your child to preschool if he/she is sick (fever over 100 degrees Fahrenheit, vomiting, diarrhea, unexplained rashes, pink eye, croupy cough, etc.). A child who is sick is not going to feel like being actively involved in learning, will not enjoy being at school, and also increases the risk of other children becoming ill. We ask that you do call and let us know what symptoms he/she may have.

**If a child exhibits any of the following symptoms, he/she will be sent home from preschool:**

- Diarrhea (more than once)
- A fever of over 100 degrees fahrenheit
- Vomiting
- Unusual rash
- Pink eye

If your child becomes ill while at school, he/she will be isolated from the other children until he/she can be picked up. Please keep your emergency contact information up to date so we will be able to reach you and you can give your child the care he/she needs as quickly as possible.

We want your child to return to school as soon as possible; however, if a child has a fever, he/she will need to be **fever free, without mitigating medication, for 12 hours before returning to school**. If a child has a contagious illness (pink eye, strep throat, etc), your child **must be on prescribed medication for 24 hours before returning to school**. A doctor's note will be needed for your child to return if he/she was sent home with a contagious illness.



## **Injury/Accident Guidelines**

In the unfortunate event that your child is injured while in attendance at Eagles Nest Preschool, you will be notified as soon as possible. If first aid treatment is administered by the staff (clean a scrape, apply a band aid, ice pack, etc.) and the child is okay, an injury/accident form will be completed and sent home with your child. The preschool staff will use professional judgment and contact you about the injury if they deem necessary. If the injury is such that emergency medical care needs to be provided, you will be contacted immediately by phone to let you know what plan of action we have taken.

## **Medication Administration Policy**

The preschool staff is not allowed to administer any medication to a child. Medication prescribed by your child's physician that has to be taken during school hours must be given to and administered by our school nurse. We require a signed medication form on file for the nurse to administer medication to your child.

If your child has any health conditions such as asthma (requiring an inhaler or breathing treatment) or severe allergies (requiring an epi-pen), please visit with Ms. Meyer so that an Emergency Action Plan can be developed. If your child has any other health conditions (diabetes, food allergies, seizures, etc.), please visit with Ms. Meyer so that necessary accommodations may be made.

## **Accessible Documents**

**Materials that are accessible by parents are:**

- Any materials pertaining to their child
- Any materials that are available for public view

These materials can be accessed at any time during our daily operation. Inquiries need to be made in the office.

## **Behavior Modifications/Discipline Techniques**

The preschool staff works hard to promote independence in all areas of a child's life. The staff encourages students to work out their own problems and differences of opinions through Conflict Resolution. Children are guided through the process of using BIST, which is our district-wide behavior intervention plan.

BIST stands for Behavior Intervention Support Team. It focuses on using the rules, it's never okay to be hurtful or disruptive. Sometimes a child needs time to think and will sit in the "safe" seat to think about their actions.

Before a child is allowed to return to the activity, a teacher visits with the child about his/her choices and how he/she is going to be successful in the future. Adult intervention happens immediately when a child's safety is in jeopardy. BIST is used throughout Holden Elementary School, so your child will be familiar with the BIST process as they transition into Kindergarten.

## **Behavior/Dismissal Policy**

A child who poses a continuous threat to themselves and/or the safety of other children and/or teaching staff may be dismissed without a waiting period or notice. Prior to a child being dismissed due to inappropriate behaviors, a meeting may be held with the preschool teaching staff, the child's parents/caregivers, and the principal to discuss all possible options/alternatives. Dismissal of that child will be a last resort when all other avenues have been exhausted.

A student may be dismissed from the program due to lack of attendance. Refer to the attendance policy section for details.

## **School Day Routines**

Morning Goodbyes: Children find security in routine, so it is best to follow the same 'goodbye' routine every morning. For example, sign your child in and give a hug and kiss goodbye. If needed, we will help your child engage in conversation with friends while you leave. If your child experiences difficulty saying goodbye, we will happily snuggle the tears away but please do not come back as it will prolong the sadness. It may help if you practice your routine the day before school starts so they are confident coming into school. Preschoolers tend to learn the routine quickly and after a few days, most will not be as clingy. If you have concerns with how your child responds to letting you go, we will establish a plan to make it as painless as possible.

Items from Home: We have days throughout the school year where students can bring things from home to share. It is best if items brought from home are left in his/her backpack. Please do not allow your child to bring any toys to school, unless otherwise specified.

Center Time: During Centers the children learn through play. As children actively engage in student selected centers, teachers interact and talk with the students about what they are doing. Small group and one-to-one instruction occur during

Center Time. This teacher-student interaction is the key to children thinking and learning as they are playing.

Centers are prepared to ensure that students are not forced to participate in centers, but they typically want to because of the high interest level in these activities. If a child does not want to participate, it may be the child is not developmentally ready for that activity or he/she may simply be too involved in the learning activity he/she is engaged in.

Children will choose between doll house, art, discovery, construction, library, and kitchen. We believe that children learn best through play because it holds their interest. Through their play and through daily activities that are important to the children (signing in, signing up to paint, writing in their journals, etc.) they will develop all their necessary pre-Kindergarten skills and more, and will do so in a very meaningful way that sticks with them.

Nap Time: We are required to have nap time each day. Our daily schedule includes an hour and a half nap time, which is developmentally appropriate for children this age. If a child is not asleep after 45 minutes, we provide them with quiet materials that they can lay or sit and look at. They must do so quietly, so they do not disturb other sleeping children. If a child falls asleep, that is their body's way of telling us that it needs a rest. We encourage families to send in a small pillow and/or blanket to use as a cover. All blankets and pillows are laundered weekly. If you do not want your child's blanket laundered at school please let us know so we can send it home on Fridays.

Snacks/Mealtime: Each afternoon we provide a snack at approximately 2:45pm. We do not provide a morning snack, so please make sure your child eats breakfast at home or have them eat breakfast at school.

Our lunch will be the same as what is being served at the elementary school, or the student has the option of bringing their own lunch.

The teachers sit with the children during breakfast and lunch to assist them as needed and to carry on conversations with the students. We have found that children typically like the school lunches and will try new foods because they see their friends and teachers eating those foods.

Birthday Snacks: In honor of each child's birthday, you are invited to send your child's favorite snack for the class to enjoy during snack time. The snack must be store purchased, not made at home, and the ingredients must be listed on the package. It does not have to be the traditional cookies or cupcakes, but instead it could be

something that your child really likes such as fruit or chips and dip. If your child has an allergy to a certain food, like gluten or dairy, we encourage you to send in a treat that they can enjoy for the days when birthday treats are brought in.

**Please let us know in advance if you plan to send snacks. If your child has a summer birthday, we will pick out a day to celebrate his/her birthday.**

Recess: If weather permits, we will have two 25-minute recesses outside. If the weather is bad, we will have recess indoors or extra center time. If your child is unable to go outside for recess because of a medical reason, please provide a note from a doctor.

## Daily Schedule

The daily schedule may change on occasion due to unforeseen events (illness, weather, extending activities because of interest, etc.). There will also be planned changes (school picture day, field trips, special guests, etc.) that you will be notified about.

### Eagles Nest Preschool Daily Schedule

7:45-8:10 Arrival

8:10-9:00 Breakfast

9:00-9:30 Morning routine/ bathroom/ quiet bins

9:30-9:40 Morning Meeting/ calendar

9:40-10:40 Center time

10:00-10:30 | Round 1

10:30-11:00 | Round 2

10:40-11:00 Recess

11:00-11:40 Lunch

11:40-11:45 Bathroom

11:45-12:15 Recess

12:15-1:00 Daily math and ELA rotations

(Art, Science, Math, Writing, Alphabet, Fine Motor skills)

1:00-2:30 Nap/ Rest/ Quiet Time

2:30-2:35 Bathroom break

2:35-3:00 Circle time/ End of day focus

3:00-3:30 Snack/ Pack up

## **Volunteers**

Volunteers must complete a background check and receive district approval. Applications can be found at [holdenschools.org/volunteer](https://holdenschools.org/volunteer). Volunteers are requested to visit with Ms. Meyer to create a schedule. Once approved, all volunteers must check in at the office of the Elementary school and get a visitor badge. We would love volunteers for class parties or school-wide events.

## **Field Trip**

Children learn from their experiences. We cannot provide all experiences inside our facility. When appropriate, students from the preschool may take field trips.

Prior to going on a field trip, parents will be notified and need to complete a permission slip specific to the field trip. Parents who would like to come with us on field trips need to complete a background check and fingerprint process. This ensures that our students are safe on field trips.

# **HOLDEN R-III SCHOOL DISTRICT EAGLES NEST PRESCHOOL MEDIA WAIVER AND RELEASE FORM**

I, \_\_\_\_\_, consent to my child \_\_\_\_\_, being photographed, recorded, interviewed and /or videotaped by representatives of the Holden R-III School District, Eagles Nest Preschool, its agents and independent contractors.

Any information or images obtained may be used for the following: Advertising, publicity through school district website, school publications, newsletters, press releases, television news. I hereby waive any claims I may have and release the HOLDEN R-III SCHOOL DISTRICT/EAGLES NEST PRESCHOOL and its agents from liability of claims arising out of such activities.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Guardian Contract

I have read and understand the policies, procedures, rules, and guidelines that are set for Eagles Nest Preschool.

Child's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## Student Release Permission Form

Eagles Nest is allowed to release my child to the following adults:

Student Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note: Your child WILL NOT be released to anyone other than his/her parents or legal guardian if their name is not on this form.