

Lyon County Preschool Handbook

2026-2027

Lyon County Preschool Programs

Lyon County Preschool is comprised of three different programs. We offer a federally funded program through Audubon Head Start for three- and four-year-old children that qualify based on household income. We offer a state funded program for three- or four-year-old students with disabilities or four-year-old students that qualify based on household income. Some tuition spots in this class may be available. Finally, we offer a Lyon Cub Preschool class for three- and four-year-old children overseen by the Division of Regulated Child Care. This program accepts childcare assistance through the DCBS office or tuition. We determine which programs best meet your family's needs at preschool screenings.

Parent / Teacher Relationship

Lyon County preschool believes that a good parent/teacher relationship is necessary for your child to reach his/her full potential. Throughout the year, your preschool teacher will communicate with you through notes, telephone calls, emails, ProCare messages, and parent-teacher conferences. Your preschool teacher encourages you to contact them if you have any questions or concerns. Each teacher can be reached before or after school. Please remember the preschool teachers are teaching your preschoolers throughout the day, and your child is their priority during school hours. Your message is important, so they will get back to you at their earliest convenience. For emergencies, please contact the director at extension 406.

Parent Participation

Throughout the school year, there will be a variety of special activities and celebrations. Your support of preschool activities makes your child feel important and sends the message that school is important. Items will be requested throughout the year for your child to bring for a party or event. If you are unable to send the requested item, just let us know. That is not a problem. Our Parent Teacher Organization (PTO) is awesome! Lyon County School and PTO encourage you to get involved. There are many ways you can support the school by volunteering through this program. All volunteers must complete a Child Abuse and Neglect background check and wait for approval. To complete a volunteer application, contact the central office (270-388-9715 ext. 402).

Parent/Teacher Conferences & Home Visits

Home Visits are required twice a year in our state and federal programs. If you prefer to meet in a public place such as the local library or park, we can make arrangements. Parent/Teacher conferences are offered twice during the preschool year, but you are welcome to contact your child's teacher to set up a conference any time throughout the year.

Preschool Family Check & Connect Events

We will host several events during the preschool year that provide opportunities for you and your child to bond and make memories to last a lifetime. We will host seasonal family events and a family literacy night. We received funds to help with these events from our Early Childhood Council and grants provided by the Governor's Office of Early Childhood. We want to work with you and be a team to support your children throughout their years at Lyon County Schools.

Admission / Withdrawal Policy

Children should be three or four years old by August 1st to be accepted into Lyon County Preschool. All immunizations must be current. Admission is on a first-come, first-serve basis. Lyon County Preschool reserves the right to terminate enrollment of a child if successful transition into the program is not made within an adequate period of adjustment. To attend school, your child must complete **Online Registration** and/or Lyon Cubs Enrollment Form and have the following on file:

Birth Certificate, Social Security Number, School Entry Physical, Updated Immunization Record, Dental Screening, Eye Exam by an Optometrist, Custody Documents (If applies) and Proof of Residency prior to preschool starting.

Lyon Cub Day Care

Lyon County offers daycare for our half day preschoolers during the school day, after school care and summer daycare programs. If you are interested in any of these programs please contact Amy Perdue, Daycare and Preschool Director.

Extra Clothes

Please send an extra set of seasonal clothes, underwear, socks and even shoes to keep at preschool. Clothes will need to be alternated as the seasons change. Children have accidents, get dirty and have spills. The extra clothes keep us from having to call you.

Sickness

In preschool, we have a 24-hour symptom-free policy. If your child is sick with fever, diarrhea, vomiting, etc., we ask that you please wait 24 hours since the last episode before allowing your child to return to school. We don't want to spread our sickness around to our friends. Lyon County School also has a nit free policy so if your child is sent home with nits or lice, our school nurse must give the all clear for your child to return to preschool. This is true, even if you have a note from a nurse, APRN or a doctor.

Changes in Transportation

Notification of changes in the way your child will be going home must be received in writing either through email, Dojo, or Procare. The change must be a person that is listed on the release list. Please let the director know if you need to add or remove anyone from the pick-up list. Please do not rely on your child to tell your teacher this information because children often forget or become confused and relay messages incorrectly. Being on time to pick your child up will ease everyone's butterflies at dismissal. For the morning session of preschool drop your child off no later than 7:45am. Please be ready to pick up your child from the morning preschool session at 10:50am. Please be ready to drop your child off at 11:50am for the afternoon session. Pick up your child from the afternoon preschool session at 2:50pm. This will give you time to exit the parking lot before the car line for LCES starts to move. If you are repeatedly late or absent without notifying the preschool, your child could be dropped from the program.



Hold Hands

Please use the crosswalk in front of the gym doors to walk your child to the school entrance. You will drop off at the gym doors and pick up your child at the double glass doors between the main elementary entrance and the elementary gym entrance. We have a hand-to-hand policy at Lyon County Preschool. Please hold your child's hand when transitioning your child to and from preschool. Also, hold on to your child while you are waiting for the school doors to open. Our school parking lot is very busy with cars coming and going throughout the school day. Help us keep our children safe by holding their hands to and from our school building.

Needs

Your child needs a backpack to keep their travel folder in to transport their treasures they make at school, forms, information flyers and extra clothes traveling back and forth to home and school. Please also make sure your child has tennis shoes or something they can run and play in because we do a lot of that. **Please do not allow your child to wear flip flops or loose-fitting sandals.** These types of shoes often result in hurt toes and cause falls. If your child chooses to bring their

lunch, they will need a lunch box. Your child will still be offered breakfast and lunch options in the cafeteria even if they bring their own lunch.

Toileting Needs

Lyon County Preschool does not provide diapers, pull ups, wipes or creams for bottoms. If your child is not potty trained and will need those supplies, you will need to provide those items for your child.

Imagination Library

Dolly Parton's Imagination Library is dedicated to inspiring a love of reading by gifting books free of charge to children from birth to age five, through funding shared by Dolly Parton and local community partners in the United States, Canada, United Kingdom, Australia and Republic of Ireland. If you are interested in this program, please contact Misty Emerson, Preschool Director, or Morgan Capps, Daycare Director.

Birthdays



Birthdays are a special occasion for young children. If your child wishes, he/she may bring in treats for the class on his/her birthday (cupcakes, cookies, donuts...). No homemade items are allowed.

Please coordinate this with your child's preschool teacher in advance so that they can make sure to set aside time for this special event and that they can provide you with the number of children in the class.

Money

On occasion, it is necessary to collect money for tuition (If applicable), book orders, fundraisers, etc... If paying tuition, Tuition is due on the 1st of each month, September to May. If payment is not made by the 15th, you may lose your spot in the program. Tuition for Lyon County Preschool is $200.00 each month. Lyon County Preschool accepts checks or credit cards for payment. Any returned check will be

submitted to the County Attorney for collection. We encourage all families to sign up for **ProCare,** our online billing platform. You will receive monthly billing statements, receipts, and tax statements through the ProCare system. Be on the lookout for an invitation from Procare, then create your unique log in.

If you choose to send a check or cash, please send money in a sealed envelope with the following information on it:

1. **Your child's first and last name**
2. **The amount of money**
3. **The purpose (book order, tuition, etc.)**

Please hand the envelope directly to your child's teacher at drop-off or pick-up.
Some days fly by in preschool, and we don't always get a chance to look in their backpacks. With many children in our care and numerous reasons to collect money, this helps tremendously and reduces the likelihood of errors.

Thank You in Advance

In closing, we are looking forward to a great year working with your child.

THANK YOU for your support, participation, and dedication to your child's education throughout this upcoming year.

Thank you for allowing Lyon County Preschool the privilege of teaching your child during this very important year!

Other contact information
Misty Emerson, Director of Special Education and Director of Preschool
270-388-9715 ext. 406 – misty.emerson@lyon.kyschools.us

Morgan Capps, Director of Daycare
270-388-9715 ext. 314 - morgan.capps@lyon.kyschools.us

Krisitn Poague, IECE 270-388-9715 ext. 312 - kristin.poague@lyon.kyschools.us

Mackenzie Melton, IECE 270-388-9715 ext 310 - mckenzie.melton@lyon.kyschools.us

Our Pride ~ Our Success



First Day of School

The first day of school
Can be hard for Mom and Dad.
Part of you feels excited,
The other part feels sad.
For many years you've held their hand,
And have been their loving guide.
Now you know the time has come
To leave them by my side.
But it is only for a little while,
As your child will learn and grow.
And at the end of every day,
They will share with you all they know.
So, as you walk away
Don't worry anymore.
I'll take care of all those precious gifts
When you leave them at my door.

Author unknown

