

# Roane County Pre-K Collaborative

## Handbook and Procedures

A Partnership between Roane County Schools and Appalachian Council Head Start





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## I. Overview

Roane County Schools and Appalachian Council Head Start work in partnership to provide a thorough and efficient Pre-K program for the children of Roane County. West Virginia State Board of Education Policy 2525 provides access to preschool programs for all children turning four years of age prior to July 1st and eligible three year olds with special needs. The Roane County Pre-K Collaborative provides a four day a week program to all eligible children operating Monday through Thursday.

## II. Core and Collaborative Teams

The core team consists of a Head Start representative, a DHHR representative, the Roane County School Special Education Director and Pre-K Director. The collaborative team is comprised of individuals as follows; PK parent, child care, WVBTT, school nurse, school administrator, PK classroom teachers, FRN, Head Start, county Special Education Director, county PK Director, and DHHR.



## III. Enrollment

### Roane County Universal Pre-K Enrollment and Placement Process

#### Eligibility

Who is eligible?

Any child, regardless of ability, who is four years old prior to July 1 of the year he/she is to enroll

Any child who is three years old with an IEP

Children who are five years old prior to July 1 shall be enrolled in Kindergarten unless assessment data can determine that placement is not in the child's best interest.

Additional Requirements:

Submission of enrollment packet to include a universal application, photo release, student residency form and transportation form

Vital statistics birth certificate

Up to date immunizations as required according to DHHR guidelines

WV DHHR Health Check Form (if completed on a form other than by WVDHHR, all information is still to be included as on the Health Check Form)

#### Enrollment

Roane County Pre-K Collaborative will conduct registration to initially process enrollment

Parents are required to call to make an appointment typically during later February or early March. An enrollment packet will be made available from the Roane County Board of Education for pick up or by mail.

#### Placement

Roane County Pre-K Collaborative will operate the following sites:

Spencer Elementary

Walton Elementary/Middle

Geary Elementary/Middle

(All eligible children will be placed in one of the above sites)

Placement in sites will be determined according to the following:

The parent/guardian will make requests for a program site listing their choices in rank order. Placement will be assigned in the order required completed materials are received and according to availability.

Enrollment requests made after registration will be assigned placement in the order received, according to availability.

Out-of-county student requests will be reviewed and placed on a waiting list until August 1<sup>st</sup> for placement determination by the core team.

*Final classroom lists will be determined by the Core Team only.*

#### Services

Services provided to enrolled Pre-K students may include but are not limited to Head Start, Title I, Special Education, transportation, and/or meals.



## IV. Attendance

If a parent wishes for their child to enroll in the Pre-K program there will be an opportunity to attend a registration day. A child must be four years old prior to July 1 of the year he/she is to enroll. If unable to attend registration, parents may contact the district Pre-K director at the county central office.

Enrollment in the Pre-K program is voluntary, however, once a child is enrolled, attendance policies apply. The county will determine proper placement for your child taking into consideration your location, the child's service needs and/or availability. Every eligible child will be offered placement in one of the counties Pre-K collaborative classrooms.

Regular attendance is critical if children are to benefit from the program. If a child starts to accumulate unexcused absences or tardies, the parent will receive a letter from the principal, teacher, attendance director, and/or Pre-K director.

During a conference regarding your child's attendance concerns, parents will be encouraged to assure their child attends regularly and is on time for school. Students may be dis-enrolled if attendance does not improve.

Dis-enrollment can also occur if the parent no longer wishes for their child to be enrolled in the program. The parent should provide written notice to the school. Reenrollment is not guaranteed if dis-enrollment occurs for any reason.



## V. Transportation

For programs participating in the county collaborative plan, transportation is considered a support, not a mandated service, unless it is a related service for children with disabilities in accordance with state and federal requirements. When transportation is provided students will sit in a segregated area of the vehicle with other Pre-K children. Staff shall be available to assist children on and off buses at the Pre-K site. School bus operators are to pick up and discharge students only at the designated locations. A guardian shall be at the bus stop for pickup and delivery of his/her child. If a parent/guardian is unable to meet the bus, there shall be a person designated by the parent/guardian to assist the child. **At each WV Pre-K site where bus transportation is provided, a designated person must follow-up within the first hour of arrival time with the family of any child who is not present or accounted for each day. Each location will assign a designated person to contact parents.**



## VI. Meals

Two meals per day shall be provided to students enrolled in the Roane County Pre-K Program in accordance with the nutrition guidelines set forth in the WVDE National School Lunch Program. Meals shall be served in a setting that encourages socialization and self-help skills, where the children and staff members are seated together when eating, and classroom staff provide supervision and encourage positive eating habits and conversation.

Classroom teachers are to ensure mealtime is an instructional part of the Pre-K day by planning for and maintaining expectations and routines. Whether the location of the meal be the school cafeteria or the classroom, staff are to maintain the required two adults present with no more than twenty children at all times. This adult supervision must be exclusive to Pre-K students.



## VII. School Readiness and Transition

### ***Pre-Kindergarten and Kindergarten Transition***

PK and K learning packets for summer prep before PK and K

Includes: books, scissor activities, fine motor, Ready Set Go brochure, activity calendar

PK packets are disseminated during registration in the Spring and K packets at school prior to PK students leaving for the summer

PK students will visit K classrooms in the Spring before PK classes end

Play Dates in the Spring for incoming PK to visit classrooms

Transition day for parent and students of PK students going into K

Openhouse is held for incoming K students and family to visit school/classroom/teacher prior to the start of school

PK/K collaborative meetings: Winter – Teachers meet to discuss and plan student transition

Spring/Fall – Teachers meet to review student data

Title I training with parents on student grade level transitions

Title I disseminate activities schedule for parents

PATCH and Head Start transfer relevant records to the schools

Advertise Enrollment and Application information for school entry in the Spring: School messenger system call, radio broadcast, flyers, newspaper, facebook, school website

Before school starts, teachers make contact with parents

### ***Transition for Children with IEP's***

Procedures for transitioning children with IEPs into and out of WV Pre-K is determined by WV Policy 2419 and federal policy, the Individuals with Disabilities Education Act 2004.

Birth to Three (BTT): Students are referred to the Office of Special Education (OSE) from BTT. The Office of SE scans the referral to a BTT coordinator, PK teacher and speech therapist in the building that the student could potentially attend, for screening and/or assessment purposes. That team reviews data and determines the appropriate route: 1. Eligibility team determining if criteria is met for disability that affects their education or 2. PK enrollment at age 4. The OSE monitors timelines with that team so all students will be screen/assessed and appropriate action taken by the third birthday.

Three year olds with IEP's: Student with IEP's at age three enrolled in PK will continue in the PK program the following year as a four-year-old.



## VIII. Impasse Procedure

Communication should be open between both the provider and the Board. This is such that any problem or issue can be resolved in a manner that is best suited to both parties. If either party comes across an issue or situation that needs further clarification or resolution, either party will make direct immediate contact to the following to avoid any further misunderstanding.

Contact Procedure:

Step One: Pre-K Director will contact Pre-K Supervisor (Early Childhood Specialist) or vice versa. At this time if either party is not satisfied with the results they will move to step two.

Step Two: At this time Pre-K Director will contact Head Start Director or vice versa to seek a solution. If either party is not satisfied with the results they will take the issue to their superior and move to step three.

Step Three: Superintendent will contact Head Start Executive Director or vice versa. At this time if either party is not satisfied with the results they will move to step four.

Step Four: If both parties still cannot agree on a solution that best suits the collaborative partnership either party may then seek out mediation through the Office of Early Learning Universal Steering Team.



## IX. Contact Information

Roane County Schools			
PK Director	Carla Brown	304-927-6400 ext. 1120	<a href="mailto:crtaylor@k12.wv.us">crtaylor@k12.wv.us</a>
Special Education Director	Melissa O'Brien	304-927-6400 ext. 1131	<a href="mailto:mobrien@k12.wv.us">mobrien@k12.wv.us</a>
Appalachian Council Head Start			
Program Director	Lori Hedrick	304-344-8098 ext. 3023	<a href="mailto:lhedrick@appcouncil.com">lhedrick@appcouncil.com</a>
Early Childhood Specialist	Jessica Taylor	304-344-8098 ext. 3017 or 304-927-4981	<a href="mailto:jtaylor@appcouncil.org">jtaylor@appcouncil.org</a>
DHHR			
Family Support Supervisor	Myhaulina Workman	304-927-0956	<a href="mailto:myhaulina.l.workman@wv.gov">myhaulina.l.workman@wv.gov</a>



## X. Resource List

PATCH	(304) 927-8047
Building Blocks	(304) 927-4313
WVBTT	(304) 558-5388
FRN	(304) 927-6070
DHHR	(304) 927-0956
Head Start	(304) 344-8098
School Nurse	GEMS: (304) 565-3721 WEMS: (304) 577-6731 SES: (304) 927-6428
School Administrator	GEMS: (304) 565-3721 WEMS: (304) 577-6731 SES: (304) 927-6428
PK Teachers	GEMS: (304) 565-3721 WEMS: (304) 577-6731 SES: (304) 927-6428
Special Education Director	(304) 927-6400
PK Director	(304) 927-6400
MOV WIC	(304) 428-3688