

TRIGG COUNTY
WILDCATS

PRESCHOOL PARENT HANDBOOK

2025-2026



SECTION 1: ORIENTATION TO OUR PROGRAM

Welcome to Trigg County Public Schools Preschool Program. Our program prides itself on providing quality early education services to children and families in Trigg County. We hope you take the time to read our Parent Handbook to become acquainted with our program and our policies. We are always available to answer any questions or address any concerns you may have. Please feel free to contact the Preschool Director, Mandy Byrd, at 270-522-6075, or Trigg County Primary School Principal, Lindsay Kinslow, at 270-522-2700.

PHILOSOPHY

At TCPS Preschool, we approach each child as an individual. By using this approach we hope to establish feelings of trust and respect. Each child, no matter how young, realizes he/she is important and unique; this is the dawning of a healthy self-concept. When a child feels happy and secure, he/she is ready to explore the world around him/her.

Through our curriculum, we encourage the children to explore and discover their environment. We promote the development of the whole child. Through love and dedication, our teachers strive to provide each child with socio-emotional, physical, and cognitive growth. Each child is encouraged to learn and grow at their own developmental rate. We emphasize a happy and safe atmosphere. This makes it more exciting for a child as he/she begins to take every opportunity to approach and enjoy his/her first educational experience. Our priority is to prime each child for a journey that allows them to discover their passion for and love of learning.

Section 2: Program Information

PRESCHOOL SCREENING

All children enrolled in preschool participate in a preschool screening process which is a brief assessment of speech, cognitive, and motor development. Screenings are scheduled in the spring and fall for children who turn three (3) throughout the school year. Additional screening dates may be added if needed. Most children are screened prior to the start of the school year. Children enrolled after the general enrollment period will be screened within 30 days of enrollment. Only staff working directly with your child have access to screening results which are maintained in your child's cumulative student record file.

ELIGIBILITY

Trigg County Public Schools Preschool program is open to any child who resides in the county and whose 4th birthday occurs before **August 1** of the current school year. Children who reside in the county who have reached their 3rd birthday **AND** are identified with a disability are also eligible for preschool services.

RECORDS/ENTRY INFORMATION FOR CHILDREN

The following documents should be provided **prior** to the first day of school attendance:

- Completed Registration Packet
- Verification of Birth
- Immunization Record
- Current Physical – within the last 6 months
- Eye Exam – by an optometrist or ophthalmologist by Jan. 1st of current school year
- Child's Social Security Card (not required)
- Proof of Residency
- Proof of Income

PROGRAM HOURS

TCPS Preschool hours are Monday – Thursday from 8:15 a.m. – 1:15 p.m. Please see the Trigg County Public School district calendar for dates of operation.

STAFF ORGANIZATION

TCPS Preschool is composed of many wonderful staff members who all play a valuable role in the functioning of our program. Our staff contains a Preschool Director, the Trigg County Primary School Principal, TCPS Assistant Principal, TCPS Guidance Counselor, an Interdisciplinary Early Childhood Education (IECE) Teacher in every classroom and an Associate Teacher/Instructional Assistant in every classroom. In addition, there are Speech-Language Pathologists, Occupational Therapists, Physical Therapists, and School Psychologists available for your child if a specific need arises. For your child's protection, all of our staff undergo extensive background checks and are medically cleared before being left alone with the children.

CLASSROOM STAFF

Teachers

All of the teachers at TCPS Preschool are caring and dedicated individuals. All of the teachers in our Preschool Program are Interdisciplinary Early Childhood certified individuals. Teachers are responsible for planning classroom activities, ensuring that the curriculum is implemented, observing and assessing children, and assuring the safe supervision of all children at all times. Our teachers are involved in every

aspect of the daily routine, making sure that each child's individual needs are met and that their strengths shine through. Teachers welcome parent volunteers in the classroom and will conduct two parent conferences in the school setting and two home visits annually.

Associate Teachers/Instructional Assistants

Each classroom with an enrollment above 10 students will have an Associate Teacher/Instructional Assistant assigned to help the teacher with all the daily activities in the classroom. Associate Teachers/Instructional Assistants at TCPS Preschool have earned or are working towards a CDA (Child Development Associate) Certification or Associate's Degree. Each one works closely with the children and establishes a trusting, caring relationship with each child. They assist the teacher with the implementation of the curriculum and all learning activities and play a vital role in your child's learning experience.

ADMINISTRATIVE STAFF

Preschool Director

The Director is responsible for the oversight and implementation of the TCPS Preschool Program. The director supervises the center's staff, ensures that the chosen curriculum meets the children's needs, and serves as a leader for everyone involved in the program. The director has many duties including overseeing the agency's budget, curriculum, staff, and scheduling. The Director is also responsible for assuring the center meets all state and local mandates and maintains high quality at all times. The Director is available to meet with families. Please feel free to reach out to her at any time.

TCPS Primary School Principal/Administrator – Lindsey Kinslow

The TCPS Primary School Principal is responsible for overseeing the center's daily operational tasks. The Principal is also available to meet with parents and handle any questions, concerns, or comments you might have.

TCPS Primary School Receptionist

TCPS Preschool is located within the TCPS Primary School. Whenever you walk into or call TCPS Primary you are greeted by the TCPS Primary School Receptionist. She can direct you to the individual with whom you need to speak, as well as answer questions about our program's services and hours. However, the Receptionist cannot respond to questions concerning individual children, families, or staff members, but would be happy to direct you to the appropriate staff member.

Section 3: GENERAL INFORMATION

REGISTRATION/EMERGENCY CONTACT/CHANGE IN STUDENT INFORMATION

Registration begins each year in April; however, we accept new registrations at any time. All families must complete a registration packet, as well as online registration (OLR) each year for children to be enrolled in the center. All documents must be provided to the center before a child can begin/continue attending.

Upon enrollment, parents must fill out an emergency card that lists emergency contact numbers for parents and identifies individuals authorized to pick up children. In order for us to have up-to-date information in case of an emergency, please notify the school as soon as possible if there is any change in parent's, guardian's, or student's address, telephone number, or last name. It is vital that the school is able to reach you during school hours. In the event staff members need to send a "School Messenger" automated call, for things such as school closing or student-specific information, your current phone number must be on file.

EMERGENCY CLOSING/SCHOOL MESSENGER SYSTEM

In order to ensure that parents are properly notified in the event of a school closing, all families enrolled in the preschool program will be added to the district's School Messenger System. Through this system, parents will receive an automated phone call (home, work, and cell phone), text message, and email (if applicable) to the contact numbers provided to us at registration. This message will alert you that there will be an emergency school closing due to inclement weather, power outages, etc. It is the responsibility of the parent to notify the center if any contact numbers have changed or need to be updated.

WEATHER DELAY/CANCELLATION

Making a decision to close school, delay starting times, or dismiss early during bad weather is very difficult. When our area is hit with extreme weather conditions, including snow, ice, and sometimes floods, district administrators and transportation staff work to assess safety conditions. A decision to close school or delay starting times will be made as early as possible (typically by 5:15 a.m.) for the convenience of parents and staff. A number of radio and television stations will be notified in addition to the SCHOOL MESSENGER call that is sent to all parents.

MEALS

Trigg County Public Schools participates in the Community Eligibility Provision of the National School Breakfast and Lunch Programs. Students are provided with breakfast and lunch at no cost to the student or parent. All meals are provided by the center, according to Department of Agriculture standards.

STUDENT SECURITY AND SUPERVISION

ALL visitors must now sign in at the office. We have a sign-in system that requires a photo ID and requires visitors to sign themselves in after presenting their ID to the front desk. Parents will not be allowed to walk their students to class. If you need to speak to an administrator, you will need to contact the front office and set up an appointment to do so. If you are a Primary parent (upstairs or downstairs classroom), you must enter the Primary office to sign in, not the Intermediate School. Keep in mind we are two different buildings and have to make sure parents are entering the appropriate school office.

All visitors MUST sign in at the front office of the Primary School and receive a visitor's sticker. Access to the Primary School is through the Main Entrance only. All other doors will be locked at all times.

Children enrolled at Trigg County Public Schools Preschool shall be supervised by a staff member at all times, including during outdoor activities, toileting procedures and walking through hallways, as appropriate for their ages and developmental needs, the physical setting, and the nature of the activity.

SIGN-IN SIGN-OUT PROCEDURES

Parents, or authorized adults, are required to sign-in or out a child when arriving or leaving between the normal beginning or ending time of the preschool school day. The sign-in / sign-out procedure must be completed with the Primary School Receptionist.

POLICY ON THE RELEASE OF CHILDREN

A child may only be released to the child's custodial parent(s) or those individuals authorized by the parent(s). Authorized person(s) are those individuals you list on your enrollment form and emergency cards.

DENYING ACCESS TO PARENTS

If a parent has been denied access, or granted limited access to the child by court order, Trigg County Primary School must have a copy of the court document on file. Custodial Parents may only be removed from the emergency card if the school receives a court document or custody agreement stating the terms of custody and/or that the named parent is not granted access to the child.

PHOTOGRAPHS/SOCIAL MEDIA

A directory release form is included in the registration packet. Photographs may be taken by Trigg County Preschool staff for the purpose of assessment as well as for special events. Please indicate on the release form if you do not want your child photographed by any of the above sources.

In order to protect all children’s privacy, photographs are not allowed to be taken on personal cell phones or cameras. We ask that all staff, parents, and visitors adhere to these guidelines per Trigg County Board of Education Policy 10.5.

SECTION 4: PARENT AND FAMILY INVOLVEMENT

Our center offers parents of enrolled children ample opportunity to participate in and observe the activities of the preschool. Parents wishing to participate in the activities or operations of the preschool should discuss their interests with the principal, who can advise them of the available opportunities.

Our preschool will inform parents in advance of every field trip, outing, or special event away from the center, and will obtain prior written consent from parents before taking a child on each trip.

OPEN DOOR POLICY

The Preschool Program encourages active parent/family involvement and considers the different types of family structures and needs. At a minimum, the following types of opportunities will be made available to families:

- **VOLUNTEERING:** The teachers always welcome any parents wishing to share a particular vocation or talent such as playing a musical instrument, storytelling, cultural information, or even just assisting the teacher during a normal day.
- **FIELD TRIPS:** If your family has visited a place that may interest your child’s classmates, please get information. We can also use chaperones on most field trips. This is a particularly nice way to spend time with your child.
- **FUNDRAISERS:** If you have an idea for a fundraiser, please let us know.
- **HOLIDAY PARTIES:** If you have a Holiday that your family celebrates that you would like to share the history of let us know. We will try to incorporate this into our curriculum.
- **QUESTIONS/ CONCERNS:** Individual questions or concerns should be addressed through your child’s teacher, the Principal, or Preschool Director. Appointments may be made through the office for a mutually convenient time. Phone calls or notes are also always welcomed.
- **CONFERENCE/ MEETINGS:** The preschool staff is excited to learn about your child and family. A parent’s insight helps us better plan to meet your child’s needs for his/her healthy growth and development. Parents are encouraged to speak with your child’s teacher on a regular basis.
- **PERIODIC HOME VISITS:** The preschool staff are eager to learn about your child and when possible, will conduct a minimum of two home visits per child per year by the child’s teacher.
- **PARTICIPATION IN PROGRAM EVALUATION - ANNUAL PARENT AND STAFF SURVEYS -** Parents and staff are asked to complete a survey annually. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program to help set program goals for the next year. A copy of the report is made available to all parents and staff with suggested recommendations and improvements.

A background check by the school MUST be completed before you may volunteer to participate in school activities per Trigg County Board of Education Policy 03.6. Parents interested in volunteering should contact the Trigg County Board of Education at 270-522-6075. All volunteers will need to register at the front office each time they come to school.

COMMUNICATION

Parents are encouraged to reach out to their child's teacher whenever they have a question, comment, or concern. An open line of communication is always our priority. In addition, the center will informally and formally communicate with parents throughout the year. Methods of communication include:

- Back to School Orientation- the TC Preschool hosts an annual back-to-school orientation in August. Parents are given information about the program, policies, curriculum, and standards. A survey of family interests is conducted at this time.
- Letters- parents will receive written communication about upcoming events, program changes, or information throughout the year.
- Classroom Newsletter- a newsletter is sent to families regularly. Newsletters include information about upcoming events, recap of past events, and activities for parents and children to do at home together.
- Parent Teacher Conferences- are held two times a year. These are individual conferences between the classroom teacher and the parent. Parent Teacher Conferences are a great opportunity for parents and teachers to meet on an individual basis to discuss children's progress in the classroom, build rapport, and answer any questions that parents might have about their child's learning, development, or experience in school.
- Home Visits- The classroom teacher will arrange a mutually agreed upon date and time to conduct a home visit twice per year. The purpose is to provide an opportunity for discussion of the child's progress and get to know the family. These visits may be at the home or another agreed upon location if the family prefers not to have a visit in the home.
- Email- Parents are encouraged to provide the center with their current email address so that information can be sent to them electronically.

FAMILY RESOURCE CENTER

Parents are encouraged to utilize Trigg County Lighthouse Family Resource Center. The Lighthouse Resource Center provides supports to students and families in an effort to reduce barriers to school success.

PERSONAL BELONGINGS

Each child is encouraged to have a backpack that should be large enough to hold the child's Paws Folder. The Paws Folder is used for communication between home and school. Paws Folders are sent home weekly. Children should also have an extra change of clothes in their backpacks, in case of accidents.

TOYS FROM HOME

Because toys from home are often difficult to share, easy to lose, and breakable, we ask that children do not bring toys from home to preschool except for special events. Your child's teacher will communicate with you about lessons or events when children should bring in a toy from home. Please remember that Trigg County Preschool does not allow toys that promote aggressive behavior such as guns, knives, or swords. The following are some appropriate and popular items to share in school: photographs, handmade toys and games, books, objects found in nature and artwork.

TOILETING

Children who are still learning to use the toilet will be encouraged to do so in a supportive and positive manner. Training will be done in conjunction with parents in a manner that is consistent with the child's physical and emotional abilities. All children will be encouraged to use the toilet. If your child is still using disposable undergarments, we ask that you provide those as well as baby wipes.

Section 5: Arrival and Departure

Arrival to and departure from school is an important and busy time. Please be patient with the staff and other parents who are either dropping off or picking up their children.

BUS TRANSPORTATION

Bus transportation is provided for all preschool students. In addition to the high Kentucky safety standards for the transportation of school-age children, all school buses carrying preschool children **MUST** have at least one driver assistant (bus monitor) trained in safety and the needs of young children. Young children are supervised on the bus and personally delivered only to the parent or other person designated by the parent.

Each preschool bus is equipped for the use of height and weight-appropriate child restraint systems which are utilized with preschool children. The Child Restraint System is a device designed to restrain, seat, or position children who weigh 50 pounds or less.

If your child will ride the school bus, the bus personnel will give you their guidelines and the times for pick up and drop off. Our drop-off procedure is **HAND TO HAND** even on the bus routes. **Whoever** is picking up your child **must know the security code or your child cannot be released**. It is the responsibility of the parent/guardian or person authorized by the parent of the preschool child to provide safe supervision to and from the bus stop and delivery to and from the bus monitor.

- The bus monitor shall be responsible to receive and deliver the child safely to and from the bus stop to the parent/guardian or person authorized by the parent.
- Parent/Guardian or authorized person must be present at the drop-off location when buses arrive each day.

- If no authorized person is present when the bus arrives for afternoon drop-off, the child will be returned to Trigg County Preschool. The parent/guardian is then responsible for picking up the child at the Preschool office.
- Parent/Guardian or another authorized person will be REQUIRED to provide the Safety Code when picking up your child and/or getting your child from the bus. If Parent/Guardian or authorized person does not know/provide the Safety Code, the child will not be released.

PARENT/GUARDIAN PROVIDED TRANSPORTATION

Parents/Guardians may provide transportation for their child. **Never allow your child to get out of the car and leave without a staff member waiting there to assist your child. Always remember safety first.**

- Please use the Parent Drop-Off Entrance for Trigg County Primary School for loading and unloading of students during the time that Preschool staff are present to unload children (8:10 – 8:20).
- Parents who arrive after 8:20 a.m. should park in the Primary/Intermediate School parking lot, and walk their child into the building.
- Preschool students are NOT to be dropped off and allowed to walk into the school by themselves.
- Children should not arrive prior to 8:10 a.m.
- Afternoon dismissal will begin at 1:15 for car pick. Preschool busses will also be loaded at 1:15. Parents may use the Car Drop-Off/Pick-Up lane and children will be walked to that area.
- Please be prompt for dismissal as children become anxious when parents/guardians are delayed. If you find that you have an unavoidable situation and know that you are going to be late, please call the school so that plans for the supervision of your child can be made.

CHANGES IN STUDENT TRANSPORTATION

All changes in student transportation plans are to be communicated to the Trigg County Primary School office (270-522-2700) before 11:30 a.m.

SAFETY CODE

Each child is assigned a Safety Code to be utilized when a parent/guardian or authorized person is picking up the child from the bus, or the school. Anyone who utilizes afternoon car pick up, will need to have the purple preschool car tag hanging from your rearview mirror.

Section 6: Classroom and Curriculum

Class Schedule

Classes meet on Monday – Thursday from 8:30 a.m. – 1:30 p.m. There is NO preschool on Friday. All classes will have a daily schedule that provides student experiences in the following: art, small group activities, speech or language; large group activities that include colors, shapes, numbers, and letters, outside play, music/literature time, and meals.

CURRICULUM

Our center is a planned environment for young children to learn in a way that is developmentally appropriate.

- It is designed to foster independence and allow the children to choose from a number of activities in learning centers.
- The materials are placed where the children can reach them and return them without help within a learning center.
- The children are encouraged to be responsible. After enjoying an activity they learn to return materials to their proper location before beginning a new activity.
- Many hands-on activities are available to the children, as we know that young children learn best by using their senses and having first-hand experiences.
- The daily schedule allows large blocks of time so a child may fully experience an activity in a learning center.
- Staff members are child-centered and strive to help the children develop intellectually, physically, socially, and emotionally.

World of Wonders

Trigg County Preschool uses the World of Wonders - Developing Early Learners curriculum. This developmentally appropriate curriculum builds a strong foundation for early literacy and provides appropriate instruction for early learners, including cross-curricular activities, a focus on social-emotional development, and preparation for kindergarten and beyond. The curriculum establishes classroom routines, addresses the needs of all learners through differentiated instructional pathways, and integrates children's interests into thoughtfully designed lesson structures.

Trigg County Preschool dedicates itself to creating a learning structure that serves as a preventive adaptation to children's needs, offering an enriched curriculum that identifies and addresses symptoms before they become behavioral or learning issues.

THE CLASSROOM

Each classroom is designed to invite the children to learn. There are learning centers specifically designed to support the curriculum and encourage hands-on experiential learning. The children can move freely from one center to another. Each day the children meet other children and learn with them and are encouraged to explore their classroom. Through this exploration, children develop their skills through hands-on experiences, organize their learning, and learn to work with others. They have ample opportunities to converse with their peers and teachers. Children will begin to develop a sense of self-confidence in their ability to explore and learn, as well as develop skills in every developmental domain.

Examples of learning opportunities include:

CREATIVE ARTS - Through art media, the children explore the various materials and can be creative.

MUSIC - The children learn to express themselves through music. They learn to hear and produce different tones, pitches, and rhythms.

LANGUAGE ARTS -Children are encouraged to use language and develop communication skills needed for life. Children use language as they play and interact with one another. Reading is an important part of the program. Written language is also encouraged.

LIBRARY AND LITERACY - The children learn the value of reading through experiences with people and books. They begin reading the pictures and they discover that books are enjoyable and informative.

BLOCKS - Through building, the children learn to think, plan and solve problems as they work with their hands exploring and creating with the various shapes and sizes of blocks.

MATH & SCIENCE - Through science experiences, the children are encouraged to explore materials, ask questions, look for answers, and make predictions. Mathematics learning is provided through activities in the daily program. Practical experiences are offered in classifying, comparing, counting, and simple measuring.

SAND OR WATER PLAY - Through water play the children experience the properties of wetness, fluidity, floating and sinking, volume, etc. Through sand- play the children discover how properties of a material can change when used in a dry or wet state.

HOME AND COMMUNITY - The children have an opportunity to try out a variety of family and community roles and experiences familiar to them. Through dramatic play, the children are gaining social skills as they relate to their peers. They are better able to understand the feelings of others and they gain insights into their own abilities to relate to others.

TOYS AND GAMES - Table activities offer the children an opportunity to develop thinking skills as they plan and solve problems working with materials.

PHYSICAL DEVELOPMENT - Indoor and outdoor opportunities are provided to encourage both fine and large motor development.

THE IMPORTANCE OF PLAY

Through play, children learn. They exercise and test their bodies. The children handle, taste, smell, and observe many materials. In addition, they talk and listen to their peers, using language that is meaningful to their own experience. During play, children act things out and try out roles, reflecting on their life experiences. They learn to take turns and share materials with others. Also, children solve problems in their own way and they learn about being accepted for who they are.

MEETING THE NEEDS OF SECOND-LANGUAGE LEARNERS

The Creative Curriculum addresses and incorporates the needs of second-language learners. Centers and materials are labeled in the home languages of the children in the classroom, as well as with pictures. Multi-cultural and multi-lingual books are read in the classroom and available in the library area. Songs and music from children's home languages are also played and sung in class. We also encourage families to participate in the classroom to share their linguistic and cultural traditions whenever possible.

ASSESSMENT OF CHILDREN

Research has shown that children who attend quality preschool programs have better social skills, better communication skills, better literacy skills, and better problem-solving skills.

To ensure that the children are receiving a quality education, the Trigg County Public Schools Preschool Program utilizes the following assessments and/or screenings:

- Brigance Screener – A brief screening instrument that evaluates language, cognitive, gross and fine motor, social, and emotional development. It is used to determine if there is a possibility of learning or other conditions that might affect a child's overall potential for success in school. (all students)
- Teaching Strategies GOLD Assessment System – An ongoing authentic assessment system linked to the curriculum. Teachers observe information and collect work samples on a daily basis for each child. The system is a standardized system for recording and reporting a child's progress to parents.
- ALL CHILDREN ENROLLED IN A PRESCHOOL PROGRAM WILL BE ASSESSED USING THESE INSTRUMENTS AS INDICATED.

OUTDOOR PLAY

All children who are well enough to be in attendance at school will be taken outdoors for gross motor play on a daily basis. Outside play takes place when the outside temperature is at or above 15 degrees wind chill or the heat index is at or below 90 degrees as identified by the National Weather Service. If the weather exceeds these limitations, children will either stay inside or go outside for brief periods of time (10 minutes maximum).

Section 7: Classroom Procedures

DISCIPLINE POLICY

Our philosophy of behavior intervention focuses on helping each child enrolled grow in a healthy, positive way towards developing self-discipline, self-control, and respect for oneself, others, and the environment. In re-directing a child, the aim is education in behavior that will help the child relate to the world in a safe and socially satisfying manner. When guiding students, a primary factor is to respect the child. Staff members must sensitively differentiate between behavior and the child. Discipline is derived from the word "disciple", which means follower of a teacher. Recognizing this, each staff member sets

the example of positive behavior as a role model for the children. At Trigg County Preschool this includes kindness, showing concern for one another, clear communication to exchange ideas, clarifying situations, and resolving difficulties. Each staff member focuses on the positive behavior that is expected from the child, gently guiding the child and explaining what acceptable behavior is. Listening to a child is essential in the discipline process. When a child is encountering difficulty, it is important to discern the child's reasons for his/her behavior. Only through doing this can one sensitively guide a child in finding alternative ways of dealing with others or situations. Fostering the child's desire to change their own behavior can only be achieved in a satisfying manner for a child when there is an atmosphere of love and mutual respect.

Parents will be informed when a child is encountering repetitive difficulty so that they also may talk about the situation with the child. It should be emphasized that parents are asked to focus on what behavior is expected. The child has been corrected at school, so it is important not to punish the child, but to emphasize loving guidance. When schools and families work together as a team and have similar rules at both school and home, children have a better understanding of what is expected of them and therefore behave in a more positive way. Parents are also requested to inform the preschool staff of any situations that may affect the child's behavior at school. This includes over-tiredness, a child's fears, and family illness, the arrival of a new sibling, unusual home stress, parental separation, or any other occurrence which may have an emotional impact on the child. This is important to help the staff understand any unusual behavior that a child may exhibit due to the stressful situation, and lovingly help the child deal with his/her feelings in an acceptable manner. In no circumstance is it permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child.

Examples of actions that are not permissible are...

- *Physical punishment:* hitting, shaking, kicking, pinching, or any other form of corporal punishment of children.
- *Psychological:* abusive language, ridicule, harsh, humiliating, or frightening treatment, or any other form of emotional punishment of children.
- *Coercion:* Rough handling (shoving, pulling, pushing, grasping any body part).

In addition,

- Staff members shall not engage in or inflict any form of child abuse and/or neglect.
- Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest or sleep.
- Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

REPORTING OF CHILD ABUSE AND NEGLECT

Any teacher, school administrator, or other school personnel who knows or has reasonable cause to believe that a child under age eighteen (18) is dependent, abused, or neglected shall:

- Immediately make a report to a local law enforcement agency or the Kentucky State Police, the Cabinet for Families and Children or its designated representative, the Commonwealth's Attorney or the County Attorney in accordance with KRS 620.030.
- Cabinet for Families & Children - Central intake 270-388-4818; Trigg Co. Office 522-3451; OR
- Local Law Enforcement 270-350-2578; OR
- Kentucky State Police (270) 685-3927 or (270) 577-4262; OR
- Commonwealth's Attorney 270-522-9780; OR
- County Attorney (270) 522-1900 ; OR
- <http://chfs.ky.gov/news/state+launches+new+abuse+and+neglect+reporting+portal.htm>

CONFIDENTIALITY

In order to protect the privacy of the children at Trigg County Public School Preschool the following guidelines are to be followed at all times:

Copies of all children's records in a secure place which is only to be accessed by the Preschool Director, Principal, Guidance Counselor, and Guidance Secretary. On occasion, these files may be reviewed by the district or state for auditing purposes.

Medical Records may only be accessed by the designated individuals with access rights in the student information system, Infinite Campus. The School Nurse and/or Nurse Assistant may access these files for auditing purposes.

Assessments, Child Portfolios, and referrals are to be kept confidential; the classroom teacher, director, guidance counselor, and Trigg County Board of Education will have access to these records for the purpose of tracking children's progress, individualizing the curriculum, as well as to ensure that all children enrolled in the program are receiving a quality education.

Families have a right to access their child's file at any time.

In order to maintain the rights and safety of all children, the following practice is strictly adhered to: In the instance that a child engages in inappropriate behavior (i.e. hitting, biting, and scratching) with another child, both sets of parents will be notified; however when reported to the parents the names of the other children involved will remain confidential.

Our duty is to care for the needs of the child and we adhere to the Family Education Rights and Protection Act (FERPA) as outlined in the Trigg County Public School's Student Code of Conduct.

CLASSROOM CONSISTENCY

Each child is assigned to a classroom at the beginning of the year in order to provide continuity of relationships between teaching staff and children. The child shall remain in the assigned classroom for the duration of the school year, and shall only be moved for the following reasons:

1. Child has not adjusted to classroom, and space is available in another classroom
2. Parent requests that child be moved (only may occur if space is available in another classroom)
3. Child withdraws mid-year and re-enters the program and space is not available in the original classroom

Each classroom has a designated teacher and assistant. The teacher and assistant remain in the same classroom and with the same group of children throughout the school year. This allows a teacher to:

- Provide children with consistency
- Understand and meet each child's individual needs
- Provide meaningful learning experiences
- Implement the curriculum
- Observe and assess children on an ongoing basis

CLASSROOM TRANSITION

A transition from one classroom to another is necessary if a child's needs are better met in a new classroom environment. A smooth transition allows the child to feel comfortable in the new classroom and continue to receive a quality education without interruption.

The purpose of a classroom transition policy is as follows:

- To ensure the child is in the classroom environment that best fits his/her needs.
- To give time to settle into the classroom and be comfortable in the new atmosphere.
- To reduce the child's stress of having to transition when s/he is not ready.
- To maintain high-quality education.

After meeting with parents to discuss a possible transition to a different classroom, TC Preschool will take every step to ensure that the child is ready for the change. Parents will be asked to come in for a conference with preschool staff, including the current teacher, the new teacher, and the principal/director.

- The timeframe for the transition is specific to each child's individual needs.
- New placements are made on a trial basis. If the change is detrimental to the child, the other students, or the classroom environment overall, an alternative will be sought.
- Have the new classroom teacher meet with the child in the child's current classroom so the child can become familiar with the teacher.
- Have the child attend a private tour of the new classroom without other children present.

- Have the child visit the new classroom several days at several different times to become familiar with the other students, the teacher, and the classroom.
- Have the child participate in activities in the new classroom, including circle time, centers, outdoor play, and lunch.
- Have children support the practice of changes in their routines, such as new ways to line up, new daily schedules, new procedures for lunch, etc.
- Have a way for the child to reflect on their attitudes toward the change, such as through discussion or play.

TRANSITION TO KINDERGARTEN

Because the Trigg County Preschool program is housed within Trigg County Primary School, there is a smooth transition from the preschool program to Kindergarten. In the spring, families will receive information and instructions on how to register their child for Kindergarten and ease the transition into Kindergarten. The Guidance Counselor will work with each family on gathering the appropriate documentation and ensure that a registration appointment is made. The child's cumulative records include assessment information, screenings, family conferences, and work samples.

SECTION 8: RESPONSE TO INTERVENTION AND SPECIAL NEEDS

SPECIAL NEEDS PROCEDURES

After conducting the Brigance Screening and/or classroom observations, a teacher may identify concerns and document student behaviors in the following areas:

- Cognitive
- Adaptive
- Social/ Emotional (behavior)
- Language/ Speech
- Gross/Fine Motor

The teacher will follow the *Trigg County Public School Preschool Targeted Assistance and Growth Plan (TAG)* for preschool interventions and referrals. TAG is established to assist the classroom teacher with strategies to ensure that all children are receiving appropriate learning support in the classroom. When a child is referred for TAG, it does not indicate that any special needs or learning problems have been identified. If a child is referred to TAG, the parent will be contacted and encouraged to attend all meetings; however, their attendance is not required. If you have any questions about the TAG process or have concerns about your child, please reach out to your child's classroom teacher.

PROCEDURES FOR NEGOTIATING DIFFERENCES, QUESTIONS, OR CONCERNS WITH PARENTS

Families will have questions and/or concerns about their child's experience at the TC Preschool. Families are encouraged to reach out to their child's teacher if they are having a concern about their child. From time to time, teachers and families may need to negotiate differences.

The following procedure should be followed when negotiating differences, concerns, or questions with parents:

1. The family is encouraged to first reach out to their child's teacher.
2. The teacher should listen to the family's questions/concerns and address them to the best of their ability. Ensuring to include the family's input at all times.
3. If the teacher and/or family feel that additional support is needed, the teacher should encourage the family to reach out to the Principal.
4. The Principal shall set up a time to meet with the family, and if necessary should include the teacher and/or director in the meeting.
5. The Principal shall work with the family by,
 - a. Listening to the concerns of the family
 - b. Inquiring as to how he/she or TC Preschool can help
 - c. Determining with the family how help/support can be provided
 - d. Providing the family with information on the district's policies, if necessary.
 - e. Working closely with the family, determining together if any additional help/support is necessary.
 - f. Ensuring that families are involved in the decision-making process by encouraging and seeking out their direct involvement in the process.
 - g. Following up with the family to ensure that all needs are being met.

***The family's linguistic needs will be determined and respected at all times. The family will be asked in which language they are most comfortable communicating. If the principal cannot communicate in the chosen language, a translator will be used.

CULTURAL AWARENESS

TC Preschool understands the importance that culture has on a child's social-emotional development and learning. We strive to understand each family's culture and integrate cultural practices into the curriculum and learning experiences at the center. There is an open invitation for parents to share elements of their culture with their child's classroom. Some ideas include donating cultural attire and sharing cultural music, literature, and dance. Please speak to your child's teacher if you would like to share.

HOLIDAY POLICY

At Trigg County Public Schools we honor and respect the cultural, linguistic, and religious customs and beliefs of each family. Due to the diverse community that we serve, we understand that certain holidays and celebrations are not recognized by all of our families. In order to respect each family's beliefs, we currently acknowledge the following:

- Seasons (winter, spring, summer, and fall.) Holidays are introduced as part of the season and no one holiday is recognized over another. To learn about diversity, children are taught about the

different cultural practices for each holiday through books, pictures, celebrations, music, and movies. Examples of these holidays are as follows:

- Fall- Ramadan, Halloween, Thanksgiving
- Winter- Christmas, Hanukah, Kwanza
- Spring- Easter, Passover
- Summer- Memorial Day, Fourth of July

If for any reason, a child's religious or cultural background does not permit a child to take part in a celebration or activity, the following options are available:

- The child may be removed from the activity or classroom and given the choice of an alternate activity.
- The child may be issued an excused absence if the parent chooses to keep them home during a celebration.
- The child can observe the activity/celebration but not actively participate in it. Every effort will be made to respect the cultural and religious beliefs of each family. We encourage parents and families to share information on their cultural beliefs and celebrations with their child's classroom teacher or principal, so that it may be incorporated into the curriculum.

SECTION 9: MEDICAL AND HEALTH PROCEDURES

ATTENDANCE/ABSENCES

Daily attendance records are kept within the Trigg County Preschool program. In order for your child to benefit from the best educational experience we can provide, it is imperative that they are present at school. Regular attendance in the preschool program is very important for the child to become comfortable with a regular and consistent schedule. This is a time for your child to prepare himself/herself for Kindergarten. If they miss school, there is a chance they will fall behind other classmates their age. The district attendance policy has been updated to allow for six (6) parent notes and six (6) tardy notes per school year. If a child misses school four (4) or more consecutive program days, parents will be contacted about the situation. Your child could be dropped from the program if he/she misses 2 consecutive weeks. If your child is sick, please call your child's teacher.

ILLNESS DURING THE SCHOOL DAY/COMMUNICABLE DISEASES

If your child comes to school and is sick, or becomes ill while at school, we will send him/her to the school nurse. The school nurse may determine that your child should be at home. If so, the Primary School office will contact you to pick up your child. Please make sure that the emergency contact information is correct and let your child's teacher know of any changes.

TC Preschool serves well children. In order to prevent the spread of disease there are specific policies which we have established. Children with the following illness symptoms should not be brought to the center.

- An oral temperature over 100 degrees;

- Vomiting
- Thick, green drainage from the nose
- Lice or Nits
- Diarrhea
- Discharge from the eye

Children must be free of the following for at least 24 hours before returning to school:

- Fever
- Diarrhea
- Vomiting
- NOTE: If you know or suspect that your child has a contagious disease; please call your child's teacher or the Primary School office.

MEDICATION POLICY

We want to make you aware of an important policy update from the Kentucky Department of Education that will affect the administration of over-the-counter (OTC) medications in all school settings.

Effective for the 2025-2026 school year, OTC medications (such as ibuprofen, acetaminophen, antacids, cough drops, desitin, etc) may no longer be administered to students at school with out BOTH:

1. A written order from a licensed medical practitioner, and
2. Signed parental consent

This change is part of a statewide effort to ensure student safety and consistency in school health practices. To comply with this new regulation, Trigg County Public Schools will be requiring a standard permission form. We will send it out through ParentSquare and make it available on our district website when it is ready for use.

If a child has a chronic condition that requires a special health care procedure (such as a nebulizer, asthma pump, epinephrine pen, or blood glucose monitor) a health plan must be developed with the school staff.

The Wildcat Clinic or Preschool staff will inform a child's parent immediately if a child exhibits any adverse effects to a medication or health care procedure.

STATE MANDATED PRESCHOOL HEALTH SERVICES

Children may receive vision, hearing, and dental screenings as well as height and weight screenings.

IMMUNIZATION AUDIT

Trigg County Public School's District Health Coordinator conducts an audit of each child's immunization record annually. Parents will be provided with information if additional immunizations are needed.

ORAL HEALTH POLICY

Trigg County Preschool encourages and promotes oral health by encouraging children, staff, and parents to understand the value of good oral health and tooth brushing; facilitating group and individual discussion with children about oral hygiene practices; and encouraging and promoting healthy eating for preschool children.

Parents must provide consent for OTC medication to be given at school. A completed OTC permission form signed by a medical practitioner will now be required. This statewide change helps ensure the safe administration of medications and aligns with recommendations from the Kentucky Department of Education.