Parkway Early Childhood Parent Handbook
2026-2027

Welcome

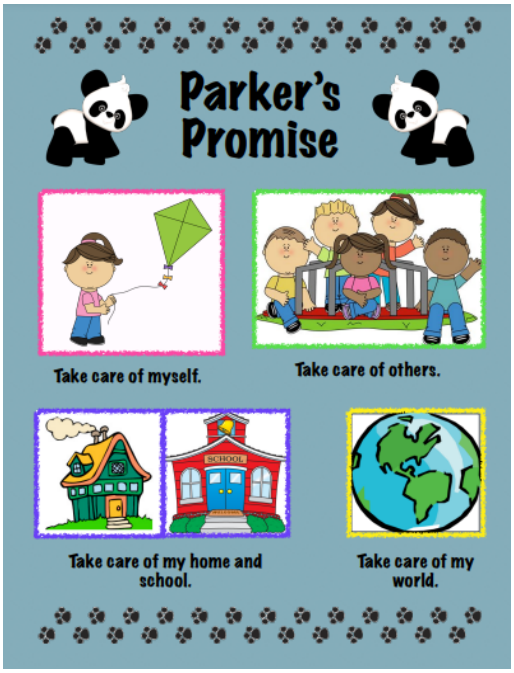
We are excited to welcome you and your child to our community of learners. This handbook is an important resource designed to help you understand the policies, procedures, and philosophy that guide our program. We encourage you to read through it carefully and refer back to it as needed throughout the year.

At Parkway, our administrators, teachers, and staff are deeply committed to providing a high-quality early childhood experience. We take great pride in creating a nurturing, stimulating, and safe environment where children can grow, explore, and thrive.

We recognize that choosing a preschool is a significant decision, and we are honored that you have chosen Parkway. Our team looks forward to partnering with you to support your child's development and learning journey. Together, we can build a strong foundation for future success.

Character Education

Our Character Education Program is one way we focus on our students' social and emotional development. It is an important part of our Preschool Program and it is dedicated to fostering the growth and development of the whole child.



We use our mascot, Parker Panda, to teach our students Parker's Promise:

- Take care of myself
- Take care of others
- Take care of my home and school
- Take care of my world

You will receive more information about our Character Education program from your classroom teacher.

Mission

The mission of Parkway Early Childhood is to create a playful learning community where everyone belongs and is empowered to be their best.

The mission of the Parkway School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.

The mission of the Parkway Food Pantry is to provide access to food, nutrition and support to the Parkway community so all students can be capable, curious, caring and confident learners.

Program Philosophy

The developmental approach to learning is used in our classrooms. Learning is initiated by the child and the teacher functions as a facilitator of the learning process. The child creates and recreates knowledge as a result of experiences with the environment. The teacher facilitates learning by providing materials and activities that match the child's development, but the child as an active learner acquires the knowledge through interactions with the experiences with other children, and with relevant materials. The classroom is full of an array of hands-on materials to explore with many opportunities for choices, planning, and carrying out creative activities. Play and interaction with other students is encouraged to facilitate social, cognitive, emotional and physical development. Our program provides an exciting way to learn which is fun, engaging, and interesting. It provides the foundation needed for learning and develops positive attitudes toward learning.

Our program is based on a child-centered philosophy. Careful thought has gone into the design of each classroom based on relevant principles of child development, creating environments that make children eager to explore, achieve, create, and discover. Children's natural ability and desire to learn is respected. Within the self-directed environment, children will experience themselves as positive, caring, and productive members of a group. Children must be given the opportunity to fully experience the stages and needs of childhood without losing their identity or their natural enthusiasm for learning. This is accomplished by designing a program with a variety of unhurried experiences in a supportive environment allowing for self-expression, self-exploration and discovery, and group experience. An open, supportive environment encourages children to believe in and nurture their talents and resources. A combination of self-belief, initiative, encouragement, and friendship helps children flourish.

Learning is an open-ended, building-block process that is generated by the learner, guided by the teacher, and reinforced by the environment. The attitude of the teachers, the philosophy and objectives of the program, the atmosphere and design of the environment, the activities and materials, and the mood and feeling in the classroom all influence the child's quest for knowledge.

Experiences will be varied from individualized to small and large group situations. Activities are designed to advance your child's knowledge of the world around them, encourage exploration and discovery, stimulate interest, develop curiosity, encourage problem-solving and to develop initiative, resourcefulness, and a strong sense of self.

Curriculum Philosophy

The curriculum is based on the belief that preschool-age children thrive if they experience an integrated, developmentally appropriate program. The curriculum is based on constructivist philosophy.

The Missouri Department of Elementary and Secondary Education's Project Construct curriculum is used in our program. It is a process-oriented curriculum and based on the premise that children learn best when they are actively involved in experiences that are meaningful to them. Teachers provide a learning environment where children can follow their interests and come up with a variety of ideas. Children need both time and opportunity to act on the environment and reflect on their actions. Extended time is needed for experimenting, creating, and imagining. We do not spend time filling in workbooks, drilling facts, or doing worksheets. By concentrating on what children already know, we find out what else they want to discover and allow them to develop curiosity, creativity, confidence, and initiative. When we give children the chance to make choices, we are letting them construct experiences that will help them weigh alternatives when they are older. In our classrooms, we see people who are growing up to be compassionate and thinking people. Mistakes are celebrated. When our room is noisy and buzzing with activity we are assured there is no boredom or aimlessness. We know that our children are thinking. That is the best preparation we can give them.

In the preschool classroom, the learning environment is the curriculum foundation. The room is divided into well-defined learning areas that encourage exploration, work, and active learning through individual, small-group, and large-group activities. Learning centers include dramatic play, art, music, creative expression, construction, science, reading/language, writing/literacy/journals, large muscle, small muscle and sensory exploration.

An integrated thematic curriculum is utilized. Children are part of the planning process making suggestions for themes and topics to investigate. Our eclectic curriculum draws on various approaches such as Missouri Project Construct, The Project Approach and the Reggio Emilia Approach to education.

Goals

For Young Children, We Strive To:

- Provide meaningful developmentally appropriate learning experiences that are based on the individual developmental needs of each child
- Help children value and respect themselves and others
- Stimulate creativity and self-expression
- Promote language and literacy skills
- Stimulate cognitive development
- Promote health, physical growth, and motor development
- Encourage self-discipline
- Help children become accepting, caring individuals and develop supportive and helpful classroom relationships

For High School Students We Strive To:

- Provide meaningful experiential learning opportunities complemented by child development instruction and through hands-on experiences in our preschool classrooms
- High school students are supervised by the preschool teacher and their child development teacher

For Parents, We Strive To:

- Provide quality educational experiences
- Strengthen home-school relationships
- Promote parental understanding of young children's development

Our Teachers Strive To:

- Work with children from a total child perspective
- Recognize the importance of nurturing in children's development
- Help children make thoughtful and appropriate choices
- Help children feel happy, secure, accepted, and loved
- Encourage children to become explorers and researchers
- Challenge children to become critical thinkers
- Motivate children to question and think
- Help children to form strong social relationships with adults and peers

Multi-Tiered System of Support (MTSS)

A comprehensive approach to making sure all students are successful in school. This includes high-quality instruction for all students, additional time and support for students in need, and intensive intervention for students with significant needs. It also includes the development of structures to support identification of and student access to all levels of support.

MTSS Vision: We provide data-driven, multi-tiered support to ensure all children receive equitable, developmentally appropriate interventions in partnership with families and educators.

Partnering to Support Student Success: We value strong partnerships with families and believe that students experience the greatest success when home and school work together as a team. Our goal is to provide a safe, supportive, and inclusive learning environment where every child can thrive.

If a student demonstrates behaviors that require significant adult support to ensure their safety or the safety of others, our team will utilize our Multi-Tiered System of Supports (MTSS) process to identify the student's needs and develop appropriate interventions and supports. Families are an essential part of this process, and we will work collaboratively to determine the most effective strategies for supporting the child's success.

Depending on the student's individual needs, support may include targeted interventions, behavior support plans, consultation with specialists, transition plans, adjusted schedules, additional adult support, mental health services, or consideration of alternative program placements. Decisions are made on a case-by-case basis with the shared goal of promoting student growth, safety, and positive participation in the school community.

We are committed to maintaining open communication with families throughout the process and partnering together to ensure each child receives the support they need to be successful.

Early Childhood Special Education (ECSE)

Special School District (SSD) partners with Parkway School District to provide early childhood special education services. Special education services are provided at all 6 Parkway Early Childhood locations: Early Childhood West, McKelvey Primary, North Preschool, South Mason, Wren Hollow, and Oak Brook. There is no cost for special education services.

Peer Model Program

The Peer Model Program is a unique opportunity for preschool-aged children to model classroom behavior & skills for children with developmental delays in a half day ECSE room. This program is not an option for families needing full-day care. It is an opportunity for your child to be a helper, leader, and friend to others in an early childhood special education classroom. Your child will also learn confidence, empathy & school-readiness skills. More information can be found here: Parkway Early Childhood Peer Model Program.
The yearly program fee is $1,000 per child. You can also email peermodels@parkwayschools.net for information.

Staffing

The strength of any school is in its staff. Our teachers are chosen on the basis of qualification, education, experience, and those unique qualities that particularly fit a person who works effectively with young children.

The preschool staff has degreed and certified teachers and individuals with various appropriate educational backgrounds and experiences. Staff benefit from continued staff development programs and regular staff meetings

The teachers work cooperatively with the following professionals:

- The **Director of Early Learning** oversees all of the Early Childhood programs.
- The **Preschool Coordinator** supervises preschool staff.
- The **Special Education Coordinator** supervises all special education staff.
- The **Early Childhood Coordinator** supervises Kids Morning Out (KMO) and Partners in Play (PIP).
- The **Parents as Teachers Coordinator** supervises the parent educators.
- The **Instructional Coach** coaches and supports preschool staff.
- **Various professional specialists** are available for consultation (Speech and Language Pathologist, Occupational Therapist, Mental Health Specialist, Social Worker, etc.).
- Occasionally there may be high school or college students placed in the classroom as part of a local practicum and student-teacher programs.

Child Abuse/Neglect Policy

A background screening is completed upon hire of all staff members. All staff must pass this screening to be employed by the Parkway School District. As mandated reporters all teachers and assistants must report all suspected instances of child abuse and/or neglect to the Child Abuse Hotline.

Educational Equity

The Parkway Board of Education is committed to the success of each student enrolled in our schools. In order to accomplish this, the district will create an educational environment that emphasizes equity in the opportunities created for all students. Students enrolled in the district shall be provided an educational experience in which they receive the resources they need to have a greater sense of self-efficacy and self-determination. The Board recognizes that barriers and inequities exist in our society, resulting in the reality that not all students start from the same place. The district will identify these barriers and imbalances and make adjustments in order to create equitable educational opportunities for all students.

Implementation: The district will evaluate current policies and practices (e.g., curriculum and its implementation, discipline practices, professional development, employee recruitment and retention) to determine the degree of equity contained therein. Appropriate revisions will be made to policies and practices such that equity for all students will be an apparent, defining feature. If appropriate, practices or policies may be revised or eliminated in order to produce equitable opportunities for all students. Such evaluation of policies and practices will include the study of how current practices may disproportionately impact or discriminate against any student or family. As a

result of this review and any revised policies and practices, all Parkway students should expect, along with their participation in the education process: 1. To develop the necessary skills to face and participate fully in an increasingly ever-changing world; 2. To honor, be knowledgeable and inclusive of cultures in a way that does not violate others' individual or group rights to self-determination; 3. To become leaders in listening for learning as well as creating and facilitating harmonious thought indicative of the equitable education they experienced; 4. To interact with others in ways that create equity; and, 5. To have staff members respect and understand each student's culture and ethnicity to build lasting relationships, enhancing each student's ability to learn. The administration will establish guidelines for the implementation of this policy.

Every Student Succeeds Act (ESSA) Complaint Procedures

The Every Student Succeeds Act of 2015 (ESSA) requires Parkway to provide parents, students, and other stakeholders with information about procedures for filing a complaint alleging a violation of federal law or regulations under a covered ESSA program.

A complaint, for these purposes, is a signed, written allegation that a violation of a federal statute or regulation that applies to a program under the ESSA has occurred. Covered programs generally include, but are not limited to, Title I, Title II, Title III, Title IV, and provisions relating to equitable services for private school students.

Procedures for filing a complaint with the Missouri department of Education can be found at https://dese.mo.gov/media/pdf/essa-complaint-procedures.

Visitors

Throughout the school year, you may see many visitors which could include parents currently enrolled in the program, parents interested in enrolling in the program, building staff, professionals from other programs, local college students, and the high school child development classes. In order to keep our students and staff safe, Parkway utilizes a Visitor Management System in our buildings. We ask visitors to present a driver's license at our front office before entering our building. Since our families still walk our students into the building for preschool, we have a lot more traffic during arrival and dismissal than most other schools. We ask for anyone who will be dropping off or picking up your child to get a Parent Pass. Please be sure to bring your driver's license to the front office at whichever school your child attends. Once we scan your driver's license into our Visitor Management System, you will receive a "Preschool Parent Pass." This way you can just quickly show your pass as you enter our buildings for pick up or drop off without having to wait in line to have your driver's license scanned in each time. Plan to arrive no more than 5minutes before the start of your child's class.

***No pets are allowed in schools or on playgrounds. We appreciate your cooperation on this matter.

The High School Child Development Program

To complement the Family and Consumer Sciences (FACS) curriculum, students enrolled in the high school child development classes utilize the classroom as a laboratory experience working under the supervision of both the high school teacher and the classroom teachers.

Public Concerns and/or Complaints

The Board of Education believes the positive and appropriate two-way communication between the School District, schools, and citizens of the Parkway school community is a vital component of achieving the District's goals. The Board further believes that most questions and concerns are best resolved through communication with appropriate staff members either at each local site or at the District or Divisional level. Community concerns and/or complaints should be directed to the individual who may and can directly address the concern or complaint.

Should you have concerns or complaints, please contact the Director of Early Learning.

Exempt Status

General Education Preschool, Kids Morning Out, and Special Education classrooms are exempt from state licensure. This is based upon Missouri statutes, section 210.201 (2), which exempts school systems from such requirements. The Parkway School District is fully accredited in the state of Missouri.

Toys

Please leave all toys at home. Toys can be easily damaged, misplaced, or lost at school.

Parkway School Calendar

We follow the district calendar for Parkway School District, and it can be found here. When school is closed, Early Childhood is too. **On half days, full-day preschool dismissal is at 12:00 PM (with NO aftercare) and there will be NO PM classes.** All AM classes will be dismissed as normal.

Services and Rights for Students with Disabilities

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities Education Act (IDEA). Students who qualify as a person with a disability are protected from discrimination and are guaranteed a free, appropriate public education (FAPE) to ensure equal opportunity to access and derive meaningful benefits from public education, as compared to non-disabled peers.

Children under Parkway's jurisdiction, including students attending non-public schools, between the ages of 3 and 21 may be eligible for special education and related services. The Special School District of St. Louis County (SSD) provides special education and related services (e.g., physical and occupational therapy, speech and language services, social work services, and psychological counseling) for students qualifying as a person with a disability under the IDEA. Parkway implements the provisions of Section 504.

Parkway and the SSD share the responsibility of locating, evaluating, and identifying children with disabilities under the IDEA, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children (e.g., migrant, homeless), children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Disabilities include Autism, Deaf/Blindness, Emotional Disturbance, Deaf/Hard of Hearing, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech and/or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blindness, and Young Child with Developmental Delay. Parents/guardians may refer a child for an evaluation by contacting the school staff (e.g., principal, asst. principal, school counselor) and are entitled to written notification regarding proposed or refused evaluation and placement decisions.

All students with disabilities are served in the least restrictive environment (LRE) and attend Parkway schools unless determined otherwise by the IEP or 504 team. The disabilities teams are charged with determining the necessary services, accommodations, modifications, related aids, and adaptive equipment to ensure FAPE. The opportunity to participate in the Parkway curriculum, extracurricular activities, earn credits, and obtain a high school diploma is available to all students.

Parkway and the SSD assure the provision of information and referral services necessary to assist the State Education Department in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program.

Parkway and the SSD provide that personally identifiable information collected, used, or maintained by the districts for the purpose of identification, evaluation, placement or provision of FAPE under the IDEA and Section 504 may be inspected and reviewed by parents/guardians. Additionally, parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the MO Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

A Local Compliance Plan is in effect to ensure implementation of the state regulations for the IDEA. The plan contains the policies and procedures of Parkway and the SSD regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agencies' assurances that services are provided in compliance with the General Education Provision Act.

The rights of students with disabilities are further explained in the State Plan for Special Education from the Missouri Department of Elementary and Secondary Education and various Parkway Board Policies (ACG.G, ACGA.G, IHBA.BP, JKF.BP, JRA.BP).

To review the plan or obtain this notice in an alternate language, contact the Parkway Special Services Department

at 314-415-5295 or the SSD at 314-989-8100

Notice of Nondiscrimination

The Parkway School District Board of Education is committed to maintaining an educational environment that is free from discrimination and harassment in admission or access to, or treatment in, its programs, services, activities and facilities. In accordance with the law, the district strictly prohibits discrimination and harassment against students or employees on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, sexual orientation, gender identity or any other characteristic protected by law.

The Board of Education is committed to maintaining an environment for its employees and students that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the Parkway School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. To report an incident of Sexual Harassment or Discrimination, please contact your building administrator or the Compliance Coordinator.

Family Educational Rights and Privacy Act (FERPA) Annual Notification

I. NOTIFICATION OF RIGHTS

Each year the Parkway School District is required to give notice of the various rights accorded to parents or eligible students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students have a right to be notified and informed. In accordance with the Family Educational Rights and Privacy Act, you are notified of the following:

II. RIGHTS OF PARENTS

1. **RIGHT TO INSPECT**: You have the right to review and inspect substantially all of your education records maintained by or at the District. You should submit to the student's school principal or other appropriate school official a written request that identifies the record or records you wish to review and inspect. You may also wish to request a copy of the Student Records policy and guidelines, which contain additional information.

2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the District to limit the disclosure of information contained in your education records to those instances where prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of Family Educational Rights and Privacy Act (FERPA) which allow disclosure without prior written consent.

3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to correct any parts of an education record that you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter the education records according to your request. You may request an amendment of your child's records by (1) advising the appropriate Parkway official how you wish to amend the student's record and why, and (2) requesting a copy of the Student Records policy and guidelines, which contain additional information.

4. **RIGHT TO COMPLAINT:** You have the right to file a complaint with the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OFFICE, Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the District's alleged failure to comply with *Family Educational Rights and Privacy Act.*

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Parkway School District in compliance with the *Family Educational Rights and Privacy Act.* A copy may be obtained in person or by mail from: Custodian of Records, Parkway School District, 455 North Woods Mill Road, Chesterfield, Missouri 63017.

III. Sharing of Information:

The district will disclose information from a student's education and/or health records to Parkway School District school officials who have a legitimate educational interest in the records.
A school official is defined as:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member including medical staff and safety/security staff.
- A member of the board of education.
- A person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A person who is employed by the District's law enforcement unit.

General Education Preschool Enrollment

- The preschool program accepts children without discrimination in regard to race, gender, creed or ethnic origin
- A child must be three years old by July 31st to be eligible for the program
- Enrollment takes place on an ongoing basis as long as there is space available
- Students must be enrolled in the program each school year. Re-enrollment information will be sent out and returning students will have priority over new families.
- **Please note: that a student's tuition account must be current in order to re-enroll in the program.**
- In order to honor your child's enrollment application for the next school year, your child must stay enrolled in preschool for the duration of the current school year. If at any point during the current school year, your child is withdrawn from preschool, you will forfeit their placement for the following school year.

We partner with families to find the best placement for our students. We have multiple class models and levels of support. We look forward to collaborating with you on finding the perfect fit within our program for your child.

Admission

Children may begin when **all** of the following are completed:

1. The Class Preference Form has been submitted and placement has been confirmed for each child
2. The non-refundable registration fee has been paid ($150 for residents; $200 for non-residents)
3. Your child has been registered as a student through the Parkway School District's Registrar's Office and the following documents were submitted during registration:
    a. Birth Certificate or Passport
    b. Immunization Records Click here for immunizations required for preschool registration.
    c. One **PRIMARY** proof of parent/guardian's residency
        i. Current mortgage statement, real estate tax receipt or property dead or
        ii. Current lease signed by both the resident and owner
    d. One SECONDARY proof of parent/guardian's residency
        i. Utility bill (gas/water/electric), credit card or bank statement
    e. Parenting Plan/Custody Agreement/Legal Guardianship (if applicable)
    f. Individual Education Plan and Evaluation (IEP) and/or Section 504 Accommodation Plan (IAP) and Evaluation (if applicable)
4. A Play-Based Developmental Screening has been scheduled

Full Day Preschool Arrival and Dismissal

Upon arrival at school, and before entering the classroom for play, please take your child to wash their hands and sign them in (including the time of arrival and your initials).

To help make the transition to school easier for your child, please refrain from talking on your cell phone during arrival. Always communicate directly with a staff member before leaving so that your child is officially under their supervision and care.

Drop-off should be brief. If you would like to speak with your child's teacher, please schedule a meeting or phone call so they can focus on supervising and welcoming students during arrival. Teachers are happy to arrange a time to connect during their planning period.

The regular school day is from 8:00 AM-4:00 PM; however, we do allow some flexibility with arrival and dismissal. To minimize classroom disruptions, arrive no later than 30 minutes after your start time (8:30 AM).

If you are not enrolled in Before Care; the earliest your child can be at school is 8:00 AM.

Please remember to sign your child out when you are picking them up. At dismissal, the staff member will release the child into the care of the child's custodial parent/guardian or the adult listed as an emergency contact.

Only those adults with written authorization by the parent or guardian will be permitted to pick up your child. If someone other than a parent is to pick up your child from school, the school must be notified in writing and the or the parent must call (and be recognizable to staff) giving the name and description of the person and time they will come for the child.

We reserve the right to ask for identification. This policy is strictly enforced for your child's safety. We cannot prevent a parent from picking up their child unless we have a legal court order on file.

The staff member's goodbye will signify that the child is being placed in your care. From that point on responsibility for the child lies with the person receiving the child. Please refrain from talking on your cell phone during dismissal as this makes the transition from school easier on your child. Full day teachers leave at 2:30 PM daily. Please communicate any concerns with the teacher via email instead of discussing with the teacher assistants.

If you are not enrolled in After Care; the latest your child can be at school is 4:00 PM.

Before/After Care

Before and After Care space is limited. Pre-registration and an additional fee are required. See the Tuition and Fees section to learn more. Here is the Before/After Care Agreement.

Before/After Care Closures:

On days that the district cancels all after-school activities and Adventure Club, we will be closed as well.

Full Day Rest Period

A rest period is offered daily. All children are encouraged to rest for a minimum of 30 minutes. After approximately 30 minutes we offer books to enjoy quietly, then quiet activities will be offered to children who remain awake. Nap items are to be brought to school on the first day of the week and taken home on the last day of the week. Please supply rest items per individual teacher supply list.

Half-Day Preschool Arrival and Dismissal

Upon arrival at school and before entering play please take your child to wash their hands. Please refrain from talking on your cell phone during arrival as this makes the transition to school easier for your child. Always communicate with the staff member when you are leaving thereby placing your child under their care.

To minimize classroom disruptions, arrive no later than 30 minutes after the scheduled start time (start time varies per location).

At dismissal, the staff member will release the child into the care of the child's custodial parent/guardian or the adult listed as an emergency contact.

Only those adults with written authorization by the parent or guardian will be permitted to pick up your child. If someone other than a parent is to pick up your child from school, the school must be notified in writing and the or the parent must call (and be recognizable to staff) giving the name and description of the person and time they will come for the child.

We reserve the right to ask for identification. This policy is strictly enforced for your child's safety. We cannot prevent a parent from picking up their child unless we have a legal court order on file.

The staff member's goodbye will signify that the child is being placed in your care. From that point on, responsibility for the child lies with the person receiving the child. Please refrain from talking on your cell phone during dismissal as this makes the transition from school easier on your child.

Full and Half Day Preschool Late Pickup Fees

PLEASE BE PROMPT when picking up your child. Parents will receive one warning per child and then will be charged one dollar per minute for subsequent late pickups. Staff members will have parents sign the late pick up form and fees will be collected through the preschool office. Frequent tardiness at pick-up can result in dismissal from the program. After three late pickups, there will be a scheduled in person meeting with the Preschool Coordinator at Early Childhood-West.

Preschool Orientation

Parents can access the Preschool website Parkway Early Childhood Preschool to learn more about the program options and locations. Families are introduced to their teacher by email that is sent during the summer. Home visits are then scheduled and completed by the teachers for new students to the program in order to ease the transition

into the program. An Open House is scheduled for the Friday before school begins. Individual classrooms will host additional family events each school year.

Preschool Tuition and Fees

Tuition Payments: They can be made through Infinite Campus (IC). When you pay through IC, there is a service charge fee for paying by a debit/credit card or an e-check. IC does not have an option to set up automatic payments for tuition. However, some families have set up an automatic bill pay through their bank account as a work around.

Alternatively, you can mail a check to:
Parkway Early Childhood-North
Attention: Natalie Lichius
12790 Fee Fee Road
Creve Coeur, MO 63146
Checks need to be made payable to Parkway School District

Payments can also be dropped off at the following Early Childhood locations: McKelvey Primary, North, South Mason and West. Checks must be made payable to Parkway School District.

Monthly tuition payments remain the same regardless of days off in the school calendar. You are paying an installment of the total yearly tuition and not for the number of days attended each week.

The preschool program is a fee-based program and is supported by tuition revenue.

Half-day preschool tuition is due on the 1st of each month.
Full-day preschool tuition is due on the 1st and 15th of each month.

The first tuition payment is due in June of each year. The June fee will cover the month of August, and regular payments will begin in September.

Full Day Before Care: Available from 7:00-8:00 AM with 19 bimonthly installments of $86.50 for residents and $99.00 for non-residents due on the 1st and 15th of each month. Your child must be registered before they can start utilizing Before Care.

Full Day After Care: Available from 4:00-5:00 PM with 19 bimonthly installments of $86.50 for residents and $99.00 for non-residents due on the 1st and 15th of each month. Your child must be registered before they can start utilizing After Care. In the event that your child requires frequent one-on-one support, they may attend the preschool program during regular school hours (8:00 AM–4:00 PM), when additional staff members are available to help ensure a safe and supportive learning environment for all students.

Sibling Discount: Full Day sibling discount is $120 per month ($60 per payment) and Half Day sibling discount is $50 per month.

Employee Discount: Parkway School District employees (including Special School District employees working in Parkway) will receive a 15% discount. We can only apply one discount which will be the greater amount between Reduced Tuition, Sibling or Employee.

Full Day Lunch: Lunch is included in the tuition price for our full day classes. If you choose to pack a lunch for your child, the tuition price remains the same.

Tuition Late Fee: A late fee charge of $15 will be added on the 6th of every month to any student tuition account that has not been paid. If the balance has not been paid by the 10th, your child will not be able to return to school until the fee is paid.

Returned Checks: The Parkway School District assesses a $20.00 fee for all returned checks.

Full and Half Day Late Pickup Fees: Parents will receive one warning per child and then will be charged one dollar per minute for subsequent late pickups per child. Staff members will have parents sign the late pick up form and fees will be collected through the preschool office. Frequent tardiness at pick-up can result in dismissal from

the program. After three late pickups, there will be a scheduled in person meeting with the Preschool Coordinator at Early Childhood-West.

Notice to Withdraw from the Program: At least 2 (two) weeks advance notice is required to withdraw your child from preschool. Your account must be current and in good standing prior to your child's last day. If you DO NOT give a two-week notice, you will be responsible for two weeks of tuition.

Preschool Lunch and Snacks

Only our **Full Day** program will be served lunch provided by the school. Parents are also welcome to send in lunch from home in the event they do not want the lunch provided. Full day students will also have two snack periods, one in the morning and one in the afternoon. Families will provide the snacks and should be brought to school daily.

Our **Half Day** program does not get served lunch and will have one snack period. Families will provide the snack and should be brought to school daily.

Both **Full Day and Half Day** will need a water bottle with your child's name daily. Please send a spill-proof water bottle that your child can easily use.

If your child has food allergies, please provide us with written documentation from your child's doctor. If your child attends a full-day preschool program we can substitute that food item. A meal modification form will need to be filled out. The school nurse will send the meal modification form.

Early Childhood Absences and Attendance Line

If your child will be absent from school, please call the Early Childhood attendance line at 314-415-9676 or email eccattendance@parkwayschools.net. Please include your name and contact information, your child's full name, teacher or location, the dates of the absence, and reason for absence (e.g., illness, family vacation, etc.)

In the event of any kind of absence (illness, family vacation, etc.) fees are payable in full. Tuition must be paid in order to keep your child's placement. If tuition is not paid, your child's spot will be forfeited and filled by a student on the waiting list.

Health Policies

A copy of the child's permanent immunization record from the physician's office or a medical or religious exemption is required for preschool attendance. The law provides for exclusion from school for failure to comply with the immunization law.

Missouri State regulations require us to keep updated records of the recommended immunizations for each child. Please bring verification from your child's pediatrician when immunizations are updated.

In accordance with Section 210.003.7, RSMo, the parent or guardian of a child enrolled in or attending a Parkway or Special School District preschool program may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Maggie Brandon at 314-415-6968 and the information will be provided to you.

Please note, that the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

Communicable Disease

If a child is exposed to or contracts a communicable disease, immediately report this information to the teacher. We are required to notify all families when a child contracts a communicable disease such as chicken pox, measles, pertussis, etc. (A child's name will not be revealed.)

Re-admittance to the program after a communicable disease will require a written statement from the child's physician declaring the condition non-contagious and releasing the child to attend preschool.

Illness

The following symptoms could indicate infection, illness, or a contagious disease:

Pain/Fever (100.4 or higher)
Vomiting
Diarrhea
Skin eruptions/rash
Extreme fatigue
Swelling/Sore/Redness of throat
Reddened, weeping eyes, crusty eyes
Constant sneezing/productive cough
Frequent urination, difficulty urinating, tea-colored urine
Gray or white stool
Headache
Stiff neck
Severe itching
Unusual behavior (cranky, lethargic, crying, discomfort, loss of appetite, etc.)

If your child manifests any of the above symptoms, your child should remain at home. A child may return to school when he/she has been free of any or all of these symptoms and has been free of fever (without fever-reducing medications such as Tylenol or ibuprofen) for a minimum of 24 hours.

Each child will be observed for contagious disease and illness upon arrival and throughout the day. Should these symptoms develop while at school, the teacher and/or school nurse will determine the course of action. Parents will be notified and expected to pick up the child promptly. Ill children will be isolated from the group and comforted until a parent arrives.
Readmittance to the program may require a written statement from the child's physician declaring the condition non-contagious and releasing the child to attend preschool. To maintain a healthy classroom, we reserve the right to deny admittance back into the classroom after illness at our discretion.

Please contact the program nurse, Maggie Brandon, at 314-415-6968.

Medication

All medications administered at school require parent and physician authorization. Only FDA-approved medications will be administered during the school day.

If your child needs to take medication at school, including over-the-counter medications, here are some important rules and policies to follow:

1. Medications must be brought to school by the parent or another responsible adult in the original container.
2. All medication is to be taken to the nurse's office.
3. Prescription medications must be in a prescription-labeled container, the label stating the child's name, current date, medication name, and directions for administration.
4. Over-the-counter medications must be in their original containers.
5. Parent permission forms must accompany any kind of medication. Physician permission also must accompany over-the-counter medications given for longer than 5 days and any prescription medication to be given.
6. Sunscreen and bug spray- A doctor's prescription/note is required for preschool staff to apply sunscreen or bug spray. The parent must provide the sunscreen or bug spray that is to be applied.

Medication Authorization Forms, Asthma Action Plans, Food Allergy Action Plans, Diabetes Medical Management Plans, and Seizure Action Plans are available from your school nurse or for downloading from the Health Services Forms page of the Parkway website.

Adult Health Practices

- All adults are required to have their Hepatitis A vaccination upon hire.
- All teachers receive first aid and CPR training every other year.
- Universal health precautions are taught and followed.

Accident or Injury

Minor incidents such as scratches, bee stings, scrapes, and bruises are reported through the use of a small incident report form or an email from the school nurse. Following the treatment, the report is completed by the teacher.

Accidents such as a fall from a climber, a deep cut, or a bump to the head are reported to the parent by telephone and through an Accident Report Form.
If a major injury occurs, the staff will immediately call for professional help (school nurse and/or 911). Parents, designated emergency contacts, or the child's doctor will be notified immediately. A Parkway School District Snap Incident Report will be created notifying the Director of Health Services, the Director of Early Childhood, and the Parkway Safety Manager.

Health Screenings

Parkway and Special School District nursing staff conduct the following screenings for students. Good vision and hearing promote good learning.

VISION SCREENING

Your child's vision will be screened in grades **PK, K, 3, 5, 7, and 10**. In addition, all students new to Parkway receive vision screening. These screenings can also be done at the parent's request or at the request of a child's teacher. Vision screenings are administered by Parkway School Nurses. If a potential concern is discovered, the school nurse will contact the parent to recommend further evaluation.

HEARING SCREENING

Your child's hearing will be screened in grades **PK, K, 3, 5, 7, and 10**. In addition, all students new to Parkway receive a hearing screening. Parents or a child's teacher may also request this service. Hearing screenings are completed by specialists from the Special School District. If a potential concern is discovered, the school nurse will contact the parent with recommendations for follow-up evaluation, if needed.

In addition to the grade level screenings and students new to the district, students with a new IEP or IEP renewal, or any student that appears to be experiencing a problem will be screened in vision and hearing.

Food Safety Expectations

Students will bring a snack for their own consumption. Students are encouraged to bring healthy snacks to promote health and wellness. Parents may be advised to send in snacks without a particular allergen, if needed, to prevent cross-contamination, which could impact safety for food-allergic students. Careful cleaning of surfaces with soap and water after consumption of food is essential.

Food may not be brought from home for sharing class-wide.

Avoid use of food in the curriculum. If food use is essential in a lesson or the curriculum, teachers will alert students and parents through the syllabus, letters and/or email home, and class announcements. In addition, the school nurse will be informed and consulted to identify students with known food allergies. Teachers will make alternative lessons or curricular plans if students with known food allergies could be adversely impacted. All Early Childhood classrooms will have a list of possible foods used in the classroom posted. A letter will be sent home listing possible foods for parents to sign.

Find safe and inclusive ways to celebrate without food. To maintain healthy learners, the safest celebrations occur without food. **Birthday celebrations at school and holiday celebrations at school will not include food.** Schools are encouraged to be creative in celebrating without food.

Clothing

The best clothes are those that can be easily managed by children. Provide simple clothing that is free of complicated fastenings. Please dress children in casual, comfortable and washable clothing which will allow for messy explorations. Creative expression is encouraged in our program. Active outdoor play is part of the daily experience. Safe, sturdy, closed-toe shoes will provide stability as children climb and run and will reduce slipping and falling. Consider the weather and dress your child appropriately.

Put one complete set of extra clothes (weather-appropriate) in a gallon Ziploc bag labeled with the child's name. Include socks, underwear, pants, and shirts. Be sure to replace these items when needed and remember to check seasonal clothing.

Child Guidance

The goal of the preschool program is to guide each child toward the development of self-control and positive

interactions with the adults and children in the classroom community. In keeping with the program philosophy, children and adults are expected to exercise cooperation, self-control, respectful attitudes, concern for others, and appropriate behavioral responses. Methods of behavior management may include praise, positive reinforcement, distraction, redirection or natural or logical consequences. Young children need many experiences to learn to solve their conflicts. Staff are committed to teaching children how to solve their own conflicts peacefully. Staff will not use any type of physical/corporal punishment at any time. The staff works towards giving the children the skills they need to gain autonomy in this area. Knowing not all conflicts can be avoided, the staff uses the following conflict resolution techniques:

- Talk to the children involved and find out everyone's view of the situation
- Help give the children the words they need to express themselves
- Ask the children what other actions they could have taken
- Act as a mediator
- Remove the child from the situation, if needed

Parkway Early Childhood staff may be contacted to help support your child within the preschool program. Our program strives to meet the individual needs of the children and families enrolled in the program. We may need to confer with families to share further resources and discuss options that will serve the child's best interest. If we feel that this environment is inappropriate for the child, other childcare arrangements may need to be made.

Parent Involvement

Parents are welcome to share interests, talents and skills, provide assistance on special projects, or to serve as resources for classroom learning experiences. A Parent-Teacher Conference is scheduled in the Fall in which teachers will share information on growth and progress.

In an effort to maintain open lines of communication the following methods could be utilized:

- Brief daily touch point at Arrival and Dismissal
- Classroom Family Events
- Parent's Bulletin Board
- Weekly Newsletters
- Email or Communication App
- Telephone

The Parkway communication expectation for teachers is to respond within 48 hours. Teachers have varying plan times and will respond accordingly.

Inclement Weather/Snow Schedule/AMI Days

If Parkway School District is closed, all Early Childhood programming will also be canceled. School closing information is provided to all media outlets and the district will notify parents of school closings and snow schedules through an automated calling/texting system. They are also announced on Parkway's website, www.parkwayschools.net. If school is closed due to inclement weather or emergencies, all fees are payable in full. Parkway will implement a snow schedule as one option to address severe winter weather this school year.

If there is a (Snow Schedule) late start, all Full Day preschool classes will begin at 10:30 AM with no Before Care. Half Day AM classes are canceled, while Half Day PM classes will start at normal times.

Parkway gives us 3 traditional snow days. Any additional days are virtual learning days (AMI). On AMI days teachers will hold optional Google Meet sessions. Details and links will be provided.

Kids Morning Out (KMO)

Parkway Kids Morning Out provides a nurturing and stimulating environment for young learners who are not yet old enough for Preschool. Let your child explore, learn and grow in a fun, caring setting.

Enrollment

- The KMO program accepts children without discrimination in regard to race, gender, creed or ethnic origin
- A child must be two years old by July 31st of the school year to be eligible for the program
- Enrollment takes place on an ongoing basis as long as space is available.

Snacks
The program will provide a simple snack each day. Please send a spill-proof water bottle that your child can easily use. Please put your child's name on their water bottle.

If your child has food allergies, please provide us with written documentation from your child's doctor.

Enrollment in Preschool
Students enrolled in Kids Morning Out will be offered the opportunity to enroll in a Parkway Preschool classroom before the Preschool Lottery process. Accounts must be current to be included in this process.

Tuition and Fees
Sibling Discount: A sibling discount of $5 per day is offered for one child. Both children must be enrolled in the Kids Morning Out Program to be eligible for the discount.

Employee Discount: Parkway employees (including SSD working in Parkway) will receive a 15% employee discount on tuition. We can only apply ONE discount which will be the greater amount between Employee or Sibling.

Tuition Payments: Tuition is calculated by a daily rate for the day(s) of attendance. Tuition is due on the first of each month, September - May. The August payment is collected in June. Tuition can be made online through Infinite Campus. Alternatively, you can mail or drop off a check to:

Parkway Early Childhood-West
Attention: Stephany Wren
14605 Clayton Road Ballwin, MO 63011
Checks should be made payable to: Parkway School District

Tuition Late Fee: A late fee charge of $15 will be added on the 6th to any tuition that has not been paid. If the tuition has not been paid by the 10th, your child will not be able to return to school until the fee is paid. Families will be notified by email if their child can no longer attend the program due to an outstanding balance.

Returned Checks: The Parkway School District assesses a $20.00 fee for all returned checks.

Late Pick Up Fee: Parents will receive one warning and then will be charged a late pick up fee of one dollar per minute. Staff members will have parents sign the late pick up form and fees will be collected through the KMO office. Frequent tardiness at pick up can result in dismissal from the program.

Notice to Withdraw from the Program
At least 2 (two) weeks advance notice is required to withdraw your child from the program. Your account must be current and in good standing prior to your child's last day. **If you DO NOT give a two week notice, you will be responsible for two weeks of that month's tuition.**

Parents As Teachers (PAT)
Parents As Teachers offers free home visits to Parkway residents from pregnancy through Kindergarten entry. Families are provided with valuable child development and parenting resources, **empowering you as your child's first and most influential teacher.**

Parkway Parents As Teachers offers:
- Regular **home visits** with learning activities for you and your child
- Annual **screening** of your child's development
- Fun and informal **group connections** for families and parents
- Access to books, toys and community **resources**

To enroll in the Parents As Teachers program, call (314) 415-6973 or visit the PAT website for the enrollment form.

Developmental Play-Based Screening

Children grow and change rapidly through their early years! Screening provides information about a child's speech, language, motor, cognitive & social-emotional development relative to their age. Information, ideas, and activities to promote positive growth and development are shared during this appointment. Screenings are provided at no charge to Parkway residents.

To schedule a play- based screening, call (314) 415-6969 or visit the Screening website.

Partners In Play (PIP)

Partners In Play offers a nurturing and stimulating environment for both children and caregivers to explore and learn together. These affordable, short-term classes are typically offered for one to four sessions with various start dates throughout the school year. Some classes utilize a thematic approach (i.e. science, art, music/movement or motor development) while others cater to the developmental needs and interests of children across different age groups.

All PIP classes are held at Parkway Early Childhood- West, 14605 Clayton Road Ballwin, MO 63011.

To find more information or to view the course catalog, visit the Partners In Play website.

Important Telephone Numbers

Early Childhood Attendance Line	(314) 415-9676
Dr. Elena Amirault, Director of Early Learning	(314) 415-6951
Dr. Heather Gehner, Preschool Coordinator	(314) 415-6958
Margaret Donnelly, Early Childhood Coordinator	(314) 415-6953
Dr. Jen Roper, Special Education Coordinator	(314) 415-4983
Dr. Liz Kenner, Special Education Coordinator	(314) 415-4980
Amy Dickson, Parents As Teachers Coordinator	(314) 415-6975
Lori Ditto, Screening Facilitator	(314) 415-6970
Maggie Brandon, Parkway Nurse	(314) 415-6968
Rachel Dondalski, Parkway Nurse	(314) 415-3060
Leah Becker, SSD Nurse	(314) 415-9671
Cheryl Waldrop, SSD Nurse	(314) 415-4985

Parkway Early Childhood Locations

Full Day

Early Childhood-North
12790 Fee Fee Road
Creve Coeur, MO 63146
Phone: (314) 415-9672

Early Childhood-South Mason
2100 South Mason Road
Town & Country, MO 63131
Phone: (314) 415- 3050

Early Childhood-West
14605 Clayton Road
Ballwin, MO 63011
Phone: (314) 415-6950

Early Childhood-Wren Hollow
655 Wren Avenue
Ballwin, MO 63021
Phone: (314) 415-6850

Half Day

Early Childhood-McKelvey Primary
12657 Fee Fee Road
Creve Coeur, MO 63146
Phone: (314) 415-3000

Early Childhood-Oak Brook
510 Big Bend Blvd.
Ballwin, MO 63021
Phone: (314) 415-6592

Early Childhood-South Mason
2100 South Mason Road
Town & Country, MO 63131
Phone: (314) 415- 3050

Early Childhood-West
14605 Clayton Road
Ballwin, MO 63011
Phone: (314) 415-6950

Early Childhood-McKelvey Primary
12657 Fee Fee Road
Creve Coeur, MO 63146
Phone: (314) 415-3000

Early Childhood-West
14605 Clayton Road
Ballwin, MO 63011
Phone: (314) 415-6950

Kids Morning Out Locations

Early Childhood-McKelvey Primary
12657 Fee Fee Road
Creve Coeur, MO 63146
Phone: (314) 415-3000

Early Childhood-West
14605 Clayton Road
Ballwin, MO 63011
Phone: (314) 415-6950