

SCHOOL HOURS

Kindergarten Begins at 7:40 and ends at 2:35.

For students who elected to be half day, these students will arrive at the same time as their peers and leave with preschool students at 10:45.

STUDENT RECORDS

The following documents must be current and on file before for your child can to attend school:

- Copy of a Certified Birth Certificate (no hospital copy)
- Up-to-date Kentucky Immunization Certificate which includes the Hepatitis B series and Varicella (Chicken Pox) vaccine
- Physical examination on the Kentucky Form
- Eye examination performed by an optometrist or ophthalmologist and recorded on the required state form
- Dental screening on the required state form

ATTENDANCE

We require a written note from you, a physician, hospital or court explaining the student's absence. **In order for the absence to be marked as excused, Jessamine County Public Schools Attendance Policy states that we must receive the note within 5 school days of the student's return to school following an absence. Notes that are received after the 5 school days will not be posted to excuse an absence.**

We can only accept a total of six (6) parent notes, per school year to excuse a day's absence. This includes illness of a family member, family emergency, funeral leave, religious holidays and vacations. Although a single note may be written for several consecutive days of a student's absence, each day will be counted as one parent note used. After eight days have been excused with a parent note, any additional absences will be recorded as unexcused unless a note from a physician or court is received within 5 days of the student's return.

Attendance letters will be sent home to parents following 6 and 9 unexcused days. After six (6) unexcused days have been posted, the student and parent will be referred to the District Truancy Advocate for intervention.

We will also be celebrating attendance throughout the school year with various incentives to include drawings and award ceremonies.

Please note: Absence is defined as non-attendance for 36% or more of the regularly scheduled school day. Tardy is defined as non-attendance for 35% or less. Tardy includes missing any part of the day (being late to school or leaving school before classes are dismissed)

EMERGENCY INFORMATION

At the beginning of the year you will be asked to fill out a blue emergency card to provide your child's teacher with names and phone numbers of adults who can be contacted in the event of an emergency. **It is very important that every child maintain an up-to-date address and telephone number in the school office. Notify the school immediately if you have a change of address or telephone number during the school year. You will need to come to the office to change the information on your child's blue card. We CANNOT change that information for you.** Your child will only be released to persons listed on their blue emergency card unless we have written notification from you. Identification will be required for any individual picking up a student.

HEALTH / MEDICATION

Please do not send your child to school if he shows any signs of illness, such as: red throat, excessive cough, skin rash, fever above 100 degrees, vomiting, or diarrhea during the night. We ask, for your child's sake and for the protection of other children, that your child be kept at home under these conditions. **Children must be fever free for 24 hours without the aid of medication before returning to school.** If any of these symptoms occur at school, parents will be notified and may be asked to pick up the child. Other communicable diseases for which your child needs to be kept home include: head lice, pink eye, chicken pox, scabies, pinworms, ringworm, and impetigo. For the previous list, a physician's note or health department release is required for your child to return to school, with the exception of chicken pox, in which your child must be scab-free to return. If your child has been exposed to a communicable disease, we ask that you notify us immediately.

We are unable to dispense medications of any kind (including cough drops) in the classroom. **If your child needs to take any medicine at school, prescription or over-the-counter, parents must make arrangements with the school nurse and complete a medical permission form to be signed by the doctor and parent for each medication.** A form must be completed for over the counter medications as well (such as Benadryl, Neosporin etc.). An adult must bring the medication to school. **Medicines cannot be sent to school on the bus.**

COMMUNICATION

We strive to provide families with the most up-to-date information available. We use a variety of means in order to effectively communicate with the large number of families we serve. Important announcements are placed on the marquee near the front drive to the school. The Village Voice is a monthly newsletter sent to all families regarding school wide information. There is also a Jessamine Early Learning Village Facebook page. Classroom teachers send weekly newsletters in reference to classroom specific information. Classroom teachers also have a blog/website/Facebook page that is updated on a regular basis. The Family Resource Center sends home the Family Resource Connection newsletter monthly. District information, school information, as well as family resources can be obtained from the Jessamine County Website: www.jessamine.kyschools.us. Additionally, the "One Call" system may be used to communicate information such as early release days. If you have any unanswered questions, you may contact the school at 887-5358. Telephone calls will only be transferred to a teacher's room during non-instructional time; otherwise a message will be taken and put in the teacher's mailbox.

BUS TRANSPORTATION

JELV buses are designated specifically for the Jessamine Early Learning Village students and transport only JELV students. Every JELV bus includes a seat belt for each child. In addition to the drivers, each bus has an assigned monitor. The State requires a hand-to-hand rule for all preschool students, meaning an adult must walk a child (holding their hand) to and from the bus. This is recommended for Kindergarten students as well. When you let go of your child's hand, their hand must be given to the monitor.

For safety reasons, individuals must be at least 16 years old to accept a child from the bus. The bus driver or monitor will not release a child to an individual under the age of 16 or an individual not on the JELV Bus Authorization sheet.

If you have any questions concerning the types of transportation, please contact the transportation department at 859-885-4891 extension 232 or 229.

PLEASE NOTE: If your child's transportation permanently changes during the year, there will be a **48 hour wait** before it is completely arranged and you will need to provide transportation during the interim.

*******There are no temporary changes******* If permanent changes need to be made, please contact the office.

Please send a note to your child's teacher or call the office prior to the following times, 10:00 (AM session) or 2:00 (PM or Full day sessions), if either of the following situations:

1. Your child normally rides the bus and someone is picking them up at school.
2. Someone who is not on the Bus Information Sheet or Emergency Card is picking your child up from the bus.

BOTH PICK-UP AND DROP-OFF ADDRESSES MUST REMAIN THE SAME THROUGHOUT THE WEEK. HOWEVER, A STUDENT MAY BE PICKED UP AT ONE LOCATION AND DROPPED OFF AT A DIFFERENT ADDRESS.

CAR LANE

For students transported by parents on a **regular, weekly** basis, the convenience of a drop-off and pick-up lane is provided. This will begin the first day of school. Parents were encouraged to sign up for the car lane at Open House night. However, parents can sign up for parent pick up/drop off at any time throughout the school year. Car tags will only be distributed on Tuesdays, therefore, car lane use can begin on Wednesday for children that are signed up throughout the year. Each family who is parent transporting on a regular basis (every week) will be given two rear view mirror tags with a randomly assigned student identification number. Children will be given a number to be placed in their backpack tag for their backpack. If you need additional tags please see a front office staff member. They are available for an additional charge of \$1.00 each. **If you or the person picking up your child does not have the proper car tag, you will need to park and go inside to pick up your child.**

The one-way parent pick-up/drop-off lane is located on the left side of the building. Parents access the parent pick-up/drop-off lane by entering the Central Office entrance from US 29.

Parents will drive behind Central Office and JCTC. There are signs as well as arrows painted to direct you.

Please note: Car Lane use will not be available mid-day for the half day kindergarten students-all car riders must be picked up in the cafeteria mid day).

Arrival: Staff will be stationed on the left side of the building at the car lane. Traffic must stop at the car lane sign until 7:35 am. At 7:35 am, you may proceed to the doors. A staff member will escort your child from the car into the building. This will occur between 7:35-7:50. If you arrive after these times you must use the front door and walk your child to class. You will have time to park in the front or side of the building and walk them in before they are counted tardy at 8:00 am. ****Staff members working in the car lane must report to their school duties, so for this reason the car lane closes promptly at 7:50am****

Dismissal: Parents will pull into the car lane and wait for their child to be escorted to the car by a staff member. Please do not arrive prior to 2:15 pm for the afternoon session of preschool and afternoon sessions of kindergarten and all day kindergarten. If your child is not ready to be escorted to their car, you may be asked to pull forward.

DISCIPLINE AT JELV

INSTRUCTIONAL DISCIPLINE

We have adopted a school-wide approach to encourage positive behavior in children. Our approach to discipline is positive, proactive, and instructional in nature. All students are taught the “5 S.T.E.P.S. to Success”. S.T.E.P.S. to Success were developed to teach the children how to be successful not only in school, but in the community as well. The acronym S.T.E.P.S. stands for:

S – Safe hands and safe feet

T- Try your best

E- Express yourself

P- Play nice with others

S-Stop and think

In order to encourage appropriate behavior, students are often “Caught” following the 5 STEPS. When a student is “caught” they receive an apple sticker or place an apple cutout on one of the apple trees located in the cafeteria. We encourage parents to utilize the “5 Steps to Success” to promote positive behavior at home and at school.

CLASSROOM DISCIPLINE

All children will be taught the common school-wide expectations through the “5 S.T.E.P.S. To Success”. However, each teacher has expectations for his/her own classroom as well. The methods for teaching these expectations vary according to the classroom, but are still based on the premise of teaching behavior in a positive manner and correcting behavior through an instructional approach. You will receive information from your child’s teacher regarding his/her classroom discipline system.

OFFICE REFERRAL

There are times when strategies for promoting positive behavior are unsuccessful and students are referred to an administrator. Office referrals are reserved for the most severe

behavior. This behavior might include: dangerous behaviors, threatening, overt insubordination, or repeated offenses. Parents will be contacted and will receive a copy of the office referral to sign and return to school.

MEALS

A menu will be sent home monthly. Children also have the option to bring a healthy breakfast and/or lunch from home. **Please do not send soft drinks.** Families are welcome to join children during mealtime. You will need to sign in in the office.

Meal prices are as follows: Please note, full day kindergarten students will receive breakfast and lunch during the school day.

Child breakfast (AM classes, full day kindergarten) \$1.00

Adult breakfast \$1.70

Child lunch (PM classes, full day kindergarten) \$1.65

Adult lunch \$3.00

Extra Milk \$.50

*If a child qualifies for reduced price meals, their prices are \$.30 for breakfast and \$.40 for lunch.

* If you are interested in the free lunch program, please fill out the Free Lunch Form in your packet. **It may take up to three weeks for this application to be processed. You are responsible for the price of any meals purchased up to that point.** Meals can be paid for by the week or by the month. Please make checks payable to JCFS (Jessamine County Food Service) and you may send the payment in an envelope in your child's backpack and the assistant or the teacher will process the payment. You also now have the opportunity to pay online by going to the Jessamine County Schools Website listed on the front of the Parent Handbook. When a student incurs three charges, a letter will be sent home informing you of the charge status. When a student incurs five charges, the parent will be informed, and a basic meal will be given.

* If at any time during the school year, you have an income change, you may fill out a new lunch form for free or reduced meals. This can be obtained from the JELV front office.

Food Allergies-If your child has a food allergy or has dietary restrictions please let the teacher know immediately.

CALENDAR AND SCHOOL CANCELLATION

The Jessamine Early Learning Village operates on the same school calendar as Jessamine County Schools. (See school calendar enclosed.) Classes will be cancelled in the event of severe weather as decided by the school superintendent. Families should listen to local radio/TV stations for cancellation announcements. School closing information can also be found at the Jessamine County Schools website www.jessamine.kyschools.us.

In the event that school must release early due to weather, you will receive a call via the "One Call" system – this is in addition to the news, radio, and website postings. In order to reduce the number of days missed due to snow and inclement weather, and to help assure the safety of our students, the Jessamine County Board of Education has put a Snow Plan in place. The Snow Plan can be found in the Jessamine County Schools' Code of Conduct. Certain roads will not be traveled by school buses when the Snow Plan is in effect. Instead, students will have to meet the bus at designated pick-up points and will be dropped off at

the same designated points. If the decision is made to enact the Snow Plan, local TV and radio stations will be notified and it will be posted on the website.

NTI NON-TRADITIONAL INSTRUCTION DAYS

The Jessamine County School District will be implementing a plan for Non-Traditional Instructional days for up to 10 snow/cold weather days. We are thrilled to have this opportunity again this year to continue your child's learning, even when snow prevents us from safely traveling to school! Kindergarten families will receive a packet of engaging activities for you and your child to complete on this day. There are enough activities to involve your child for an adequate amount of time while still enjoying the fun of a snow days. When school is back in session, your child will return a form and any work completed in order to document your child's participation. Classroom teachers will be available to students to assist them on NTI days. Teachers will notify families the ways they can be contacted on these days.

CLASSROOM CELEBRATIONS

Classroom and school wide celebrations occur throughout the school year. We respect diversity and understand that there are some children who may not celebrate. We will honor the needs of those students.

Kindergarten students love to celebrate their birthdays with students in their class. Due to the importance of instruction, we ask you to contact your child's teacher to arrange a day and time. If you choose to send in a birthday treat please keep it small and check with the teacher for any food allergies

Some families celebrate birthdays outside of school in addition to or in place of the classroom. If you would like to invite students from your child's classroom, there must be an invitation for everyone. Teachers will not be able to provide you with student's full names or addresses due to confidentiality.

Kindergarten is the beginning of your child's educational career, not the end. Therefore, we celebrate yearlong success as each classroom deems appropriate. **No formal graduation ceremonies will be held at JELV.**

DRESS CODE AND RECESS

We recommend that all children wear play clothes that are washable and comfortable. In addition, we recommend that children wear proper footwear (**NO FLIP FLOPS**) in order to fully participate in daily recess and weekly physical education. Adequate rain and snow wear is recommended. Hats and mittens in winter are a must since we take children outside whenever possible.

FAMILY FUN NIGHTS

The Family Resource Center organizes regular **Family Fun Nights** for our students and their families. Family Fun Nights encourage family interaction and provide opportunities for parents and school staff to develop closer relationships. Family Fun Night activities may include community resource booths, children activities, educational programs, entertainment, and they are a great opportunity to build relationships between home and school.

FIELD TRIPS

All classrooms take up to two field throughout the school year. Permission slips will be sent to parents in advance, notifying and requesting permission. A child will not be permitted to attend the field trip if permission is not granted.

Parents/guardians are welcomed to join classroom field trips but we ask that you make arrangements for siblings on this day since you will be asked to help provide supervision for your child. Any other adults planning to attend must be listed on the student's emergency card. All adults attending will need to follow the bus in a car during the trip due to board policy.

If your child is unable to attend after you have paid for the trip, you may be refunded the money up until the check is printed. All checks are printed on the day of the trip.

ITEMS FROM HOME

We request that children do not bring toys from home to school. If your child has items for daycare, please remind them that their item needs to stay in their backpack while riding on the bus. We cannot be responsible for broken or lost toys.

Please check you child's backpack regularly to ensure that your child is only bringing school related items to school. Please remember toy guns and toy knives are not appropriate for school.

VISITOR GUIDELINES

The following procedures help ensure our students are safe throughout the day:

- Visitors must enter through the main entrance only
- Visitors must exit the main entrance only
- Report to the main office to sign in and receive a visitor sticker
- Wear the sticker while in the building
- Any person on school grounds at any time without a visitor sticker will be escorted to the office
- Report to the office and sign out when leaving

VOLUNTEERS

We love to have your help in our classroom. In order to do this, you will need to fill out a volunteer form and give a copy of your driver's license to the family resource center. You will also go through quick confidentiality training with the FRC. We would also love to have you come in and read to our class or help with an activity. You can volunteer on occasion, or on a regular basis.

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- Along with volunteering in the classroom regularly, there are other ways to be involved. These include sending in snacks, helping with parties, coming on field trips and helping with special events. If you are just helping with these activities, filling out the volunteer form is not necessary

- If a friend or relative wishes to eat with your child, please send a note to school stating who is coming and that you give permission for this to happen.

ARTS AND HUMANITIES

All kindergarten students attend Arts and Humanities classes. Preschool students will receive instruction in the Arts and Humanities throughout their day within their general classroom instruction.

Below is a description of each class.

PHYSICAL EDUCATION

All large motor skills and body awareness are addressed through activities such as running, jumping, and dancing. Health lessons are also incorporated, helping children learn the importance of exercise in their daily lives. The physical education program allows us to begin addressing the growing problem of childhood obesity. We encourage fitness through basic locomotor and manipulation instruction with teamwork and cooperative skills. In addition, our physical educator works with classroom teachers to incorporate extensions of classroom thematic units. Even literacy can be embedded into students' time in the gym!

MUSIC EDUCATION

Every child receives developmentally appropriate and skill-sequenced music instruction from an early childhood music/movement specialist each week. Music activities include singing, moving, playing instruments, and listening. Children experience active music-making and child-initiated response to music in each lesson. Development of the musicianship skills of steady beat, tuneful singing, discriminative listening, expressive movement, and music literacy also support language development, literacy skills, and mathematical processing. Classroom topics are also incorporated into the music instruction and all kinds of music are used to teach.

ART EDUCATION

Art is an avenue in which children can explore and experiment. Through art, children can learn to value their own uniqueness and to appreciate the individuality of other children. Art can be connected with many areas of development in early childhood. Art exposes children to the limitless possibilities of their own creativity. We know that exposing children to art and all of its endless avenues is essential to a well-rounded personality.

LIBRARY/MEDIA CENTER

The library is an integral part of the arts and humanities program. Students will develop a love for reading as they discover all types of different books. Students will always hear a story, learn basic library skills and participate in a variety of activities/centers while in the library. This early introduction into the world of reading offers students an understanding of how a love of reading opens doors in their lives.

GUIDANCE

The guidance program implements the Second Step curriculum, designed to increase the level of social competence among preschool and kindergarten students. We teach, model and reinforce skills in the areas of empathy, impulse control and anger management.

Guidance Counselors introduces Second Step lessons and concepts, with each consecutive lesson building upon skills learned in previous lessons. Children demonstrate skills through recall, role-playing, and most importantly, through “teachable moments”, reinforced in the days following the lesson by the regular classroom teacher and instructional assistant.

SCIENCE

In science, we complete lots of hands on explorations and experiments in an inquiry based approach to learning. Students are encouraged to ask questions and participate in explorations that allow them to find the answers. Our program curriculum is based on the Next Generation Science Standards. Our big ideas are:

- Pushes and Pulls
- Animals, Plants, and Their Environment
- Weather and Climate

We have lots of fun in science class. Be sure to ask your child about it!

STUDENT PRIVACY ACT

The Family Rights and Privacy Act (FERPA) permits school districts to release “Directory Information” to certain people or institutions, such as the news media, unless the child’s family or guardian requests that such information not be released. “Directory Information” includes the following:

- Student name, address, phone number, date of birth, school e-mail address, photograph/picture
- Current school and grade level attended by the student
- Dates of Attendance
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Honors and awards received
- Kentucky Department of Education will not release student information for commercial or other purposes. The purpose of a release will always be related to the conduct of school business.
- You will receive an orange form in your child’s first of year packet regarding your student’s privacy rights. Please read this carefully. If you do **NOT** want us to release “Directory Information” and/or publish your child’s photograph, and/or release videotape of your child, please complete and return the form to the school. Family/student should retain a copy. OTHERWISE, IT IS **NOT** NECESSARY TO TAKE ANY ACTION.