

Taylor County Primary Center



Preschool Handbook



UPDATED 2024

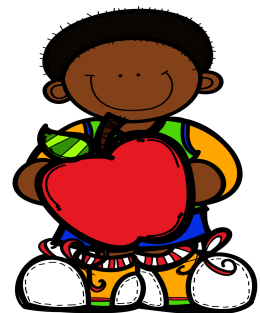


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<https://docs.google.com/forms/d/1GNHKsd21B0uLJs2VZU1zvNg28eA8DVnErCCE1z-HCPA/edit>

Mission Statement: Taylor County 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

angie.newton@taylor.kyschools.us

Assistant: Sydney London



Teacher: Sarah Gibson

Phone: 502-548-8432

sarah.gibson@taylor.kyschools.us

Assistant: Jordann Hovious-Cox

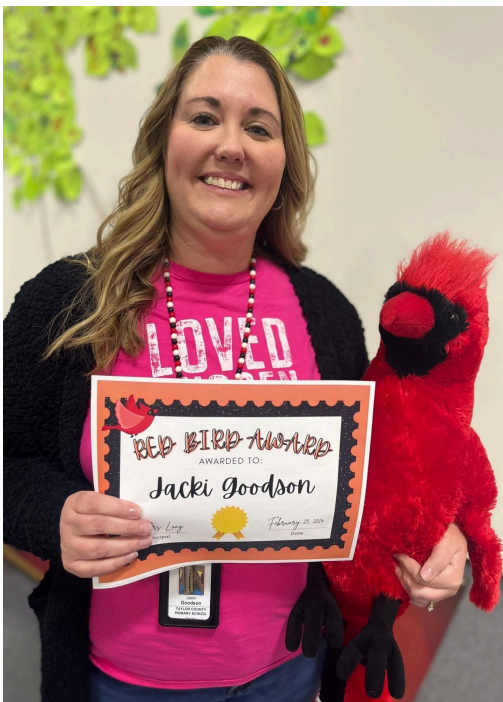


Teacher: Taylor Blevins

Phone: 270-403-6977

taylor.blevins@taylor.kyschools.us

Assistant: Riann Hood



Teacher: Jacki Goodson

Phone: 270-403-6977

jacki.goodson@taylor.kyschools.us

Assistant: Christa Gerhardt



Teacher: Lindsey Smith

Phone: 270- 940- 1469

lindsey.smith@taylor.kyschools.us

Assistant: Beth Sprowles



Teacher: Elizabeth Tarter

Phone: 270-465-0449

elizabeth.tarter@taylor.kyschools.us

Assistant: Ashley Woodford-Rameriz



Teacher: Lauren Barnes

Phone: 270-469-6090

lauren.barnes@taylor.kyschools.us

Assistant: Klairissa Davis



Teacher: Caroline Buckman

Phone: (270)699-5652

caroline.buckman@icloud.com

Assistant: Nicole Sever

****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:

Children that qualify for State Funded Preschool Program include:

- Children who turn 4 years old on or before August 1 and whose family income meets the low incomes requirements.
- Children who turn 3 years olds at any point during the school year that qualify for special education, may attend preschool.
- ***To determine income eligibility, please complete, sign and return the Household Income Verification application to Taylor County Primary Center.***

Children that attend preschool on tuition include:

- *Children who turn 4 years old (4 by August 1st) may attend our preschool program on tuition if they do not meet the criteria as at risk/low income or disability.*
- Children who turn 3 years old (3 by August 1st) may attend our preschool program on tuition if they do not qualify under special education.
- RTI/KSI Process:
 1. Screening indicates a potential delay.
 2. 4-6 weeks of school guided intervention in preschool classroom
 3. Rescreening.
 4. Refer for testing if need is indicated through screening and RTI data collected.
 5. If referred for special education services the district has 60 school days to complete the evaluation.

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 3 or 4 on or before August 1st of the upcoming school year. Preschool payments in the amount of \$85 per week are due every two weeks and can be made via mail or dropped 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.

2024–2025 Payment Schedule:

Aug 26, Sep 9, Sep 23, Oct 14, Oct 28, Nov 11, Nov 25, Dec 9, Jan 6, Jan 21, Feb 3, Feb 18, Mar 3, Mar 17, Mar 31, Apr 14, and Apr 28

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: Frog Street

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 have 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 Preschool Schedule

7:30-8:00	student arrival 	learning centers 	breakfast 	
8:10-8:30	Pledge 	calendar 	weather 	exercise/songs 
8:30-9:00	restroom 	gross motor 		
9:00-10:00	learning centers 	small groups 	Literacy- 	Math- 123
10:00-10:45	songs 	poems 	small groups 	
10:45- 11:15	lunch 			
11:15- 11:25	restroom 			

11:20-12:30	gross motor 	outdoors 		
12:30-12:35	restroom 			
12:35-1:00	small groups 	Table toys/playdough	Yoga/calming	
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 

2024-2025 School Year

July 2024							August 2024							September 2024						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3	1	H	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
October 2024							November 2024							December 2024						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	H	29	30	29	30	31				
January 2025							February 2025							March 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	H	21	22	23	24	25	16	H	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April 2025							May 2025							June 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
Summer Vacation							NOV 5 - Election Day/No School							FEB 17 - Presidents' Day/No School						
AUG 13 - Opening Day for Staff							NOV 27 - 29 Thanksgiving Break							MAR 14 - No School						
AUG 14 - First Day for Students							DEC 20 - Jan 3 Christmas Break							APR 7 - 11 Spring Break						
AUG 28 - First Day of Preschool							JAN 6 - Work day for all staff							MAY 8 - Last Day for Preschool						
SEP 2 - Labor Day/No School							JAN 7 - Students back to school							MAY 21 - Last Day for Students						
OCT 7 - 11 Fall Break							JAN 20 - MLK Day/No School							MAY 22 - Last Day for Classified						
NOV 4 - KEA Day/No School							Early Release Fridays							MAY 23 - Certified only - PD						