



**Kosciusko School District  
Pre-Kindergarten Handbook  
2026-2027**

## **Welcome to the Kosciusko Early Learning Collaborative Pre-Kindergarten Program**

Thank you for enrolling your child in the Kosciusko Early Learning Collaborative. Our program is designed for students who are 4 years of age by September 1st of the current school year. It is our goal to ensure that your child learns in a safe, challenging, fun, and exciting atmosphere. We want to partner with you and your child to ensure that each and every student receives the best instruction possible.

We aim to foster an atmosphere where diversity is valued, and every individual is treated with dignity, respect, and kindness. Discrimination of any kind will not be tolerated in our preschool community. The Kosciusko Early Learning Collaborative has in place the “Kosciusko School District Special Services Guide”. The information may be viewed on the Kosciusko School District website. [www.kosciuskoschools.com](http://www.kosciuskoschools.com)

Every student in the collaborative will have equal educational opportunities regardless of race, color, creed, sex, handicap, or religion. No student shall be excluded on such a basis from participating in our program.

This handbook is designed to inform you about our program and how it will operate. We have certain procedures in place to keep our schools safe and orderly. If you have any questions or concerns about our program, please feel free to contact us, and we will be happy to address them.

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#### **Pre-Kindergarten Mission**

The mission of Pre-Kindergarten, in collaboration with our parents and community, is to strive to provide children with an excellent education in a safe and positive learning environment where they are prepared with the critical skills to reach their full potential for the 21<sup>st</sup> century.

#### **Pre-Kindergarten Vision**

The vision of Pre-Kindergarten is committed to creating a strong foundation that prepares all students for academic, social, and emotional success as they enter Kindergarten.

#### **General Information**

Each classroom is taught by a highly qualified licensed teacher and a qualified assistant. Children are randomly placed in a classroom.

The staff of the Pre-Kindergarten believes:

- All children can learn.
- Children have different learning styles that should be accommodated.
- Children are unique individuals with different abilities and interests.
- Children can develop self-discipline and strategies for conflict resolution.
- Children can become lifelong learners.
- Schools can produce good citizens.
- Families are our valued partners.

### **Program Requirements**

The Pre-Kindergarten program is a seven-hour program that follows the Kosciusko School District's calendar. Specific start and end times will be provided by your child's teacher or principal. This program is designed for children who will be four years old on or before September 1 of the current year. Our Pre-Kindergarten program offers a learning environment that nurtures language and emergent literacy, allowing children to grow and flourish in a developmentally appropriate setting. Class sizes are limited to twenty students, maintaining a 10:1 student-teacher ratio to ensure personalized attention. The daily schedule includes a variety of developmentally appropriate activities that support oral language development, fine and gross motor skills, self-help, and social and emotional development. These activities encompass story time, reading and writing, daily calendar, math exploration, science discovery, dramatic play, sign language, singing, outdoor play, and art.

### **Pre-Kindergarten Eligibility**

To enroll in the Pre-Kindergarten Program, children must reside within the boundaries of the Kosciusko School District and provide registration information required by the Kosciusko School District, be four years old on or before September 1 of the current school year, and be potty-trained (no pull-ups or diapers allowed). Parents or guardians must provide transportation. Note that children who qualify for another educational program, such as Kindergarten, are not eligible for the Pre-Kindergarten Program.

### **Family and Parental Involvement**

This program includes a parent/guardian involvement component; parents will be invited at least three times a year to discuss their child's academic progress with their teacher. They will also be asked to participate in various activities throughout the school year, such as class parties and family craft days.

### **Parent Involvement Opportunities**

Pre-Kindergarten encourages parent involvement throughout the school year. Below is a tentative schedule of events for the upcoming year. You will receive more details from your child's teacher regarding these events.

### **Parent Involvement Calendar**

|           |                                                                              |
|-----------|------------------------------------------------------------------------------|
| August    | Meet the Teacher                                                             |
| September | Grandparents' Day, Parent/Teacher Conference                                 |
| October   | Bullying Prevention - Red-Ribbon Week - Halloween Festivities                |
| November  | Thanksgiving Festivities, Parent/Teacher Conference                          |
| December  | Christmas Festivities-Family Craft Day                                       |
| January   | 100th Day of School Celebration                                              |
| February  | School Counselors Week - Valentine's Festivities - Parent/Teacher Conference |

|       |                                                                           |
|-------|---------------------------------------------------------------------------|
| March | Kindergarten Registration - Read Across America Week                      |
| April | Easter Party/Egg Hunt - National Library Week - Parent/Teacher Conference |
| May   | Field Day - Pre-Kindergarten Graduation - Awards Day                      |

### **Parent Involvement**

Classroom events are designed with families in mind, and we encourage parents to participate in activities such as holiday celebrations, reading sessions, and parent-child projects. Our newsletters provide an overview of classroom activities, learning experiences, and upcoming events. Parent conferences are always welcome and can be scheduled throughout the year.

### **Take Home Folder**

Pre-Kindergarten upholds the principle of "For EVERY Child." Each week, your child will bring home a folder containing their work and other important information. Please review the contents of this folder to stay informed about your child's classroom activities. After reviewing, empty the folder and return it to school with any completed forms, ensuring your child has it ready for the following week.

### **Parent Teacher Organization**

The Parent Teacher Organization (PTO) schedules meetings throughout the year and provides numerous opportunities for participation. The PTO regularly sends notes about upcoming events, which you will find in your child's take-home folder.

### **Volunteering at School**

Your child's teacher may invite you to read a book, lead an activity, or visit the classroom at designated times. When visiting the school, please sign in at the office and obtain a visitor's pass before proceeding to the classroom.

### **PLEASE NOTE**

We do not accept deliveries of flowers, stuffed animals, balloons, or similar items at school for any child. If you would like to send a special snack or treat for your child's birthday, please coordinate with your child's teacher and send the snack to school with your child. Pre-Kindergarten encourages healthy snacks. We ask that you consider sending healthy options such as fruit, cheese, pretzels, and 100% juice whenever possible.

### **Classroom Rules and Rewards**

Pre-Kindergarten classrooms are designed to keep children actively engaged, helping to prevent serious behavior issues. Teachers will share classroom expectations and rules with both parents and students, reinforcing them and using intervention strategies as needed. If a problem persists, we will schedule a parent-teacher conference, as your support and input are invaluable.

| <b>General Rules</b> | <b>Positive Reinforcement</b> |
|----------------------|-------------------------------|
| Listen               | Stickers                      |
| Learn                | Treasure Box Prizes           |
| Encourage            | Good News Notes               |
| Share                | Nutritious Snacks             |
| Be Respectful        | Special Recognition           |

## **Attendance**

Regular attendance is essential to a child's success in the Pre-Kindergarten program. Parents and guardians are expected to ensure that students attend school consistently and arrive on time each day. For attendance reporting purposes, a student must be present for at least 66% of the instructional day to be counted present. A student who misses more than 33% of the instructional day will be recorded absent for the day.

## **Excused Absences**

An absence may be excused for reasons approved by the District, including:

- Illness or injury that prevents the child from attending school;
- Medical or dental appointments;
- Death or serious illness of an immediate family member;
- Religious observances approved by the principal or designee;
- Court appearances when applicable; or
- Other circumstances approved by the principal or designee.

A written excuse must be submitted within three (3) school days after the student returns to school. Any absence after the third absence due to illness must be supported by documentation from a licensed medical provider.

## **Attendance Expectations**

The Kosciusko School District encourages families to establish regular attendance habits early. Students who accumulate frequent absences may be referred for conferences or other appropriate interventions to identify barriers to attendance and support student success. Families will be notified when attendance becomes a concern. Students participating in approved school-sponsored activities will be counted present.

## **Emergency Information**

Every student in the KSD must have an emergency card on file listing the names of individuals authorized by the parent to pick up the child. If there are any changes to your child's pick-up plans, please provide us with a written note. The person picking up your child will need to show a valid driver's license. Your child's safety is our top priority, and we will not release your child to anyone not previously authorized by you.

## **Late Arrival or Early Check-Out**

Early checkouts are discouraged except in emergencies, as it is crucial for your child to remain at school for the entire day. If an early checkout is necessary, it must be completed before 2:15 p.m. No checkouts will be allowed after this time. All late arrivals and early checkouts must be processed through the front office.

## **Check-In Procedures/Late Arrival**

If your child arrives after the 7:45 a.m. arrival time and the teacher or assistant is not outside, you must park and accompany your child into the office to check in. Please do not send your child into the building alone.

## **Check-Out Procedures**

Please check out through the school's main office. We ask that you please do not go directly to the classroom, as this will disrupt instructional time.

## **Dress Code**

Students should dress modestly and according to the weather. Pre-Kindergarten students go outside daily if the weather permits, so make sure your child is dressed appropriately. Shoes or sandals with a back strap are required for safety; cleated shoes and house shoes are not appropriate. Tennis shoes or sneakers are the best option. Please provide a change of clothing to be stored in the classroom in case of an emergency, and label all clothing, including jackets, coats, backpacks, and lunchboxes, with your child's name.

### **Lunch Menus**

Lunch menus will be sent home in your child's folder at the beginning of each month. They are also available on the district website at [www.kosciuskoschools.com](http://www.kosciuskoschools.com).

### **Lunch and Breakfast Money**

Please send lunch money or a packed lunch according to the teacher's instructions. KSD also offers a convenient program called MyNutriKids, where you can deposit money into an account for your child, eliminating the need for them to bring cash to school. Information about this program is available at [www.kosciuskoschools.com](http://www.kosciuskoschools.com).

### **Food Allergies**

The Kosciusko School District is committed to the safety and health of all students and employees. Please inform your child's teacher of any known food allergies. Additionally, your doctor will need to complete a form detailing your child's allergies.

### **Transportation**

Pre-Kindergarten students **CANNOT** be transported by a school bus.

### **Morning Arrival**

The start and end times for Pre-Kindergarten students may differ slightly from the regular school schedule. Your school's principal and teacher will provide you with this information. Please note that Pre-Kindergarten students are not permitted to ride the school bus. If your child is tardy, you must accompany them to the front office and sign them in at the front desk.

### **Afternoon Departure**

For the safety of students on the playground, please do not line up to pick up your child before 2:00 p.m. If someone different will be picking up your child, please send a note to the teacher in advance. In emergency situations only, call the office, and we will deliver a message to the staff.

### **PLEASE NOTE**

We strongly discourage unexcused checkouts of older siblings when Pre-Kindergarten ends earlier than the regular school day. This could affect your child's continued participation in the Pre-Kindergarten program.

### **General Safety Rules for Arrival and Dismissal**

When dropping off or picking up students in the car line, please pay attention and keep the line moving. Have your child ready to exit or enter the vehicle, and do not leave the pickup area until directed. Follow the lineup instructions given by school staff, and always be patient and use caution.

### **Student Health**

The parent/guardian of each student will be required to complete student health information as a part of registration. It is the responsibility of the parent/guardian to inform the school district of any health conditions that may affect a student during school hours or at school-related functions. Student health information is to be updated by the parent/guardian as needed throughout the school year.

### **Form 121**

Form 121 from the Health Department must be completed, and the original must be on file with the other registration documents at the front office before your child can start the program.

### **Blood Sugar Management**

For diabetic students, parents will be contacted to take their child home if their blood glucose level exceeds 400+.

**Student Hygiene**

Students are expected to maintain personal hygiene standards to ensure a conducive and respectful learning environment. This includes regular showering, wearing clean and appropriate clothing, and practicing good oral hygiene.

**Medication Administration at School**

If your child needs medication during school hours, a Physician/Parent Medication Authorization Form must be signed by both the physician and parent/guardian. Medications must be delivered to the school office by a parent/guardian for counting and registration. Medications must be in the original packaging with clear labeling, including the student's name, medication details, and dosage instructions. A District Nurse or trained designee will administer the medication unless specific conditions for self-administration are met. Any changes in medication details require new authorization forms and notification to the school office.

**Student Sickness**

Parents will be asked to pick up their child from school immediately if the child does not feel well enough to return to the classroom, is bleeding, or shows signs of an infection that needs to be evaluated by a physician, or has a documented fever.

**First Aid**

If a child gets a minor injury at school, they will be treated by school staff or district nurses. If a student is seriously ill or injured, we will make every effort to contact the parent or guardian. If we cannot reach the parent or guardian, the principal, in consultation with the district nurses, will decide if additional medical help or advice is needed.

**Head Lice Policy**

If a student is found with head lice, parents will be notified to pick up their child from school immediately. Students must provide proof of medically approved lice treatment. A reexamination showing no live lice may be required before returning. After three instances of head lice in one school year, the school may involve the county health department.

**Absences Due to Illness**

Please inform the school office whenever your child is absent. An absence will be excused once it is approved by the principal or their designee. Additionally, your child must be fever-free for at least 24 hours without medication before returning to school. Good attendance is necessary for continued enrollment in Pre-Kindergarten.

## Directory

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