

First Class Pre-K Handbook



MCS

MORGAN COUNTY SCHOOLS

PRE-K

2023-2024

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Welcome to Pre-K

Alabama's Voluntary Pre-K is part of the Office of School Readiness. First Class Pre-K provides effective, high quality early childhood experiences that prepare Alabama's children for school success and lifelong learning.

Office of School Readiness defines school readiness as a condition whereby children enter school with:

- an enthusiasm for learning,
- an ability to function in a social setting,
- age-appropriate communication and problem solving skills,
- age-appropriate physical and emotional skills, and
- optimal health.

Numerous studies have shown that students who have participated in high-quality pre-kindergarten programs:

- are less likely to repeat a grade, require remedial education, or be placed in special education,
- score higher on achievement tests,
- are more likely to graduate from high-school and go on to college
- get higher paying salaries as adults, and
- are more likely to stay out of prison and off welfare.

Alabama's voluntary First Class Pre-K program continues to provide one of the highest quality state-funded pre-kindergarten programs in America.

Calendar

Morgan County Schools 2023-2024 Calendar **OPTION 1, Updated 4/13/23**

August 1	Institute / Professional Development 9:00—11:00 Institute: WMES, WMHS, WMMS 1:00—3:00 Institute: DHS, DMS, DNES All other schools will conduct all day PD at local schools
August 2	Institute / Professional Development 9:00—11:00 Institute: PES, PHS, PJHS 1:00—3:00 Institute: FES, FHS All other schools will conduct all day PD at local schools
August 3	Institute / Professional Development 9:00—11:00 Institute: BHS, Cotaco, Eva, Lacey's Spring, Union Hill All other schools will conduct all day PD at local schools
August 4	Workday
August 7	Workday
August 8	First Day for students
September 4	Labor Day (NO SCHOOL)
September 18	Parent / Teacher Conference Day
October 6	End of First grading period
October 9-10	Fall Break (No School)
November 10	Veteran's Day Observed (NO SCHOOL)
November 20—24	Thanksgiving Holiday (NO SCHOOL)
December 15	Early release, students leave at 12:00
December 18 – Jan 1	Christmas Break (End of First semester) (86 days)
January 2	Workday
January 3	Students return
January 15	MLK Holiday (NO SCHOOL)
February 16	Parent / Teacher Conference (Connected Campus)
February 19	President's Day (NO SCHOOL)
March 8	End of Third grading period
March 29	Good Friday (Connected Campus Day)
April 1 – April 5	Spring Break
May 20	Graduation (DHS, FHS & PHS) 7:30PM
May 21	Graduation (BHS & WMHS) 7:30PM
May 23	Last day for students (Early release at 12:00)
May 24	Teacher Workday

- Institute
- Teacher PD
- Teacher Workday
- No School
- Early Release
- Connected Campus Day

August 2023

Su	Mo	Tu	W	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	Mo	Tu	W	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Su	Mo	Tu	W	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	Mo	Tu	W	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Su	Mo	Tu	We	Th	Fri	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Su	Mo	Tu	W	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2023

Su	Mo	Tu	W	Th	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2023

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Su	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TRANSPORTATION PROCEDURES

- Due to regulations, bus service for Pre-K is not provided.
- All transportation to and from school must be made by parents/guardians or a designated childcare service authorized by the parent.
- All changes to transportation arrangements (who is to pick up the child) must be made in advance in writing to ensure the safety of your child. Please refer to the local school procedures for details.
- All adults picking up your child must be on your approved pickup list and adhere to local school procedures.

Morgan County Schools OSR Pre-K Tuition 2023-2024

Please refer to the chart below to figure monthly tuition for Morgan County Schools OSR Pre-K. You will need to locate the number of people in your household and the corresponding income level. Tuition is due on the 10th of each month. Please contact Dr. Tanya McCain at 256.309.2153 or tjmccain@morgank12.org with any questions or concerns.

First Class Pre-K Program Guidelines | Appendix B

Appendix B: 2023-2024 Sliding Fee Scale for the First Class Pre-K Program

Based on the Annual 2023 Health & Human Services Poverty Guidelines and Federal Poverty Levels for the 48 Contiguous States and D.C.

Family Income and Poverty Levels 2023-2024															
<p><u>2 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$39,440 2. \$39,441 - \$59,160 3. \$59,161 - \$78,880 4. \$78,881 or more 	<p><u>3 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$49,720 2. \$49,721 - \$74,580 3. \$74,581 - \$99,440 4. \$99,441 or more 	<p><u>4 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$60,000 2. \$60,001 - \$90,000 3. \$90,001 - \$120,000 4. \$120,001 or more 	<p><u>5 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$70,280 2. \$70,281 - \$105,420 3. \$105,421 - \$140,560 4. \$140,561 or more 												
<p><u>6 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$80,560 2. \$80,561 - \$120,840 3. \$120,841 - \$161,120 4. \$161,121 or more 	<p><u>7 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$90,840 2. \$90,841 - \$136,260 3. \$136,261 - \$181,680 4. \$181,681 or more 	<p><u>8 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$101,120 2. \$101,121 - \$151,680 3. \$151,681 - \$202,240 4. \$202,241 or more 	<p><u>9 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$111,400 2. \$111,401 - \$167,100 3. \$167,101 - \$222,800 4. \$222,801 or more 												
<p><u>10 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$121,680 2. \$121,681 - \$182,520 3. \$182,521 - \$243,360 4. \$243,361 or more 	<p><u>11 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$131,960 2. \$131,961 - \$197,940 3. \$197,941 - \$263,920 4. \$263,921 or more 	<p><u>12 people in household</u></p> <p>Annual Income Choices:</p> <ol style="list-style-type: none"> 1. \$0 - \$142,240 2. \$142,241 - \$213,360 3. \$213,361 - \$284,480 4. \$284,481 or more 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Parent Fee Levels</th> </tr> <tr> <th style="text-align: center;">Income Level Choice Based on Number of People in Household</th> <th style="text-align: center;">Parent Fees Not to Exceed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 = 0-200%</td> <td style="text-align: center;">\$40/month</td> </tr> <tr> <td style="text-align: center;">2 = 201-300%</td> <td style="text-align: center;">\$100/month</td> </tr> <tr> <td style="text-align: center;">3 = 301-400%</td> <td style="text-align: center;">\$200/month</td> </tr> <tr> <td style="text-align: center;">4 = >400%</td> <td style="text-align: center;">\$300/month</td> </tr> </tbody> </table>	Parent Fee Levels		Income Level Choice Based on Number of People in Household	Parent Fees Not to Exceed	1 = 0-200%	\$40/month	2 = 201-300%	\$100/month	3 = 301-400%	\$200/month	4 = >400%	\$300/month
Parent Fee Levels															
Income Level Choice Based on Number of People in Household	Parent Fees Not to Exceed														
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4 = >400%	\$300/month														

Pre-K Student Attendance Policy

Morgan County Schools Pre-K

Pre-K is not covered by the state's compulsory attendance laws, but if you enroll your child in the program, regular, punctual attendance is expected.

- Regular attendance ensures Pre-K children benefit from participating in a quality early education. Regular attendance is a school readiness skill, in addition to a good measure of parent engagement. If your child is sick, please let the teacher know. If you have a planned absence, please clear it with the teacher and/or principal in advance. While we understand that life happens, we are required to address chronic attendance issues. If attendance issues are not resolved after several attempts, your child may be withdrawn from the program.

Chronic Attendance Issues

Chronic tardiness is defined as late arrival or early departure more than 2 days per week. Arriving more than five minutes after the designated drop off time or being checked out before the end of the school day will be considered tardy.

Chronic absenteeism is defined as missing more than 4 days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday. (From OSR)

- After 3 unexcused absences or tardies: A phone call may be initiated to remind parents of the attendance policy.
- After 5 unexcused absences or tardies: The Pre-K Director will be notified and a conference may be held with the parent/guardian.
- After 7 unexcused absences or tardies: The situation may be referred to the OSR First Class Monitor.

MCS Pre-K Parent Contract 2023-2024

Child's Full Name: _____

Name of Class/School: _____ County: _____

Lead Teacher: _____

The Parent Contract items that follow are important components of the Pre-K program participation guidelines and enrollment process. The intent of the First Class Pre-K program is for your child to gain the greatest possible benefits from this preschool experience. As space is limited, selection for the program is a privilege that requires parental responsibilities. Please carefully consider the following requirements for participation. Your signature below will acknowledge that you understand and agree to abide by these guidelines.

- I understand that upon admission into a First Class Pre-K program, I will be asked to provide evidence of up-to-date immunizations (blue card) or a signed affidavit of religious beliefs against such immunizations for my child.
- I understand that there will be a tuition fee associated with participation in this program, based on the income I reported. The tuition is due on the 10th of each month.
- I also understand that no transportation will be provided.
- I understand that my child needs to be potty trained unless there is a documented related health condition.

I agree to:

1. Attend an orientation session prior to the beginning of the school year.
2. Attend two scheduled parent conferences, one each semester.
3. Attend additional conferences, when requested, to discuss my child's progress.
4. Complete a minimum of 12 hours of parent involvement during the school year.
5. Have my child at school according to the designated arrival time, and pick up my child according to the designated dismissal/pick up time schedule provided by the Pre-K program.
6. Send a written excuse to my child's teacher after every absence and follow the program attendance policy.
7. Submit all required forms and documentation to my child's teacher by the published deadlines.
8. Assume responsibility for my child's conduct and progress.
9. Work cooperatively with my child's teachers and other site personnel.
10. Give the Alabama Department of Early Childhood Education permission to assess and follow the development and academic performance of my child.
11. Give the Alabama Department of Early Childhood Education to use my child's non-personally-identifiable demographic information for reports and publications.

I understand that failure to comply with any of the program guidelines may result in my child's dismissal from the Alabama First Class Pre-K Program.

Photo Release

Dear Parents,

Unless a written statement to the contrary is filed with the school office, all parents/students give permission and authorization to Morgan County Schools to use any still photograph or video that is taken or is authorized by a Morgan County School staff member for instructional or promotional purposes. By granting permission, parents/students release any and all claims for damages for libel, slander, or invasion of right of privacy.

Student Name: _____

Parent Signature

Date

Signature Page

Child's Name: _____

Local School: _____

Lead Teacher: _____

I have read and understand (please check all):

_____ Parent contract

_____ Attendance Policy

_____ Photo Release

Parent/Guardian Signature

Date