



LITTLE CATS PRESCHOOL

**HANDBOOK
2026-2027**

HARRISONVILLE EARLY CHILDHOOD CENTER



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MEET THE ECC FAMILY



DR. BETH LOVE
Principal



ALYSSA HOLSTEN
Preschool Teacher



SUZY RYMAN
Secretary



MOLLY WITHERSPOON
Preschool Teacher



LINDA HIPPI
Nurse



HEATHER CALDWELL
Preschool Teacher



ANNIE CECIL
Preschool Teacher



ALLYSSA CLARK
Preschool Teacher



JAMIE GARRISON
Preschool Teacher



WENDY COURTER
Preschool Teacher



KEEPING IN TOUCH WITH US

Communication is key to your child's success. Each week, you will receive a video newsletter from Dr. Love, along with an email from your child's teacher. These two forms of communication are important, and we encourage you to take the time to read and/or watch them regularly to stay informed.

If you have questions specific to your child, please reach out to your child's teacher first. If you need additional support, you are welcome to contact the building principal.

DISTRICT COMMUNICATIONS

Website

The district website - www.harrisonvilleschools.org - includes news, contact information, and more. Each school has a webpage with information specific to the school. The website is also where you can access the calendar, meal menus, & the Campus Parent (see below).

Connections

A bi-weekly e-mail newsletter from the district office which includes news, school board information, and event/activity dates.

District App

You can download the district app through the Google Play store or the App store. Search for Harrisonville Schools. This app provides on-the-go information including a staff directory with immediate connection to phone and email, current news, a calendar, sports information, and website access. You can also sign up to receive push notifications based on your personal preferences.

Infinite Campus

An online resource which includes your child's attendance, lunch account, and discipline information. Access Campus Parent via the district website.

Automated calls, emails, & texts

Parents in the school district will automatically receive calls, emails, and texts from the district and your child's school with reminders, announcements, and more.

FROM OUR NURSE

LINDA HIPPI



Medication Policy

If your child requires medication and/or treatments during school hours, please note that...

-  ECC students are NOT allowed to transport any medication. Parent/Guardian must bring & pick up all medication and fill out a Medication Administration Sheet before any medication can be administered at school by the nurse.
-  Do not give your student fever reducing medication prior to school. The medication wears off and this exposes additional students and staff to illness. Please see district policy regarding fever, vomiting, and diarrhea.
-  Prescription medication must be in its prescription labeled bottle and within its expiration date. When picking up a prescription, you can ask the pharmacy for a second labeled bottle at no extra cost for use at school.
-  At the Early Childhood Center, cough drops are not allowed and will not be administered to students. Due to the ages of our students, it is regarded as a choking hazard. Please do not send cough drops to school with your child.

IMMUNIZATION REQUIREMENTS (BEFORE FIRST DAY OF SCHOOL)

- 4+ doses DTap
- 3 doses Polio
- 3+ doses Hep B
- 1 dose MMR (Measles, Mumps, Rubella)
- 1 dose VAR (Chicken Pox)
- 3 doses HIB (Haemophilus Influenzae)
- 4 doses PCV (Pneumococcal Conjugate)

ATTENDANCE MATTERS!

- Consistent school attendance is one of the keys to academic and social growth. Parents can help their child succeed by ensuring his/her attendance except when illness or significant family emergencies occur. Parents are requested to contact the school if a student is going to be absent. The office staff may place a call to inquire on the whereabouts of a student(s) who has an absence. After ten days of consecutive absences, your child will be withdrawn from the program and their spot will be given to the next person on the waiting list.
- Student placement may be reevaluated for those with excessive absences. Families are strongly encouraged to schedule appointments outside of the school day whenever possible.
- Excessive absenteeism is defined as attendance below 90%. To maintain at least 90% attendance rate a student should miss fewer than 4.5 days per quarter.
- Communicate with the office regarding all absences. If contact has not been made with the office by 8:30 a.m., a direct phone call will be made to inquire about your student.

TUITION INFORMATION

Please note: the following information reflects costs for the 2026/2027 school year.

Our tuition is based on a 163 day calendar year and is separated into a weekly tuition fee.

- Payment is due each Friday beginning on August 21st
- Failure to pay will result in your child losing his/her spot in the program.
- Failure to make payments will disrupt your child's enrollment status.
- Tuition payments will be made through a designated website. A link will be sent to you via email.

TUITION ASSISTANCE

Requirements for tuition assistance:

- You must meet the Federal Income Eligibility Guidelines to receive free or reduced meals.
- If you have children already enrolled with Harrisonville School District and they qualify, your new student will qualify as well.
 - You MUST add them to your application.
- For more information and to see if you qualify, please visit the [Free and Reduced Meals Application website](#)

FOR SEPARATED/DIVORCED HOUSEHOLDS

We understand how delicate money conversations can be no matter the circumstances. The Early Childhood office is not responsible for assuming who will be responsible for tuition payments. Please provide the office with a valid email address of the person who will be responsible for tuition payments so that the monthly tuition statements can be sent.

MISSED PAYMENTS OR FAILURE TO MAKE PAYMENTS

We understand circumstances come up and payments may be late or missed. Please communicate with the office. We would be happy to work with you to help get the past due balance current.

Failure to make payments or failure to communicate with the office about unpaid tuition will result in your child being dismissed from the program.

TOILET TRAINING



At Little Cats Preschool, we prioritize the comfort and well-being of our students during toileting. Our policy is designed to support children as they learn and develop their independence in managing their toileting needs.

Key Points:

- While we strongly encourage that Little Cats attend preschool fully potty trained, it is not a requirement. We understand that each child develops at their own pace. We will partner with each family to help your child develop independence.
- Parents and guardians are asked to send their child to school with all necessary supplies. This includes pull-ups to ensure ease of use for the child and staff. Please send your student with pull-ups each Monday with additional wipes.
- Our staff is trained to provide support and encouragement to children during this process, helping them feel confident and secure.
- We maintain open communication with parents regarding their child's toileting progress and needs, ensuring a collaborative approach to support each child's development.

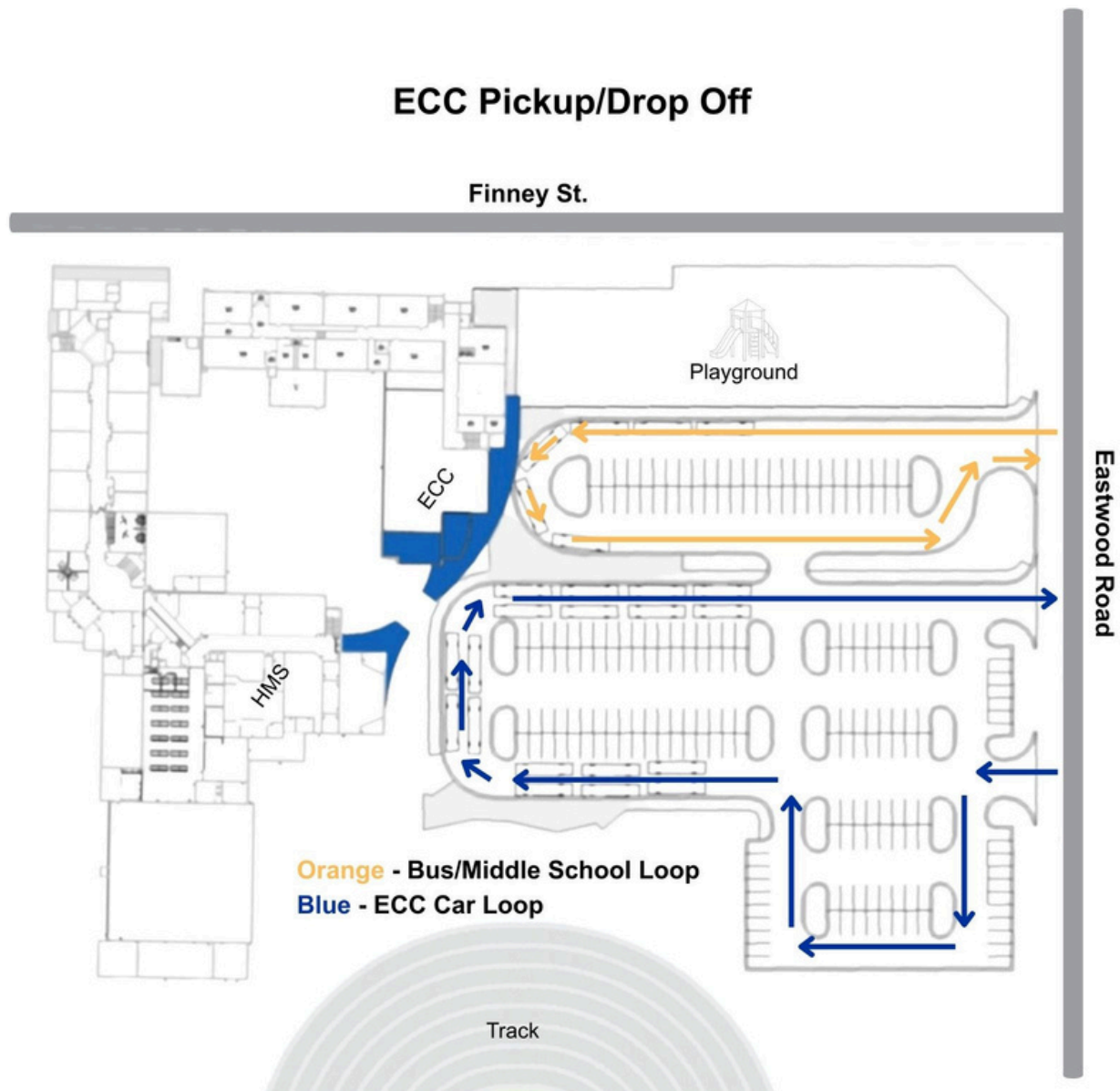
This policy aims to create a positive and supportive toileting experience for all students at Little Cats Preschool.

ECC ARRIVAL AND DISMISSAL GUIDELINES

- For help with dismissal procedures all students need to load and unload from the driver's side.
 - If your family has multiple carseats we just ask that you do your best to assist with drop off procedures.
- During Arrival all guardians must remain in the car.
 - Please have your child unbuckled when a school staff member arrives to your car door. If you or the child needs help we will assist.
 - Each student will be walked inside the school building by a staff member.
- Do not arrive more than 10 minutes before the arrival and dismissal window
- Our doors will not open before 7:50 and will close at 8:00. Families that arrive after that point will need to walk their student in the building.
- At 3:10, the staff member will bring the students to the appointed car. Remain in your vehicle until your child arrives. Guardians are required to buckle the student before moving forward.
- Each family will be provided with a laminated name plate that must be clearly visible in the front window during pick-up. If the name plate is not visible, you will be asked to come inside for verification.

ARRIVAL AND DISMISSAL CONTINUED

- To obtain additional name plates, legal guardians must submit a request through the building office.
- If a name plate is not displayed, individuals will be asked to park and present a valid ID in the office before a child is released.
- See map below



DRESS CODE

WHAT TO WEAR

- Dress your child ready to play.
- Please keep multiple changes of clothes in your child's bag. Place each outfit in a ziplock bag so that soiled clothing can be returned.
- Casual clothing works best since students will work with paint, glue and markers. We do sit on the floor every day. If your child prefers dresses and/or skirts it is encouraged that they wear shorts or leggings as we are an active group.
- Dress your child in clothing they can manage independently.
- Since students are involved in gross motor activities, we recommend that you send your child to school in tennis shoes or other shoes that are not likely to come off easily. Flip-flops are not safe in our setting, even in warm weather. Footwear with wheels is not permitted.
- Please dress your child appropriately for the weather. We will be going outside to the playground on a daily basis as long as the weather permits.
- Tops and T-shirts having inappropriate words, pictures or designs, or that promote violence, alcohol/drugs, may not be worn to school.
- We will have outdoor recess when the temperature and/or wind chill is above 27 degrees.
- During the extreme heat modified recess may be provided.

BREAKFAST AND LUNCH



Preschool students are served meals in their classrooms as part of the daily routine. School breakfast and lunch are available and encouraged for all students, as these meals are designed to meet nutritional guidelines and support healthy growth and development. Meals are not included and must be paid for through your student's Infinite Campus account.

Meals are enjoyed in a family-style classroom setting, where students sit together around tables in a warm and welcoming environment. Meals are served by staff, allowing children to focus on enjoying their food while engaging in positive conversation with peers. This shared mealtime experience supports social development, encourages respectful table manners, and helps build a sense of community within the classroom. Students are encouraged to try a variety of foods in a supportive and inclusive setting.

Children are encouraged to taste and eat the meals provided, helping them build healthy eating habits and an openness to a variety of foods. Families who choose to send a home lunch are encouraged to provide balanced and nutritious meals that support their child's energy, focus, and overall well-being during the school day. This mealtime approach not only provides nourishment but also supports social-emotional learning and creates a positive, inclusive classroom experience for our preschool students.

Meal Menus

OPAA (our food service provider) provides an online meal menu which is updated monthly. You can access the menu on the school district's website or through Dr. Love's Weekly Updates.

BEHAVIOR

Careful attention is given to the emotional and social learning of each child. To promote the development of self-regulation skills for appropriate behavior every attempt will be made to redirect negative behaviors into positive learning opportunities. Students may be temporarily removed from an activity, when appropriate, for safety issues. The purpose of discipline is to assist the child in developing internal controls for appropriate behavior.

Staff guidelines for handling inappropriate behaviors include the following:

- The staff will inform the parent on a regular basis of the child's general day and will note any concerns, problems, or questions.
- A “Safe Spot” will be used within the classroom as necessary to help children learn to maintain control of their own behavior and emotions or seek comfort in times of upset.
- Repeated inappropriate behaviors will be brought to the attention of the administration. Sometimes students are sent home for the remainder of the day to reset and try again the following day.
- If reoccurrence of inappropriate behavior continues, staff will then consult with the various building/district experts, as well as the parent, to develop a strategy (i.e. observations, screenings, success plans, shortened time at school, etc.) between home and school to address the inappropriate behavior.
- If inappropriate behavior compromises the safety of the student and others, that student may be suspended from Harrisonville Early Childhood Center as follows: 1-2 days out of school suspension, 3-10 days out of school suspension, expulsion from Little Cats Preschool program.

SAFETY IN OUR SCHOOL



Building Safety

All visitors to our school must buzz in and show photo ID before gaining access to the building. Visitors must pass through our entry foyer and office before entering the main school area.

Safety Drills

Students participate in safety drills during the school year including Hold, Secure, Lockdown, Shelter, and Evacuate. During these drills, students practice listening to instructions and actions they are to take during an emergency. You will receive an email when drills take place so that you can talk to your child about them.

School Closing

The decision to close school due to winter weather is made as early as possible to allow families to plan accordingly. Families will be notified by phone call, text and email. The information will also be posted on the district website, Facebook page, & district app. We encourage you to have a plan in place for snow days.

ADDITIONAL SAFETY INFO

Please make sure your contact information (home and cell phone numbers) are up-to-date in our Campus Parent. You can change that information through Campus Parent or you can contact your school secretary. During an emergency, we will call both home and cell numbers.

Please make sure the emergency contacts on file for your student are up-to-date and we would suggest that those emergency contacts be local so that they can respond and pick up your student if necessary. Older siblings that drive may be listed as emergency contacts.

In an emergency, we ask that parents do not come to or call the school. It is important to keep the streets, parking area, and phone lines open for emergency responders and communication. We will provide information to parents through the district communication channels - phone call/text/email.

During a secure or lockdown at school, no one will be permitted to enter or leave the building with the exception of district personnel, law enforcement, and first responders. Once it has been determined that the threat has passed (all-clear), the school will resume normal procedures.

FAMILY INVOLVEMENT

Orientation

Before school starts, the Early Childhood Center will host an Orientation Night for families. This gives our families an opportunity to see the classroom and learn about our building procedures.

Weekly Updates from Dr. Love

Each week, Dr. Love, the building principal, shares a brief video with important school information, ways families can support learning at home, and upcoming events. Families are encouraged to watch these weekly updates to stay informed and connected.

End of the Year Carnival

Get ready for fun! The Early Childhood Center's annual Carnival is the perfect way to celebrate the end of the school year. Enjoy games, laughter, and exciting activities while supporting our school. This is a family-friendly event you won't want to miss—everyone is welcome!

Email & Phone

We ask that you email or call your child's teacher whenever you have a question or concern. All our teachers & staff have a district email. It is important to have open communication between families and school to ensure our children every opportunity for success.

Parents as Teachers

All students enrolled in the Harrisonville Early Childhood Center are able to participate in all Parents as Teachers activities and resources. Each family is expected to schedule one family meeting with one of our parent educators during the Fall semester.

Family Events

Throughout the year Harrisonville Early Childhood Center will host several events for families to attend. We have classroom parties on Valentines Day, Lunch on the Lawn and monthly experiences with our PAT Educators.



TIPS FOR READING

READ, READ, READ!

Any time you spend reading to/with your child, he/she is developing and growing as a reader.

BOOK HANDLING

- Point out parts of the book (front & back cover), spine, title and author on the cover, title page, etc.)
- Model and talk about proper care for books (how you hold the book, page turning, etc.)
- Read your child's favorite book over and over again - he/she will develop love & ownership.

PRINT AWARENESS

- Model and talk about where you should start reading and where to go (left to right and top to bottom)
- Point to words as you read - and later, have your child track the words with his/her finger.
- Count words on a page or letters in a word.
- Point and talk about print elements (spaces, capital letters, punctuation, font changes, etc.)
- Have your child point to and name letters or words he/she knows.

STORY ELEMENTS

- Talk about if the book is fiction or non-fiction - and how you know that.
- Fiction books - discuss the characters, setting, plot, sequence of events, problem and solution.
- Non-fiction books - discuss the table of contents, page numbers, headings, main idea, captions, etc.
- Once your child is familiar with a book, ask him/her to re-tell events from the story.

FINALLY

The most valuable time you can spend with your child is reading every day! Read fiction & non-fiction (the newspaper, magazines, the mail, etc)

From: A Kindergarten Parent's Guide to Concepts of Print, Created by Jamie Anderson, <http://kinder-corner.blogspot.com>

PRESCHOOL SUPPLY LIST

- **KINDERMAT- THE ORIGINAL REST MAT**

- BLANKET FOR REST TIME-NO BIGGER THAN 45X60 INCHES
- FULL SIZE BACKPACK- NO ROLLING BACKPACK OR TODDLER SIZE
- 1 - CRAYOLA WASHABLE MARKERS
- 4 - ELMER'S GLUE STICKS .77 OUNCE
- 5 - 3 OZ TUBS OF PLAYDOH TO SHARE WITH THE CLASS
- 1 - SPILL PROOF WATER BOTTLE LABELED WITH CHILD'S NAME
- 1 WATERCOLOR PAINT SET
- 1 OR 2 ROLLS OF PAPER TOWELS
- 2 - BOXES OF KLEENEX
- 4 - PACKAGES OF BABY WIPES
- 1 - CONTAINER OF CLOROX WIPES
- BOYS- 1 BOX GALLON ZIPLOC BAGS
- GIRLS- 2 SANDWICH ZIPLOCK BAGS
- **EXTRA CLOTHING, PUT IN A LARGE ZIPLOC BAGGIE**
- **TOILETING NEEDS- PLEASE ENSURE THAT YOUR CHILD HAS WIPES AND PULL-UPS IN THEIR BAGS DAILY**

BEFORE AND AFTER SCHOOL CARE THROUGH WILDCAT CLUB

- OPEN FROM 6:30AM - 6:00PM FOR BEFORE AND AFTER SCHOOL CARE
- COSTS- \$50/WEEK FOR AM OR PM CARE
- \$60/WEEK FOR BOTH AM AND PM
- COST FOR FULL DAY CARE - \$25/DAY WITH A SUPPLY FEE (SEE FULL WILDCAT CLUB CALENDAR FOR FULL DAY OPPORTUNITIES)
- DROP IN CARE IS AVAILABLE ONCE AN ACCOUNT HAS BEEN ESTABLISHED.
- PRESCHOOL STUDENTS ATTEND AT ECC WHILE ALL SCHOOL AGED STUDENTS ATTEND AT ALTERNATE LOCATIONS.
- REGISTRATION WILL BEGIN NO LATER THAN AUG. 1ST.
- OUR PROGRAM IS DESIGNED TO SERVE CHILDREN WHOSE NEEDS CAN BE SUPPORTED SAFELY WITHIN A GROUP CHILDCARE SETTING AND WITHIN CURRENT STAFFING RATIOS. FAMILIES ARE ENCOURAGED TO DISCUSS INDIVIDUAL NEEDS WITH THE DIRECTOR TO DETERMINE WHETHER APPROPRIATE ACCOMMODATIONS CAN BE PROVIDED.

PARENTS AS TEACHERS HARRISONVILLE SCHOOLS



ABOUT PAT

This FREE program helps you become involved in your child's education from the beginning of his or her life through personal visits with a parent educator, the heart of PAT.

With the Foundations of Education curriculum, parent educators will help you discover ways to promote age-appropriate development for your young child.

CONTACT INFO

(816) 380-4421, x2804

pat@harrisonvilleschools.org



Complete the PAT interest form by scanning the QR code



OPPORTUNITIES

- Family Visits - These visits can be scheduled for your home or at the Early Childhood Center
- Developmental Screenings
- Playgroups - Playgroup provides an opportunity for children and parents to play, explore, and interact with other children
- Special family events in evening

2026-27 CALENDER

August 19 - Orientation

August 24 - First Day of School

September 7 - No School – Holiday

September 21 - No School –Prof. Learning Day

October 19 - No School – $\frac{1}{2}$ PD; $\frac{1}{2}$ work day

October 28 - 4:00p.m.-8:00p.m. Parent Teacher Conferences

October 29- Early Release, No Afternoon Preschool, Parent Teacher Conferences

October 30- No School

November 25-27 - No School - Holiday

December 18 - No School – Prof. Learning Day

December 21-31 - No School – Winter Break

January 1 - No School – Winter Break

January 4 - No School – $\frac{1}{2}$ PD; $\frac{1}{2}$ work day

January 18 - No School – Holiday

February 1 - No School – Prof. Learning Day

February 15 - No School - Holiday

March 8- No School – Prof. Learning Day

March 22-26 - No School – Spring Break

March 29 - No School Prof. Learning Day

April 12 - No School – Prof. Learning Day

May 19 - Last Day of School – Early release for students

LITTLE WILDCAT CHANT

**Everywhere we go,
People want to know,
Who we are,
So we tell them.
We are the Little Cats
The mighty, mighty Little Cats!
Roar!**





LITTLE CATS PRESCHOOL

2026-27 SCHOOL YEAR