



Lawrence County Pre-K Handbook  
2022-2023

Play, Learn,  
And  
Grow....  
Together!

David Crockett Elementary  
931-762-2288

Ethridge Elementary  
931-201-5880

Ingram Sowell Elementary  
931-762-4438

Lawrenceburg Public Elementary  
931-762-3282

Leoma Elementary  
931-231-8199

New Prospect Elementary  
931-762-2934

South Lawrence Elementary  
931-201-5884

Summertown Elementary  
931-964-3614



## **Welcome to Preschool!**

This will be an exciting year for your child, and we know that your whole family will benefit from the experience. We encourage you to be involved. **You** are your child's first and most important teacher!

In this handbook, you will find explanations of many of our preschool operating policies. Your classroom teacher will provide further information on matters that are specific to your school, such as drop-off and pick-up, contact information, a daily schedule and list of items your child may need to bring. Please keep in close contact with your child's teacher. This will make the year go much more smoothly for everyone!



## **Program Description**

The Tennessee Voluntary Pre-K Program (VPK) initiative provides Lawrence County four-year-old children—with an emphasis on four year olds who are at-risk—an opportunity to develop school readiness skills (pre-academic and social skills). Voluntary Pre-K classes promote a high-quality academic environment, which fosters the love and joy of learning and promotes success in kindergarten and throughout the child's life.

There will be eleven VPK classrooms in Lawrence County during this school year. Each VPK classroom has one certified teacher and one assistant and no more than 20 students. The teacher is required to have a degree in Early Childhood Education and a current teaching license through the State of Tennessee Department of Education. The assistant receives annual training related to the education of preschool children.

### **Characteristics of Quality Voluntary Preschool Programs:**

1. Serves high needs students
2. Focuses on access for families and attendance for students
3. Uses data to drive outcomes
4. Provides high quality state approved curriculum
5. Reflects developmentally appropriate practice
6. Ensures responsive care for every student
7. Develops teachers through professional development and effective evaluation practices
8. Embeds continuous improvement through observations and monitoring
9. Engages and supports families
10. Partners with community

## **Attendance**

In Tennessee, we believe student attendance is critical to academic success—when students attend school, they have the opportunity to learn. Establishing consistent attendance routines in Pre-K will increase students' chances of success in all future school experiences, K-12.

### **Excused Absences:**

#### ***The following are acceptable reasons for excused absences:***

1. The child is hospitalized;
2. The child is incapacitated due to a serious injury;
3. The child contracts a communicable disease (virus or flu);
4. The child has other ongoing health related ailments which temporarily prevent attendance (such as asthma);
5. There is a death in the family;
6. Limited medical/dental/therapy appointments; (these should be made around school hours unless absolutely necessary); and
7. Other reasons as approved by site-level administrators.
8. If exposed to COVID-19, please let the teacher know as soon as possible so that CDC guidelines can be followed.

## Required Procedures:

1. Each site's classroom teacher serves as the attendance contact person. This is the person with whom parents can address attendance concerns. Contact information should be distributed with the policy.
2. If a child has four (4) or more consecutive absences, - or four (4) or more absences within one (1) month - the site-level administrator must contact the family and determine the child's participation status. The site-level administrator must document attempts to contact the family and the outcome of those attempts and/or communications.
3. If a child misses five (5) or more days in a three (3) month period, the site-level administrator will contact the family to develop an attendance plan.
  - a. The attendance plan will be designed to help the family establish regular attendance or, if necessary, to plan for alternative services. The attendance plan will be developed by the family and appropriate school personnel, including, but not limited to: the child's primary pre-k teacher; the site-level administrator; the IEP team (if applicable); and additional staff serving the school and family, which may include a counselor, social worker, family support personnel, teacher assistant, or other school staff supporting the child and family. The attendance plan must:
    1. Identify the reasons for the absences;
    2. Include a specific plan and date for establishing regular attendance or alternative services that meet the child's educational goals; and
    3. Include documentation of services and student outcomes to determine effectiveness of the attendance plan.
4. Every effort will be made to ensure the child has access to a quality school program. However, these spots are made available through a state grant and are limited by funding. **Students who have more than five (5) days unexcused per month, or ten (10) days unexcused in a year, may be terminated from the program for failure to follow the attendance policy.** District-level personnel must submit required dismissal documentation to the Department of Education's VPK director for approval. **A district shall not dismiss a student without first implementing an attendance plan,** unless there are special circumstances to be considered, such as the family moving and being unreachable after multiple attempts by the district. In these cases, the state VPK director may grant approval due to special circumstances.
5. Once dismissal is approved, a waiting list applicant who meets eligibility determinations for the VPK program may fill the vacant position. Future eligibility for the terminated child to re-enter the program will depend upon vacancies after a 30-day waiting period and a parent conference to establish a faithful, binding Home/School Compact.

## **Discipline Plan**

### *Rules and Discipline Policy*

Pre-K students are expected to follow the same rules as other Lawrence County School children. Discipline is called for when a child's behavior is not showing respect for the rights of others or himself/herself. No child shall be subjected to corporal punishment.

The Pre-K staff will promote appropriate school behavior by the following.

1. Teaching classroom and school rules.
2. All children will be given praise and encouragement for positive behavior.
3. Age appropriate time-outs will be given when the child is not following classroom rules. The child will be reminded of the classroom rules after time-out.
4. Removing the child from the class may be necessary if the child **does not** comply with the time-out. This removal may involve notifying office and/or support staff, as well as parent contact. If he/she is able to regain control, and comply with rules, he/she may return to the classroom.
5. If any child's behavior is a danger to himself/herself, others, or is destroying school property, the child will be removed from the classroom. Return to the classroom will be at the discretion of the administration. The parent will be contacted.
6. Referrals will be made to other specialized program personnel for student and family support when needed.
7. For a child demonstrating problematic behaviors that occur on a regular basis or increases in frequency and severity, a parent conference may be necessary.
8. Collaborate with parents and counselors to develop and implement a behavior intervention plan if necessary.
9. Please make sure that your child does not bring toys to school unless you have received a note giving permission for them to bring a specific item.
10. Manners will be taught in the Pre-K program. It is never too early to teach children to respect others. Please help us by reinforcing this at home. (Thank You, Your Welcome, please, excuse me, I'm sorry, Yes/No ma'am/sir).

## **Transportation of Students in Pre-Kindergarten Programs**

Pre-kindergarten education programs must comply with the following Tennessee statutes and State Board of Education rules and regulations:

Tennessee Code Annotated (T.C.A.) Title 49, Chapter 21

T.C.A. Title 55, Chapter 8

T.C.A. §55-9-602 (a)(2), Child passenger restraint systems

To to <http://www.lexisnexis.com/hottopics/tncode/> and click on "Tennessee Code and Constitution" to access the above statute online.

State Board of Education Rule 0520-1-3-05(5), Pre-Kindergarten, kindergarten and grades 1-3

State Board of Education Rule 0520-12-1, School Administered Child Care Rules

(<http://state.tn.us/sos/rules/0520/0520-12/0520-12-01.pdf>)

State Board of Education Rule 0520-1-5, Pupil Transportation

(<http://state.tn.us/sos/rules/0520/0520-01-05.pdf>)

Department of Safety Rule 1340-3-3

([www.state.tn.us/sos/rules/1340/1340-03/1340-03-03.pdf](http://www.state.tn.us/sos/rules/1340/1340-03/1340-03-03.pdf)) T.C.A. §55-9-602 (a)(2), Child passenger restraint systems

All school-administered pre-kindergarten programs are inspected as directed by T.C.A. §49-1-1101-49-1-1109 for compliance with rules by the Tennessee Department of Education child care program evaluators.

Go to <http://www.lexisnexis.com/hottopics/tncode/> and click on “Tennessee Code and Constitution” to access the above statute online.

The above listed state board rules may be accessed at:  
<http://www.state.tn.us/sos/tules/rules2.htm>

As part of compliance with the above listed laws and rules, early childhood education programs must develop a student transportation plan in conformance with state law and rules adopted by the State Board of Education. This plan must include but shall not be limited to the following provisions:

If pre-kindergarten students are within close proximity to the pre-k site, the program may determine that it is the responsibility of the parents/guardians to escort their child. The parents/guardians are responsible to sign in and sign out their child.

If the pre-k program determines the parents are able to transport the child to the school, the parents are instructed to follow the drop off procedure policy of the school. A teacher, teacher aide, or school official meets the child at the student drop off and notes via a list each child as they arrive or leave or has the parent sign an attendance roster.

If the pre-k program determines that the children most educationally at-risk must be provided bus transportation, the local education agency (LEA) may transport the four year old pre-k student on the school bus. If pre-k students are transported on the school bus, the local school system’s transportation policy for the safe operation of school buses, as mandated by Rule 0520-1-1-.01(6), must include procedures to ensure the safety of the four year old children. As defined in Rule 0520-12-1-.06(8), the transportation policy and practice must address child safety on entering the vehicle, child safety during transport, supervision during transport, time in transit and child safety on exiting the bus.

1. The school bus drivers must receive training in the transportation policy and procedures, amended to include the safety of transporting pre-k children.
2. The school bus driver must maintain an attendance roster for the pre-k children entering and exiting the bus.
3. The school bus driver must check the bus to be certain that no child is left unattended on the school bus.
4. The pre-k program must have a process in place for an adult to meet the children at the bus and escort them to the pre-k classroom.
5. On the return route the school bus driver must not leave a pre-k child at the child’s home or bus stop unless the parent/guardian is present on the same side of the road as the exit door from the bus. If the parent/caregiver is not present, the pre-k student is not to exit the bus and the school bus driver is to follow the process/policy developed by the school system and the local DCS office or Police/Sheriff’s office.
6. If a parent gives the transportation supervisor and the Pre-k teacher a letter stating that their pre-k child’s older sibling can be the designated responsible party, then the bus driver may release the pre-k child off the bus on the return route in the sibling’s care.

If more than 10 four (4) year old pre-kindergarten students are transported on the same bus, an adult attendant should be present to maintain an adult/child ratio of 1:10 for the pre-kindergarten population.

Any three year old child, participating in the preschool, must be in the proper child restraint as mandated by T.C.A. §44-9-602 (a)(2) during transport.

No pupil shall be allowed to remain in transit to or from school on a school bus more than one and one-half (1 ½) hours in the morning or one and one-half (1 ½) hours in the afternoon as mandated by T.C.A §49-6-2105.

For additional guidance regarding early childhood education programs, please contact: Misty Moody, 615-741-0345 or email [Misty.Moody@tn.gov](mailto:Misty.Moody@tn.gov)

## **General Information**

### *Things to Know*

1. In order for our program to run smoothly and benefit all the students with the least amount of distraction please follow individual school arrival and dismissal times. Transportation guidelines will be provided by each school.
2. Any child experiencing illness will be sent to the school nurse or sent home following the Lawrence County School System policy.
3. The Pre-K Program provides students with breakfast and lunch daily. If your child doesn't qualify for free or reduced lunch you will be notified of the cost.
4. Basic school supplies will be provided by the Pre-K Program.
5. Children will need a backpack that is large enough to hold their materials such as a book and binder that will contain their daily information from school. Remember that your child will be learning to take things out of their own backpacks so we want to make this as easy as possible. Your child will also be bringing home projects that are completed in school that must fit in the backpack as well.
6. Please send an extra set of clothing in a ziplock bag with your child's name on it. This is needed in case your child gets sick or has an accident. You will need to include socks, underwear, shirt, shorts, etc. When the season changes we will send them home asking that they be replaced with weather appropriate items.
7. We will be playing and painting with washable paints. Please do not send your child in clothes that you do not want to get dirty. We ask that you not allow your child to wear a belt unless absolutely necessary. They have proven to cause many bathroom accidents due to the difficulty of a child being able to unfasten and fasten their own belt.
8. We will play on the playground during play time if at all possible. Please remember to send your child a jacket if the weather is cool. When the weather prevents us from going to the playground, we have an indoor gym area where they will be allowed to play and exercise. For safety reasons your child should wear tennis shoes to Pre-K. No boots on the gym floors.
9. We will have nap time each day at Pre-K. We have cots/mats available to use in the classroom.
10. Changes in information such as address, phone number, or people designated to pick up your child should be completed in writing, signed, and dated.

## **Voluntary Pre-K Dismissal**

Participation in the TN VPK program is voluntary, and parents can withdraw their child at any time. However, VPK programs cannot dismiss a child due to poor attendance or inappropriate behavior without submitting documentation of the attempted communication with families regarding attendance or development of behavioral intervention plans to address inappropriate behavior to the Tennessee Department of Education, Office of Early Learning. Children with Individual Education Plans (IEP's), receiving services in the TN VPK may not be dismissed unless the IEP Team convenes to discuss and approve a change to provide a more appropriate program or services. The following information should be submitted to Misty Moody via US mail or Secure email (due to inclusion of confidential student information) to [Misty.Moody@tn.gov](mailto:Misty.Moody@tn.gov)

- Date
- Student Name
- LEA
- Program/School Name
- Teacher Name
- Reason(s) for request of Dismissal
- Date of Parent Communication(s) regarding potential dismissal
- Documentation of strategies attempted to improve student's attendance or behavior, the timeframes for incidents (include number of days school has been in session and number of days students attended if applicable), and the results of the strategies.

Once this information has been submitted and reviewed, the Office of Early Learning will follow-up with any additional questions or concerns prior to the student's formal dismissal from the program.

## **Release Policy**

The student will not be released to anyone whose behavior, as deemed by a reasonable person, may place him/her in imminent risk. If the person displaying risky behavior is not the parent, the program shall not release the child and the parent shall be called immediately. Children will only be released to a responsible designated person whose name is listed on the student's identification card. This person's identity will be verified by requiring presentation of a photo identification. The person to whom the child is released must sign the child out of the program.

## **Smoke Free/Inclement Weather**

The Lawrence County Pre-K is a part of the Lawrence County School System and therefore is a smoke free program. All VPK classes follow the Lawrence County School System policy for inclement weather and emergencies. Please see [lcss.us](http://lcss.us) homepage under Board Policies number 3.202.

## **Updates and Changes**

The Pre-K Handbook, Scope of Services, and Rules and Regulations can be found on-line at [lcss.us](http://lcss.us) under the Pre-K section.

Updated health and safety protocols can be found at [lcss.us](http://lcss.us)

## **Emergency Plan**

Emergency Plans are located in the Pre-K classrooms at each individual school in a specified area for quick and easy access in case of an emergency.

## **Pre-K Meal Service Policy**

Pre-K is under the CACFP which is the Child and Adult Care Food Program

### *Key Changes*

- No offer versus serve option (they must take all components at each meal)
- No flavored milk
- Breakfast cereal must contain no more than 6 grams of sugar per dry ounce
- Yogurt must contain no more than 23 grams of sugar per six ounces
- A meat/meat alternate may be used to meet the entire grain component at breakfast no more than 3 times per week
- No foods fried on-site
- 100% juice may fulfill the entire fruit component at only one meal or snack per day

### *What does this mean for Lawrence County?*

- At lunch students must take the following - entree, grain, milk (white only), fruit, vegetable (may have more than one vegetable).
- At breakfast students must take the following - milk (white only), fruit/juice (if we are offering juice at lunch we will have it at breakfast), and grain. The meat is optional - they do not have to take.
- The students still have the choice of what entree, grain, fruit and vegetable they want.
- If you would prefer to eat in your classroom, we can accommodate that. Please get with your cafeteria manager.
- Still waiting on an answer about splitting the lunch - we will continue to do so until we hear differently.

## **PK Breakfast Menu**

### *Offered Daily*

Variety of White Milk

100% Fruit Juice or Canned and Fresh Fruit

Cereal - Cheerios, Cinnamon Toast Crunch, or Frosted Mini Wheats

***Monday***

Biscuit/Meat Choice or Muffins

***Tuesday***

Biscuit/Meat Choice or Pancakes

***Wednesday***

Biscuit/Meat Choice or French Toast

***Thursday***

Biscuit/Meat Choice or Scrambled Eggs and Biscuit

***Friday***

Biscuit/Meat Choice or Breakfast Pizza

Can also alternate into the menu the following:

Bagel, Waffle, Breakfast Slider, Breakfast Wrap, Breakfast Corndog, Yogurt with Graham Crackers

If a meal is transported to the classroom only one fruit/juice item will be sent. If PK comes into the cafeteria they can get both juice and a fruit, if desired.

Menu is subject to change based on availability of items

# You Can Help Prevent Child Abuse



*Together, we can make a difference in the fight against child abuse.*

## **Understanding Child Maltreatment**

Child maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (e.g., clergy, coach, teacher). There are four common types of abuse.

**Physical Abuse** is the use of physical force, such as hitting, kicking, shaking, burning or other show of force against a child.

**Signs of physical abuse include:** unexplained burns, bruises, black eyes or other injuries, apparent fear of a parent or caretaker, faded bruises or healing injuries after missing school.

**Sexual Abuse** involves engaging a child in sexual acts. It includes fondling, rape, and exposing a child to other sexual activities.

**Signs of sexual abuse include:** difficulty walking or sitting, or other indications of injury in the genital area, sexual knowledge or behavior beyond what is normal for the child's age, running away from home.

**Emotional Abuse** refers to behaviors that harm a child's self-worth or emotional well-being. Examples include name calling, shaming, rejection, withholding love, and threatening.

**Signs of emotional abuse include:** acting overly mature or immature for the child's age, extreme changes in behavior, delays in physical or emotional development, attempted suicide, lack of emotional attachment to the parent.

**Neglect** is the failure to meet a child's basic needs. These needs include housing, food, clothing, education, and access to medical care.

**Signs of neglect include:** missing school a lot, begging for or stealing money or food, lacking needed medical or dental care, being frequently dirty, using alcohol or other drugs, saying there is no one at home to take care of him or her.

## **Why is child maltreatment a public health problem?**

The few cases of abuse or neglect we see in the news are only a small part of the problem. Many cases are not reported to police or social services. What we do know is that:

1,740 children died in the United States in 2008 from abuse and neglect.

772,000 children were found to be victims of maltreatment by child protective services in 2008.

## **How does child maltreatment affect health?**

Child maltreatment has a negative effect on health. Abused children often suffer physical injuries including cuts, bruises, burns, and broken bones. In addition, maltreatment causes stress that can disrupt early brain development. Extreme stress can harm the development of the nervous and

immune systems. As a result, children who are abused or neglected are at higher risk for health problems as adults. These problems include alcoholism, depression, drug abuse, eating disorders, obesity, high-risk sexual behaviors, smoking, suicide, and certain chronic diseases.

### **Who is at risk for child maltreatment?**

Some factors can increase the risk for abuse or neglect. The presence of these factors does not always mean that maltreatment will occur. Children are never to blame for the harm others do to them.

**Age.** Children under 4 years of age are at greatest risk for severe injury and death from abuse.

**Family environment.** Abuse and neglect can occur in families where there is a great deal of stress. The stress can result from a family history of violence, drug or alcohol abuse, poverty, and chronic health problems. Families that do not have nearby friends, relatives, and other social support are also at risk.

**Community.** On-going violence in the community may create an environment where child abuse is accepted.

### **Be alert to signs of abuse.**

If your child tells you about being abused or you see other warning signs: assure your child that he or she did nothing wrong and that you believe him or her, take steps to protect your child from the suspected abuser, get medical attention for your child, report the abuse to the police, seek counseling for your child.

### **Preventing abuse starts with your own family.**

Take an honest look at yourself and your relationship with your child.

Do you hit your child or use other physical discipline?

Do you find yourself yelling at your child a lot?

Are you worried that you might hurt your child?

### **Help your child feel loved and secure.**

Make sure your child knows you love him or her, even when he or she did something wrong.

Encourage your child instead of criticizing. Praise his or her achievements and talents.

Spend time with your child. Do things together that you both enjoy.

### **Learn to manage your anger.**

Every parent gets angry sometimes. But instead of lashing out at your child: Think about why you're really angry. Is it something your child did? Try to calm down. Take deep breaths or count to 10. Call a friend to talk. If someone can watch your child, go outside and take a walk. It's never too late to build a healthy, loving relationship with your child.

### **Seek help if you need it.**

If things seem out of control or you're worried that you may hurt your child: Talk to someone. Tell a friend, health-care provider or a leader in your faith community about your concerns. Join a self-help group for parents, get counseling, take a parenting class, and accept help.

### **If you suspect abuse, report it – it's the right thing to do.**

Tennessee Department of Children's Services Child Abuse Hotline: 1-877-237-0004

# **Pre-K School - Parent Compact**

Parents are a very important part of the Lawrence County Pre-K Program. Parent meetings will be held at different times throughout the school year. Please try to attend these meetings. Other special activities and field trips will be held in which the parents will be invited to participate as well. Parents are always welcome. We look forward to having a great year and getting to know your child and your family.

## **School Responsibilities**

***We feel that it is important for students to achieve therefore we will do the following:***

1. Show that we care about our students
2. Have high expectations for ourselves and our students
3. Provide parents reasonable access to staff
4. Communicate and work with families to support student learning and intervene before problems arise
5. Complete and send home progress reports on a regular basis
6. Hold parent-teacher conferences twice during the school year to discuss the child's achievement in the areas of social/emotional, physical, cognitive, and language development
7. Provide times for parent meeting prior to school starting
8. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities
9. Provide parents with the option of remote learning in pandemic situations when deemed necessary by the local school board

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Parent/Guardian Responsibilities**

***I want my child to achieve therefore I will encourage him/her by doing the following:***

1. Make sure my child is on time and comes to school
2. Have high expectations for my child as an individual
3. Help my child have a positive attitude toward school
4. Work with my child to help him/her complete and return work assignments on time
5. Communicate and work with teachers and school staff to support and challenge my child
6. Help my child learn to solve problems in a positive way and follow the rules for the classroom, the school and the bus
7. Work hard to do their best in class and on school work
8. Parents will attend a parent meeting prior to school starting
9. Reading to my child daily and monitoring the amount of television my child watches
10. Being actively involved in my child's education by volunteering in the classroom for at least one activity (centers, small group, party, etc.)
11. Being an active partner in helping prepare my child for kindergarten

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Health History

Student health information within the school is limited to the information necessary to serve the student's educational and health interests.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Please let us know your child's health needs by completing this form.

- My child has no health problems which would affect his/her school day.
- My child's health needs include the conditions checked by (X).
- Allergies**, please list \_\_\_\_\_

What happens? \_\_\_\_\_

Is EpiPen Prescribed? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, parent must provide EpiPen)

- Bee Sting Allergy**, What happens? \_\_\_\_\_

Is EpiPen Prescribed? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, parent must provide EpiPen)

- Asthma** is inhaler used? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, how often? \_\_\_\_\_

What medications are taken for asthma? \_\_\_\_\_

- Diabetes** What medications are taken? \_\_\_\_\_

Any special procedures during the school day? \_\_\_\_\_

- Hearing Problem**, Please describe \_\_\_\_\_

- Vision Problem**, Wears glasses? \_\_\_\_\_ Yes \_\_\_\_\_ No Wears contacts? \_\_\_\_\_ Yes \_\_\_\_\_ No

- ADD or ADHD Diagnosed**, What medications are taken? \_\_\_\_\_

Will medication be needed in school? \_\_\_\_\_ Yes \_\_\_\_\_ No, When? \_\_\_\_\_

- Bone/Joint** problem or fractures? Which bone or joint? \_\_\_\_\_

Is a brace worn? \_\_\_\_\_ Yes \_\_\_\_\_ No

- Seizures**, What type? \_\_\_\_\_ Date of last seizure \_\_\_\_\_

Medication taken \_\_\_\_\_

- Episode** of loss of consciousness When? \_\_\_\_\_

Any special treatment? \_\_\_\_\_

- Emotional** concerns List \_\_\_\_\_

List any other recurrent medical problem or illness you would like the school to be aware of \_\_\_\_\_

Name of student's doctor \_\_\_\_\_ Phone \_\_\_\_\_

Does your child see a specialist? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name \_\_\_\_\_ Phone \_\_\_\_\_

Please contact school personnel for medication forms if your child needs medication at school, including inhalers for asthma or EpiPen for severe allergic reactions. Your child may carry an inhaler if medically authorized and developmentally appropriate, after informing school personnel.

### Health History Informed Consent

Your signature gives permission for school staff to take precautions and procedures to protect your child in the classroom and to foster academic success. Your signature is an informed consent to share this health history information with school staff on a need-to-know basis for emergency plans.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Transportation Agreement  
Lawrence County Pre-K Program

My child, \_\_\_\_\_, will be:

\_\_\_\_\_ a car rider and will be picked up daily by \_\_\_\_\_ p.m.

\_\_\_\_\_ riding school bus number \_\_\_\_\_

- Car riders: If you do not pick up your child by the designated time at the end of the school day, the **Department of Children's Services or the Police/Sheriff Department** will be called. Therefore, it is important for you to keep your school updated with emergency contact information (names and phone numbers of people who can get in contact with you).
- Bus riders: If your child is a bus rider, an adult employed with the school system will sign your child out and then take your child to their designated bus every afternoon. The school bus driver will take your child to your home or designated stop. If you are not there, or have not arranged for someone to meet your child, the **Department of Children's Services or the Police/Sheriff Department** will be called. Therefore, it is important for you to keep your school updated with emergency contact information (names and phone numbers of people who can get in contact with you). Also, it is a privilege, not a right, for pre-k students to ride the bus. Pre-k students are expected to follow the same rules as all other students. Your child will lose the privilege of riding the bus if procedures and rules are not followed.

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Parent Signature

Date

## Parent Signatures

**\*Place a check mark beside all items that you agree to.**

1. \_\_\_\_\_ I have read the handbook and I accept full responsibility for cooperating in every way possible with the Pre-K program.
2. \_\_\_\_\_ I give permission for my child to be included in pictures and videos doing activities such as painting, playing in centers, singing, etc. These pictures may be used for the purpose of publicity, such as in the newspaper, posters, videos, facebook, or in picture presentations of the program's activities.
3. \_\_\_\_\_ I, the parent / guardian of \_\_\_\_\_, acknowledge and agree to the disciplinary practices of the Pre-K Program. These practices have been discussed with me and I have received a copy of the Discipline Plan.
4. \_\_\_\_\_ As a parent/guardian, I understand that if I do not fulfill parent and family responsibilities, my child may be removed from the Pre-K program.
5. \_\_\_\_\_ I have read/received a copy of the Child Care Licensing Rules and Regulations and Scope of Services.
6. \_\_\_\_\_ I have read/received a copy of the Child Abuse information.
7. \_\_\_\_\_ I understand that my child will not be released to a person exhibiting risky behavior.
8. \_\_\_\_\_ I understand that my child will be taught personal safety using the Child Protection Unit curriculum and the curriculum is available for inspection at any time in my child's classroom.
9. \_\_\_\_\_ I give permission for school personnel to treat my child in case of emergency. This includes transporting my child to the doctor or emergency room if necessary.
10. \_\_\_\_\_ I understand that the Department of Children's Services or the Sheriff's Department will be called if I do not pick my child up at the designated time.
11. \_\_\_\_\_ I give permission for the teacher/assistant to sign my child in and out on a daily basis.

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Parent or Guardian Signature

Date