



Little Wingmen Preschool Handbook
A Guide to Daily Routines, Procedures and Expectations
Whiteman Elementary

School Hours:

Our classes are designed to run a little over 3 hours each session. In order to comply with the early release plan that the district follows, we have a 2.5 hour session on Wednesdays.

AM Preschool-8:45-12:00 Monday, Tuesday, Thursday, Friday

PM Preschool-12:45-4:00 Monday, Tuesday, Thursday, Friday

On Wednesday the schedule is as follows:

AM Preschool-8:30-11:00

PM Preschool-11:30-2:00

In addition to the alternative schedule we follow on Wednesdays, we have a few 1:00 dismissal days as well. This schedule is different yet, but does allow both the morning and afternoon classes to come for 2 hours.

These days are:

- The designated celebration of Knob Noster Homecoming
- The last day of first quarter
- The last day of second quarter
- The last day of third quarter
- The last day of school

On those days listed above, the schedule will be as follows:

AM Preschool 8:30-10:30

PM Preschool 11:00-1:00

Thank you for being flexible and allowing us to find a way to include the afternoon classes on these special days!



Attendance

Preschool is not required by law, but since you have made the commitment to enroll in our program, we hope you will do your best to have students here each day. If you have a trip planned or an extended illness, we certainly understand. We respectfully request that when scheduling appointments and other things like that, you try to allow for your child to come to school during the session. In other words, if your child is in the morning session, whenever possible, schedule outside things for the afternoon or vice-versa. We understand that this is not always possible, but we would appreciate it if you could try.

District policy is that if a student misses 10 CONSECUTIVE days, they are dropped from enrollment. We will notify you in advance if you are getting close to this. We are also happy to hold your spot if you plan to return (like if you are visiting family or something). We usually operate with a waiting list so we feel like attendance is important. If your child dips below 85% attendance, you will be contacted as well. If we have a waiting list at the time, you may lose your spot to a family that can commit to more regular attendance.

Please advise in advance if you know of an extenuating circumstance and we will do all we can to work with you!

The bottom line is that Preschool is all about getting ready for Kindergarten. This means learning routines that become familiar and building on the academics and social/emotional skills from there. When a student doesn't have regular attendance, this can be very difficult to do.



Transportation:

Starting at a different time than most of the building and dismissing later helps with the traffic flow and speed of both arrival and dismissal. That being said, it is crucial that we follow the same rules and procedures as the rest of the building so we don't develop different habits.

- Please stay in the Parent Drop-Off lane and drop off at the cafeteria doors upon arrival. Staff will greet you and help your child inside to gather with his/her classmates. On Wednesdays, the PM class gathers in the lobby because of lunch in the cafeteria.
- At dismissal please **stay IN YOUR CAR** and follow that same Parent Line. We will come out the doors of D hallway and line up in the morning and out of the cafeteria doors in the afternoon. Your child will be hand delivered to your car. (you may get out as needed to buckle in)
- You will be issued a tag with your child's dismissal information. Please post that in the passenger side window for easy viewing. This will also be the routine in years to come.

We ask that you please honor the system that Whiteman Elementary has in place.

Thank you in advance for your cooperation.

- If your child is going to be going home with someone else or is to be picked up rather than bused to the CDC, we MUST have it in writing or we ask that you call the office by no later than 11:15 or 3:15. This allows us time to communicate with our team and keep everyone safe.
- Remember, students will only be dismissed to those on the list approved for pickup unless you send handwritten permission for a unique situation.

Health Issues

- If your child appears to be ill or is injured while here at school, he/she will be taken to the nurse by a member of the Little Wingmen Staff. The care provided will be documented.
- Head injuries will be communicated to the parents by our school nurse or by the director.
- If your child is running a fever or has vomited or had diarrhea, you will be contacted to come and get him/her.
- PLEASE remember that students are required to stay at home until they are 48 hours free of fever (without medication) or from their last vomit or diarrhea incident. This is an updated rule from the previous 24 hour requirement aligned to follow protocol for covid.
- Please be sure that your contact information is kept current. When little people are sick or hurt, it is really hard for them to wait for that special person that will make them feel like it is "all better". If anything changes on your info, please give us or the office a call so we can update.
- Please be sure any allergies are shared with the nurse and the classroom teacher. We appreciate knowing about other health concerns as well. Also, please be sure that the nurse has the most current copy of your child's shot records.

Communication

- General school information can be found on the school's website page. Go to the Whiteman Elementary tab for specific information for our building.
- Each classroom hosts a private and secure Facebook page for sharing fun snapshots and quick reminders about things related to our day, week or themes.
- Your child's teacher may use a messaging system called Remind to communicate with you as well.
- Watch for notes or newsletters from individual classroom teachers with other valuable information specific to your child's classroom.
- Mrs. Hunter will send out general information in a publication called Wingmen Weekly. This will be general information about all the preschool classrooms.



Recess

Little Wingmen students will participate in up to 30 minutes of recess play a day. Please send your kiddo to school in clothes that are safe for indoor and outdoor play, that can get a little dirty and that your child feels comfortable wearing.

- Please send your child in safe shoes for playing outside.
- Please send your child in layered clothing or keep a light jacket in the backpack.
- We follow the handbook policy of no outdoor play when the heat index is above 100 degrees and the windchill is below 15 degrees. We also use abbreviated recess times in extreme weather but do feel it is important to get that motor time and some fresh air whenever possible!
- Each recess consists of 2 classes (up to 32 kids) and 2 members of the LWP staff. (Substitutes hired by the district may also supervise recess)

Snack Time

We ask that, if at all possible, you send a water bottle for your child to have at school. We know kiddos get thirsty and we want them to be able to have a drink when needed. We do provide cups, but we don't always have them on hand and we would hate for a child to not have a drink when they wanted or needed one.

If your child has specific food allergies that keep them from enjoying a community snack with the class, please share this information with your child's teacher. Otherwise, we have a snack each day. We ask that you send in a snack to be shared about once a month. Individual teachers will communicate with you when things are needed. Snacks must be store bought.

This includes birthday treats. If you would like to send a special treat to help celebrate a birthday, please let your child's teacher know so we can be sure to allow time.

Please remember that we have a short time set aside for daily snacks so prepackaged items in individual servings are really appreciated!

Curriculum

The Little Wingmen Preschool Program uses a Missouri approved preschool curriculum called the Emerging Language and Literacy Curriculum. (ELLC) We are also play-based and are committed to developing the whole child. We have implemented a Ready Bodies, Learning Minds Motor Lab to help our students have all the sensory experiences that their brains and bodies need to be successful learners. We will also be implementing strategies from Project Construct—another Missouri approved curriculum.

Whiteman Elementary is a Leader in Me school and we work to introduce the 7 Habits of Happy Kids with language and stories we feel are age appropriate. Strong character development is a critical component of our day.

Students will bring home a quarterly report. No grades are given and formal assessments are not a part of our day. We are constantly observing the progress of our students and modifying our instruction to meet the needs of each child one on one.

While academics are certainly at the forefront, they are only a part of what we are dedicated to providing for our students.

Discipline Plan

Preschool is an adventure. For many of us, it is the first time we have been away from home and the security of a routine that is familiar to us. The number one job of our staff is to help our students learn how to BE STUDENTS. Not only in an academic sense, but in a community sense as well. Our staff is responsible for laying the foundation and our students are responsible for their own behavior.

- Students will learn the rules for the classroom, halls, building and playground. Asking your child to talk to you about the rules is a good way to enforce their importance and to be sure they are aware of them.
- In the event of a minor behavior issue, teachers will use dignity and grace to redirect the student. We will not put our hands on students to discipline them or isolate them in any way.
- If a redirect doesn't solve the problem, students will sit in "time out" for one minute per year of age. This will be done in a "safe spot" such as a "CALMING ZONE" or wobble stool or even the child's table spot. It will be a place where the child feels comfortable, safe, seen and not embarrassed.
- We will use BIST language and practices to align with the rest of Whiteman Elementary when dealing with student behaviors. This is a research based discipline plan that uses grace and dignity to help students learn how to deal with feelings and looks for solutions to problematic behaviors. We usually don't see these kinds of behaviors with our students, but are committed to helping students in any way we can so that they are happy and healthy in the school setting.
- If a student demonstrates difficulty following the rules or adapting to our classroom expectations, a personal plan can be created to help the student find success.

- Behavior disruptive to the learning or safety of others in the classroom will result in the student going to the Little Wingmen office to calm down and work through whatever the issue may be. At this point, parents will receive communication from the teacher and/or the director.

Any behavior that results in the physical harm (or attempted harm) of another student or any staff member will result in the aggressor being sent home for the day. While we are willing to help students learn how to handle both disappointment and anger, we have to keep in mind that our students need to feel safe at school.

Depending on the nature of the offense, more than one day may be assigned. This decision will be made by both the Director and the building principal, and will not be taken lightly.

CDC Bus

- Sometimes students are required to wear a mask on the bus. This is not at our request but a base and Center for Disease Control guideline. If the mask order is reinstated, PLEASE, be sure that your child has a mask when arriving at the CDC. IF we are still under a base mandate they should be required to wear them there just as we are at school. ***(This rule may or may not be in place at the time of you receiving this handbook. We WILL FOLLOW the directives of the CDC and the Base. If they are not enforcing mask policies, we will not either.)***
- Students will sit in their assigned seat and remain seated, safely until the bus comes to a complete stop.
- Students will keep hands inside the bus at all times.

Just like any other bus route, students are expected to follow the rules for the bus so that they are safe and we can ensure other students' safety as well. The drivers on this route have other responsibilities so we have to be efficient getting on and off of the bus.

We are thrilled to have this opportunity to provide transportation from the CDC. It is, however, dependent upon student behavior. **A student experiencing behavior issues on the bus can and will lose bus privileges.** In the event that this happens, we would still welcome them in class, but until the bus privileges are reinstated, transportation will be up to the parent to arrange.

If your child usually comes to school on the bus, or returns to the CDC on the bus and you make a change for any reason, we ask that you please contact BOTH offices so that we are aware. We want to be sure your child is safe and accounted for at all times.

Potty Training

At the time of enrollment and screening we communicated that we prefer students to be potty trained when coming to preschool. We do have two teachers in a room, but the time involved in helping a student who has had an accident takes those extra hands and eyes away from the classroom teacher and students. We want to be sure we are keeping our kids as safe and engaged as possible while they are here with us at school. That being said, we totally understand that the occasional accident is going to happen.

Please remember to send a **seasonal appropriate** change of clothes to school in a bag marked with your child's name. If we use those clothes, **PLEASE, send another set as soon as possible.** The nurse has limited items in her office and basically nothing that fits our age kids so it is important that we have clean clothes in the event they are needed.

If a child has an accident ***three days in a row***, we will ask that you keep them at home for a week to practice or revisit potty training. Upon returning to school, we will go back to day zero, but if there is another series of accidents (3 days in a row) we will try again.

Also, if a child has ***3 consecutive weeks with accidents 2 or more days***, same thing. We will ask that they stay home for a week and practice or revisit potty training before coming back.

Please be aware that we do not change Pull-Ups. We don't mind you sending kids in them, but we can't check or change them. We did communicate at enrollment that we would not "change kids" but that we would help with occasional accidents. If we suspect a bowel movement, of course we will address that, but we will not have additional pull-ups. We would have to use the clothing that you had sent in.

This is a delicate subject. We totally understand that kids get engaged and don't realize that they have to "go" until it is too late. We hope you will understand our position as well. Preschool is a little different from full time child care and we have a variety of responsibilities that make it harder for us to assist with this particular skill. Thank you for your cooperation.