Taylor County
Primary Center

Preschool Handbook

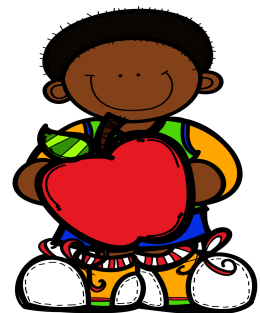**UPDATED 2024**

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Mission Statement: Taylor County Elementary Preschool recognizes each child is unique. A safe, nurturing and welcoming environment promotes development in literacy and numeracy, as well as, social, self-help and language development skills through developmentally appropriate activities. We strive to develop lifelong learners through a family, community and school partnership.

TCPC Preschool Staff:

Teacher: Angie Newton

Phone: 270-465-0449

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Assistant: Sydney London

Teacher: Sarah Gibson

Phone: 502-548-8432

sarah.gibson@taylor.kyschools.us

Assistant: Jordan Hovious-Cox

Teacher: Taylor Blevins

Phone: 270-403-6977

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Assistant: Riann Hood

Teacher: Jacki Goodson

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Assistant: Christa Gerhardt

Teacher: Caitlyn Baldwin

Phone:270-465-0449

caitlyn.baldwin@taylor.kyschools.us

Assistant: Debbie Viers & Jessica Conteras

Teacher: Elizabeth Tarter

Phone: 270-465-0449

elizabeth.tarter@taylor.kyschools.us

Assistant: Ashley Woodford-Rameriz

Star & CDS Students from Taylor County High School and Student Teachers from IECE Certifying Institutions are in the classrooms at various times.

District Staff:

Preschool Coordinator & Director of Exceptional Child Education:

Scott Parks: 270-465-5371

Scott.parks@taylor.kyschools.us

Assistant Special Education Director & Assistant Preschool Coordinator:

Andy Close: 270-465-5371

andy.close@taylor.kyschools.us

Principal:

Melissa Long 270-465-0449

Melissa.long@taylor.kyschools.us

Transportation Director: Guy Wood 270-789-1745

guy.wood@taylor.kyschools.us

General Information

Program Hours: Monday **-**Thursday 7:30 a.m.- 3:00 p.m.

Volunteers/Visitors: There are currently no volunteers or visitors at this time.

Regulations: Public School Preschool was established in 1990 to serve two populations of students by 704 KAR 3:410

Qualifying:

- The State Funded Preschool Program is available to children who are 4 years old on or before August 1 and whose family income is 160% poverty or less. *To determine income eligibility, please complete, sign and return the Household Income Verification application to Taylor County Primary Center.*
- *Any four year old child (4 by August 1st) may attend TCPC according to new regulations and are not required to pay tuition.*
- Students with a disability, qualifying for special education services reaching their 3rd birthday at any point in the school year.
- RTI/KSI Process:
    1. Screening indicates a potential delay.
    2. 4-6 weeks of school guided intervention activities by parents.
    3. Rescreening.
    4. Further testing if need is indicated.

Students can be accepted up to 4 months prior to the opening of school and applications are taken at any time throughout the school year.

Tuition: Tuition is available for children who have turned 4 on or before August 1st of the upcoming school year. Preschool payments in the amount of $75 per week are due every two weeks and can be made via mail or drop off at the Taylor County Board of Education, 1209 East Broadway, Campbellsville, KY 42718. If mailed, please make payment attention to Preschool. Students will be unable to attend preschool after two missed payments.

A payment schedule will be provided prior to the first day of school.

Home Visits:

Parents must make themselves available for at least two (2) home visits each year. The first home visit occurs before the student is allowed to attend and the second happens at the beginning of the second semester. Home visits are pending Covid restrictions.

Enrollment Documentation:

REQUIRED:

Birth Certificate (official)

Eye Exam (by January)

Immunization Certificate

Physical

REQUESTED:

Dental Exam

OPTIONAL:

Social Security Card (copy)

Curriculum: Frogstreet

Assessments:

Students are assessed with "GOLD"

GOLD™ is an authentic, ongoing observational system for assessing children from birth through kindergarten, proven to be valid and reliable by extensive field testing. It helps teachers observe children in the context of everyday experiences, which is an effective way to get to know them well and find out what they know and can do.

Transitions:

As students transition into/out of the preschool setting, every effort is made to acquaint the child with the new environment for a smooth and easy transition.

   First Steps: Transition visit by ECE staff; Qualifying for preschool; Home visit by classroom teacher; begins classes on 3rd Birthday.

Kindergarten: Participates in bump-up day; Kindergarten classroom visits; Placement by Preschool Teachers; Kindergarten Camp; Preschool teachers make contact with child during the first week of school.

Health

All children attending the preschool program are required to submit a physical, immunization, dental and vision exam form. If you require assistance with completion of these forms, please contact the Preschool Staff.

Here are some guidelines that might be helpful in keeping your child as healthy as possible. As you know, preschoolers do not have the same kinds of self-care skills for a cold or infection as school-age children. In addition, young children can be in very close contact with each other while they play.
This information will assist you in making decisions about when to send your child to school if they are not feeling well.

Cold: Continuous nasal discharge, cough, watery eyes that has developed within the past 24-48 hours is considered contagious.
Fever: Must be fever free for 24 hours before returning to school.
Flu: Keep home for 5 days after diagnosis of flu or flu-like symptoms.
Vomiting/Diarrhea: Keep at home for 24 hours after symptoms have resolved and the child can keep food and fluids down.
Strep Throat: Must wait 24 hours after antibiotics have begun.
Conjunctivitis: If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should not return to school for 24 hours.
Head lice: Until treated and has been checked by our school nurse.

Behavior Policy:
Our preschool program helps develop social and emotional skills. However, if the students' behavior puts others in danger or causes harm to self or others, a discipline policy will be implemented. The use of the Safe Crisis Management Program will be used to address any concerns regarding behavior. These behaviors could include any of the following: biting, hitting, self-harm, kicking, destructiveness, and etc.

1st Incident: student will take a "time out" appropriate for age and participate in social stories.

2nd Incident: student "time out" appropriate for age, student will participate in social stories and parent contact.

3rd Incident: meeting with parents

4th Incident: meeting with parents to develop a behavior modification plan will be written to address those concerns and provide positive supports to assist with your student's behavior.

Attendance
Daily attendance records are maintained by the preschool staff. The parent or guardian should contact the school in the event that a child is absent. Regular attendance should be maintained as this helps the child to develop a regular routine and increases their access to instruction for Kindergarten readiness. A parent or legal guardian shall be contacted with respect to an enrolled child whose participation in the program is irregular or who has been absent for three consecutive program days. Taylor County Preschool will track attendance through online Infinite Campus portal by each classroom teacher. Taylor County Board of Education attendance personnel will monitor to ensure every effort is made for preschool students to attend regularly.

Safety
The TCPC preschool adheres to all safety procedures practiced by the K-2 grade students in regards to fire, tornado, earthquake and building intruders.

Sample Schedule

7:30–8:00	student arrival	learning centers	breakfast	
8:10–8:40	Pledge	calendar	weather	exercise/songs
8:40–8:50	restroom			
8:50–10:00	learning centers	small groups	Literacy-Mon/ Tues	Math- Wed/ Thurs
10:00–10:20	songs	poems		
10:20–10:50	lunch			
10:50–11:00	restroom			

11:00-11:20	story time			
11:20-12:30	gross motor	outdoors	Certified duty free lunch 11:45-12:10	
12:30-12:35	restroom			
12:35-1:00	small groups			
1:00-2:30	nap Time	snack time	learning centers	Classified duty free lunch 1:00-1:25
2:30-3:00	restroom	learning centers	backpacks	Buses

2023-2024 School Year

July 2023

Su	M	T	W	Th	F	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					

August 2023

Su	M	T	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

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October 2023

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22	23	24	25	26	27	28
29	30	31				

November 2023

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26	27	28	29	30		

December 2023

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24	25	26	27	28	29	30
31						

January 2024

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28	29	30	31			

February 2024

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18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

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24	25	26	27	28	29	30
31						

April 2024

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	M	T	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	M	T	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Legend

- July - August Summer Vacation
- Aug 15 - Opening Day for Staff
- Aug 16 - First Day for Students
- Sept 4 - No School Labor Day
- Oct 2 - 6 Fall Break
- Nov 6 - No School KEA Day
- Nov 22 - 24 Thanksgiving Break
- Dec 18-Jan 2 Christmas Break
- Jan 2 - Work day for all staff
- Jan 15 - Martin Luther King Holiday
- Feb 19 - No School Presidents' Day
- April 1 - 5 Spring Break
- May 20 - Last Day for Students
- May 21 - Last Day for Staff
- June - Summer Vacation
- Early Release Fridays
- PD=professional development certified