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SHARP

2025-26

Student HANDBOOK

JOHN
SHARP



EARLY EDUCATION CENTER





Parent Handbook 2025-2026

Dr. Kimberly Shaw, Ed. D., Principal

SCHOOL HOURS

9:00 a.m. – 3:25 p.m.

LOCATION

John Sharp Early Education Center

10530 Greenwood

Kansas City, MO 64134

816-316-8400???

Hjordis Gilmore, Principal's Secretary

Mary Roy, Program Clerk

Stephanie McGown, Family School Liaison

Stephanie Tatium, Instructional Coach

Sarah Sanfilippo, EC Process Coordinator

Dear Families and Caregivers,

Welcome to John Sharp Early Education Center! We are thrilled to welcome you to an amazing year at John Sharp Early Education Center! We are committed to providing your child with the very best educational experiences that foster creativity, curiosity, and a love for learning.

This year, we look forward to building strong partnerships with our families to ensure that each student's needs are met and their potential is fully realized. We believe that collaboration between home and school is essential for the success of our students, and we encourage you to stay involved and connected throughout the school year. We are excited about the upcoming school year and are committed to collaborating with you.

This Parent Handbook was created to help guide and support you throughout the school year. Inside you will find important information about school procedures, expectations, and ways to partner with families to make this a successful year for your child. Whether you are a returning or a new school community member, we encourage you to actively participate in your child's early learning.

Sincerely,
Dr. Kimberly Shaw, Principal
kimberly.shaw@hickmanmills.org
816-316-8400

SCHOOL INFORMATION

School Name: John Sharp Early Education Center

School Alias: JSEEC

School Address: 10530A Greenwood Rd., Kansas City, MO 64134

School Phone Number: (816) 316-8400

School Mascot: Shark

School Colors: French blue, Carolina blue and light blue

School Email: johnsharp_socialmedia@hickmanmills.org

School Website: <https://sharp.hickmanmills.org/>

School Facebook Address: <https://www.facebook.com/JohnSharpEECHMC1>

School Instagram: https://www.instagram.com/sharpearlyed_hmc1/

STAFF INFORMATION

Principal Name: Dr. Kimberly Shaw

Principal Email: kimberly.shaw@hickmanmills.org

Principal Phone Number: (816) 316-7133

Principal Work Cell Phone: (913) 329-2006

Principal Personal Cell Phone: (913) 329-2006

Secretary Name: Hjordis Gilmore

Secretary Email: Hjorids.gilmore@hickmanmills.org

Secretary Phone Number: (816) 316-8179

Program Clerk Name: Mary Roy

Program Clerk Email: Mary.roy@hickmanmills.org

Program Clerk Number: (816) 316-8449

Family School Liaison Name: Stephanie McKown

Family School Liaison Email: Stephanie.mckown@hickmanmills.org

Family School Liaison Phone Number: (816) 316-8052

Nurse Name: Tracy Ridgely

Nurse Email: Tracy.ridgely@hickmanmills.org

Nurse Phone Number: (816) 316-8565

Purpose of our District Pre-K Program

John Sharp Early Education Center is not a daycare. We are the first step on your child's school journey. Our unique Pre-K program aims to prepare our youngest learners for Kindergarten and beyond. We offer real-world experiences based on research and best practices in a safe and healthy learning environment. Your student will learn foundational skills based on individual needs, such as letter names and sounds, beginning writing, math, science, and technology skills and concepts. Additionally, we strongly emphasize social-emotional learning to help children develop essential skills such as self-regulation, empathy, and relationship-building, which are crucial for their overall development and success.

Mission and Vision Statements

Mission:

At John Sharp EEC, we are committed to providing a safe, nurturing, and engaging environment. Through play-based learning, literacy and math development, and hands-on experiences, we foster creativity, inclusion, and a love of learning. We set high yet achievable expectations, meeting each child where they are and equipping them with the academic, social, and emotional skills needed for future success. By building strong partnerships with families and the community, we ensure that learning extends beyond the classroom, supporting the whole child in a foundation for lifelong

growth.

Vision:

At John Sharp EEC, we cultivate an inclusive and vibrant learning community where children gain the skills, confidence, and love of learning needed for lifelong success through strong family partnerships, high expectations, and meaningful learning experiences.

Parent Commitment

Parents are expected to ensure their student maintains the following criteria:

- Good Attendance (a running average of 90%)
- Arrive at school on time (9:00 a.m.)
- Socially Acceptable Behavior
- Acceptable Academic Standards
- Prompt Drop-Off and Pick-Up from School

Building Safety

The Hickman Mills C-1 School District (HMC-1) has a secure check-in process in all District schools, including John Sharp Early Education Center, to help ensure the safety of all students, staff, and families. During school hours, all doors remain secure and locked. Parents/Visitors who arrive during school hours must push the button on our two-way communication system at the front door of the building to enter. For safety, parents/visitors will be asked to remain in the front office without prior notification. We do not allow parents/visitors to pass the front office during school hours unless necessary. If you pick up a student or have questions about a student, all Parents/Visitors must present a photo ID (preferably a driver's license). A school staff member will scan the ID and provide you with a badge after acceptance into the security system.

Firearm Safety

The following items are not allowed inside the building: firearms, pellet guns, BB guns (loaded or unloaded), darts, bows and arrows, knives, cap pistols, stun guns, or objects manufactured for play as a toy. As part of our program and for safety, we discourage students from drawing and using materials and tools to create any weapon-like item.

Attendance

School Hours: 9:00 a.m. - 3:25 p.m.

Good Attendance: (a running average of 90%)

Consistent attendance is essential for your child's success. Every day counts as each day students grow their learning from the day before. Punctuality is crucial to your child's academic progress.

School starts at 9:00 a.m., and it is essential for your student's success to arrive on time. The day begins with a healthy breakfast provided by the school, and instruction begins right after breakfast.

Your child is considered late at 9:05 a.m. Students who arrive after 10:00 a.m. may be permitted with a valid doctor's excuse or prior notification.

We understand that illness and emergencies happen and we encourage families to keep students home when they are not well. However, we ask that you avoid scheduling vacations, appointments, or early pick-ups during school hours whenever possible.

Chronic Late Arrivals/Early Dismissal

If you consistently bring your student to school late (after 9:05 a.m.), pick your student up early (before 3:25 p.m.), or the student is frequently absent, it affects your child's learning experience and attendance percentage. We want to support you and your child in establishing punctuality early. We will support you by following this process:

1. First Time: Supportive verbal reminder of school hours.
2. Second Time: Supportive written reminder of school hours.
3. Third Time: Meet with the principal to discuss support options, such as enrolling in LINC or setting up a bus route.
4. Fourth Time: A request for proof of residency.

If your student will be absent, please notify the front office at 816-316-8400. Thank you for helping us to build strong attendance habits that support lifelong learning..

Dismissal Release Authorization

During online enrollment, each parent completes a written authorization form with the names, addresses, and phone numbers of persons approved to pick up their child. Without prior authorization, we will not release your child to anyone not listed on the authorization form. Authorization information can be updated at any time in the front office by the parent or guardian who initially enrolled the student. Authorized individuals must present photo identification and sign the student out. All authorized people must be at least 18 years of age. Please note that either parent named on the student's birth certificate can pick up the student unless we have legal court documentation stating otherwise.

Late Student Pick-Up at the End of the Day

School ends at 3:25 p.m. promptly. When students are picked up late, we contact the parent or legal guardian by phone or email. We will call emergency contacts if we cannot reach a parent or guardian. If no one can be reached, we may contact the District's Police Officers for further assistance. If running 5-10 minutes late, contact the front office at 816-316-8400. The office closes at 3:45 p.m. After the third late pick-up, the principal will schedule a meeting to discuss support options, such as enrolling your child in LINC, our before- and after-school program, or assist you with setting up a bus route.

Safe Driving in the School Parking Lot

To keep students, parents, and staff safe:

- Follow staff directions.
- Drive slowly and cautiously.
- Be respectful, courteous, and patient.
- Do not go around cars or buses.
- Drive carefully and watch for pedestrians.

Maintaining Current Information

Notify the front office or your child's teacher of any address, phone number, or email address changes. We must have current contact information, including emergency contact information

Inclement Weather Procedures

In case of bad weather:

- The decision to close schools is typically made by 5:00 a.m. or the evening before of the date in question.
- Listen to reliable local radio or television stations for HMC-1 announcements. You will also receive an automated call and a message on the HMC-1 Parent Square App.
- If no announcement is made, assume schools will operate regularly.

BUS INFORMATION

HMC-1 provides door-to-door service for all pre-k students except those living in a cul-de-sac, an apartment complex with a parking lot, or a daycare with a parking lot. **School buses cannot pull into cul-de-sacs or parking lots at any daycare or apartment complex for safety reasons.** The parent, guardian, or daycare provider will be responsible for meeting the bus on the main street. Each bus has seat belts/harnesses and a bus monitor for support. All students must remain seated in their seatbelts/harnesses to and from school. If there is a need to change the pick-up or drop-off address, the parent/guardian must contact First Student Bus Company at 816-315-0888. It may take **3-5 days for the change to take effect**, and you will receive a notification when the process is complete. If you have questions regarding bus times or other concerns, contact First Student Bus Company. At the end of the school day, when the driver brings the student home, the **driver must physically see an adult** to release the student. If no adult is present, the student will not be released, and the driver will return the student to the school. **The school office closes at 1 3:45 p.m.** Student(s) who have returned to the school **three times** are deemed "undeliverable" and may face suspension from bus services.

Arrival and Dismissal by Car

Parents must get out of the car at dismissal to safely put their student into their car or booster seat. For safety reasons, the staff cannot buckle kids into seatbelts.

Please follow the guidelines below for safe and efficient arrival and dismissal procedures:

- Remain in your vehicle in the car rider lane until you see your child being escorted to your vehicle.
- Display your car rider visor in your windshield when you arrive.
- Do not park in the fire lanes or designated bus and car rider zones.
- Watch for children and pedestrians crossing the parking lot.
- Do not leave your car unattended in the drop-off/pick-up lane.
- Always hold your child's hand when walking through the parking lot.

Thank you for helping us maintain a safe environment for everyone.

Early Pick-up or Change in How Student Goes Home

For safety, a parent or guardian must call the school office by **2:30 p.m.** to inform staff of a change in transportation. This is to ensure that staff can be notified prior to end of day activities and avoid confusion of dismissal procedures. Additionally, if you need to pick up your child early, please do so **no later than 2:30 p.m.** We appreciate your cooperation in helping us ensure a smooth and safe dismissal for each child.

Breakfast and Lunch

Breakfast and lunch are free and served to all students. The foods are high in nutrients and low in fat, sugar, and salt. We are a pork-free school. Students may bring a complete lunch from home, but please avoid sending soda or snack foods alone. We encourage healthy, balanced lunches. Discuss any questions or concerns with your child's teacher.

Health: John Sharp Early Education Center Childhood requires the following:

- Immunization must be up-to-date, and the school nurse must have the documentation for your student to start school. Failure to remain on the Missouri Department of Health recommended immunization schedule will result in your child's exclusion until the required immunizations are current. The school nurse will provide information about immunizations and required deadlines.
- In the event of an outbreak or suspected outbreak of a vaccine-preventable disease, unimmunized students are excluded from school following the control measures instituted by the KCMO Health Department.
- Health assessment statements or asthmatic plans must be on file with the prescribed medication in the nurse's office on the first day of school.

- **Students are expected to be potty trained unless noted as part of a student's Individualized Education Program plan.** School staff will assist all students when needed, but pull-ups will need to be parent provided.
- A licensed healthcare provider must provide the school nurse with written information if your student has a food allergy. Once documentation is received, the school and Food Service Department will work closely with parents to develop a healthcare plan to minimize any risk to your student and an emergency healthcare plan in the event of an allergic reaction.
- Meals will not be adjusted based on individual student's preferences without a healthcare provider's note. **A monthly menu will be on the district website.**
- NO PORK is served in our school at any time.
- Parents may choose to pack a lunch for their child daily. If you do so, we request that you send a healthy, well-balanced lunch. Please talk to your child's teacher for any questions or concerns.

Illness or Sickness

If your student has a fever in the evening, wakes up with a fever, has an upset stomach, has a constant cough, or is not feeling well, the student should remain at home. If a student becomes ill during the school day, the school nurse will assess the student to determine if the student is too ill to remain at school and needs to go home. If the nurse decides that the student needs to go home, we request the student be picked up within 45 minutes after the parent has been notified. Any student experiencing the following symptoms will be sent home:

- A fever of 100 degrees or higher (student may return after the fever is gone for 24 hours without medication)
- Contagious skin or eye infections (Must be on RX for 24 hours or a doctor's note)
- Diarrhea (must be diarrhea-free for 24 hours before returning)
- Vomiting (must be 24 hours since they vomited before they return)

Parents will receive a notice if their student is exposed to certain contagious diseases. If your student becomes infected with a contagious disease, please notify the school nurse immediately. Some contagious diseases include cold/flu, chicken pox, measles, pink eye, impetigo, ringworm, pinworms, and head lice.

If your student needs medication, the school nurse or their designee must administer it. Prescription and non-prescription medication must be delivered to the school by a parent or another designated adult. Do not send medication to school in a student's backpack. The medication must be in the original container. Any prescription medication must be labeled with the student's name, name of medication, strength, dosage schedule, and date prescribed. A parent/guardian must complete a permission form with specific directions before administering the medication.

All students will participate in indoor and outdoor recess unless we have a doctor's note on file in the nurse's office stating the student cannot go outside. We do not have proper supervision to exclude students from recess.

Discipline Procedures

At John Sharp Early Education Center, we work hard to teach students vital life skills to prepare them for the world. We have multiple strategies and support staff to encourage self-regulation and problem-solving skills for students. We aim to keep every student in the class where instruction takes place. However, when a student displays chronic disruptive behavior that hinders the learning environment, they may be escorted to a buddy room, the Family School Liaison or the Principal's office, and a parent or guardian may be contacted. If the current behavior persists, a parent meeting will be necessary to address and resolve the issue in collaboration with your family.

A student may face suspension from school for causing harm to another student or adults or engaging in unsafe behavior toward self or others. If a student is suspended, a reentry meeting with the family is required before a student returns to school. This meeting allows the student, parent(s) and staff to reconnect, review expectations, and create a plan to support the student's successful transition back into the classroom. We are committed to working together with you to help your child succeed.

Clothing, Footwear, and Extra Clothes:

In Pre-K, learning is fun but can also get a little messy. Students often work with paint, glue, and markers, so dress your student in casual clothes that are also in accordance with the weather. Students will have indoor/outdoor recess twice a day throughout the year. Tennis shoes or other rubber-soled shoes are the safest footwear. Open sandals, flip flops, or shoes with elevated heels are unsafe for young students and not allowed at school. Be sure to **label personal belongings** with your student's name on all articles coming to school: jackets, coats, gloves, hats, sweaters, etc. The office has a lost and found box to check for lost articles.

We know young children may have an accident and wet or soil their clothing. We require that all students have **two sets of extra clothing to keep at school**. One set should be summer clothing with one pair of underwear, one pair of socks, bottoms, and a shirt. The other set should include fall/winter clothing with underwear, one pair of socks, jeans/pants, and a shirt. If a student has an accident, the teacher or the school nurse will notify the parent about the situation either by note or a brief phone call. Please always wash and return the extra clothing to have on hand.

Rest Time/Nap Time

Students rest/nap daily. We know some students may not take naps; however, teachers will expect them to lie quietly and not disturb other sleeping students. The school will provide each student with a mat or cot. Parents must provide a small blanket (a **small pillow is optional**). The blanket should be small enough to store in a small cubby and fit into your child's backpack. If the blanket or pillow is too large, the teacher will return it home. Students will bring their blankets home every Friday in the backpack to be washed and returned every Monday.

Recess: At John Sharp EEC, students will have both morning and afternoon gross motor time as it is part of our preK curriculum.. Pending weather, gross motor time also commonly referred to as recess held is outside on the playground. A doctor's note must be provided for a student who should not go outdoors for recess/gross motor time.

Holidays and Birthdays

We will have special celebrations throughout the school year to respect our diverse student population. Parents must inform the teacher if they want their student(s) to refrain from participating in a scheduled activity. Please take the time to read the weekly classroom newsletters and the Title I Parent Involvement Calendar for upcoming events. Birthdays are a significant time for most young students. In each classroom, the teacher will recognize a student's "special day" in many ways. However, if you want to add to this celebration, arrange with the teacher to send treats for the entire class. Treats will be eaten as an afternoon snack before the end of the day. All snacks must be pre-packaged and store-bought, and there should be enough for the class (generally 17 students). Including the teacher and paraprofessional in the room makes it 19 snacks or treats (store-bought cupcakes permitted). JSEEC does not permit full celebratory birthday parties at school, so please do not send any decorations, including flowers, toys, or balloons. We cannot send individual birthday party invitations home with other students unless the whole class is invited.

Parent Involvement Activities

Parents involvement is essential to the success of our program and promotes a sense of confidence and pride in your child. We want to work together as a team to foster your pre-K student's learning and development. Reading with your student is a great place to begin. Each family should read at least 100 books with their student during the school year and come to school for (1) a meet and greet, (2) two parent-teacher conferences, and (3) at least two additional visits for school activities. Please see the parent involvement plan that will be provided at Meet the Teacher.

Stay Connected with John Sharp Early Education Center

Join Our Community

By connecting with us on social media and utilizing the HMC-1 ParentSquare and transportation apps, you will receive real-time updates and important information that will help you stay engaged and informed about your child's education. If you have any questions or need assistance accessing our social media pages, the ParentSquare app, or the transportation app, please contact the school office at 816-316-8400.

Social Media:

- **Facebook:** [John Sharp EEC Facebook Page](#)
- **Instagram:** [@JohnSharpEEC](#)



Download the HMC-1 ParentSquare App:

Features of the HMC-1 ParentSquare App:

- Direct Messaging: You will receive direct messages from the school, Principal Parker, the district, and your child's teacher.
- District News and Announcements: Stay up-to-date with district-wide news and important announcements.
- Events Calendar: Access the school and district events calendar to keep track of upcoming activities and important dates.
- Parent Portal Access: Check your child's grades, attendance records, and more.
- Push Notifications: Receive real-time alerts and updates directly to your mobile device.

Download the HMC-1 ParentSquare App

- iOS: [Download on the App Store](#)
- Android: [Get it on Google Play](#)



Track Your Student's Bus with the Transportation App:

To ensure your child's safety and timely arrival, the district provides a transportation app that allows you to track your student's bus in real-time. This app helps you stay informed about the bus location, estimated arrival times, and delays.

Features of the Transportation App:

- Real-Time Bus Tracking: View the current location of your child's bus and get estimated arrival times.
- Notifications: Receive alerts about bus delays or changes in the schedule.
- Peace of Mind: Know your child is safe and on the way to and from school.

Download the Transportation App:

- iOS: [Download on the App Store](#)
- Android: [Get it on Google Play](#)

How to download the ParentView Transportation App:

[ParentView-GPS-Registration-Guide.pdf](#)

New State Required Cell Phone Policy:

In past years we have never had problems with cell phones in school at Freda Markley, however, I want to make you aware of the new state policy that all Missouri students and district must adhere to.

New State Requirement (§ 162.207, RSMo.)

The Missouri Legislature has passed a new law requiring all public school districts to adopt policies prohibiting student use of personal communication devices during the school day. This includes phones, smartwatches, laptops, tablets, and similar devices. The law applies:

- During instructional time, lunch, breaks, passing periods, and study halls
- To all students from the 2025–26 school year through August 28, 2032
- With exemptions for assistive medical devices

District staff and volunteers acting in good faith within the board-adopted discipline procedures are protected from liability under this law.

Supporting HMC-1 Board of Education Policies: JGR-1, JFCD

HMC-1 Cell Phone Guidelines for PreK:

Here's how it will work at HMC-1:

- **PK - 5th Grade:** Students should not bring devices to school. If they do, they must stay off and out of sight all day.

This law does not apply to assistive medical devices.

What Happens if a Student Doesn't Follow the Policy?

Students who use devices when they're not supposed to will face consequences as outlined in **HMC-1 Board Policy JGR-1**. These may include:

- Verbal reminders
- Parent contact
- Administrator Confiscation of the device
- In-school suspension or other appropriate disciplinary consequence for repeated or serious violations

LINC BEFORE AND AFTER SCHOOL CARE

LINC is available for before and after-school care. Morning hours are from 7:00 a.m. to the start of school, and afternoon hours are from dismissal to 6:00 p.m. The cost of the program is \$55.00 per week. If interested in the LINC program, please contact Jessica Long at 660-332-0647 or email her at jlong@kclinc.org. **Please complete the online application at www.kclinc.org/enrollment.**

Important Contact Information:

Feel free to contact us with any questions, concerns, or suggestions.

- Principal, Dr. Kimberly Shaw: kimberly.shaw@hickmanmills.org
- Principal's Secretary, Hjordis Gilmore: hjordis.gilmore@hickmanmills.org
- Instructional Coach, Stephanie Tatium: stephanie.tatium@hickmanmills.org
- Family School Liaison, Stephanie McKown: stephanie.mckown@hickmanmills.org

STAFF DIRECTORY

Principal and Office Staff

Name/Position	Office Number	Email
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Dr. Kimberly Shaw, Principal	816-316-8400	kmberly.shaw@hickmanmills.org
Hjordis Gilmore, Principal Secretary	816-316-8179	hjordan.gilmore@hickmanmills.org
Mary Roy, Dept. Clerk	816-316-8449	mary.roy@hickmanmills.org
Stephanie Tatium, Instructional Coach	816-316-8481	stephanie.tatium@hickmanmills.org
Stephanie McKown, FSL	816-316-8052	stephanie.mckown@hickmanmills.org
Tracy Ridgely, Nurse	816-316-8565	tracy.ridgely@hickmanmills.org
Sarah Sanfilippo, Process Coordinator	816-316-8517	sarah.sanfilippo@hickmanmills.org

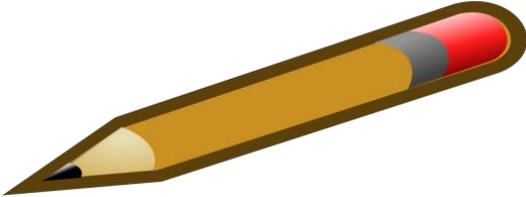
Teacher Contact Information

Teacher's Name	Phone Number	Teacher's Email
Brittany Benavidez	816-316-8426	brittany.benavidez@hickmanmills.org
Stephanie Davis	816-316-8441	stephanie.davis@hickmanmills.org
Kathleen DeVore	816-316-	kathleen.devore@hickmanmills.org
Rosanne Holt	816-316-8457	rosanne.holt@hickmanmills.org
Rose Lough	816-316-8421	rose.lough@hickmanmills.org
Mary "Susan" Paris		mary.paris@hickmanmills.org
Darcel Parsons	816-316-8456	darcel.parsons@hickmanmills.org
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Julie Sipe	816-316-8432	julie.sipe@hickmanmills.org
LeAnn Stiens	816-316-8031	leann.stiens@hickmanmills.org
Bridget Tapia	816-316-8455	bridget.tapia@hickmanmills.org

Ashton Thomas	816-316-8491	ashton.thomas@hickmanmills.org
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Please read and sign the acknowledgment page below and return it to your child’s teacher no later than September 16, 2025

**Parent Handbook Acknowledgement
2025-2026**



Please read and ensure you clearly understand this handbook's contents. If you have any questions, please feel free to ask before signing. Your signature acknowledges you understand and will adhere to the contents of the Parent Handbook. **Please sign and return to your child’s teacher before September 16, 2025.**

I have received and will commit to the policies and procedures, including the attendance policy outlined in the John Sharp Early Education Center Parent Handbook.

Student’s Name _____ Teacher’s Name _____

Parent/Guardian(s)
Signatures: _____