Parent Handbook

2023-2024

PreK Leading the Way!

The mission of the School District of Manatee County is to educate and develop all students today for their success tomorrow.
Goals of the Early Learning Department are to:

- Build a strong foundation for our early learners, ensuring their future success as they demonstrate continuous social, emotional and cognitive growth along standards-based learning progressions, K – 12.

- Build a strong foundation for our early learning teachers, ensuring ongoing professional growth through learning and collaboration for continuous growth along the continuum for implementation of a standards-based, developmentally appropriate curriculum.

- Build a strong foundation by partnering with families of our early learners, ensuring they have access to resources; information and guidance that will enable them to support and enhance their child’s approaches to learning (foster curiosity, encourage persistence, express creativity, and provide opportunities for planning and reflection through play).

- Build a strong foundation for early learning in our community, ensuring the needs of our early learners are addressed both inside and outside of the school day.

Our Philosophy:
We believe that all children are intelligent, creative and resourceful and that they communicate their individual gifts in many different “languages” including the arts, literacy, math, science, social/emotional, and physical languages.

We respect all families as essential collaborators who contribute distinct experiences and knowledge we value as an integral part of our early learning program.

We create learning communities of children, families, and educators whose work depends upon listening and responding to each other’s needs.

We provide opportunities for children to take the initiative in their own learning as they make sense of the world.

VPK Program:
Voluntary Prekindergarten (VPK) is a program that is funded by the Office of Early Learning at the Florida Department of Education. The School District of Manatee County (SDMC) offers the VPK program free of charge to families as either a 540-instructional hour school year program or a 300-instructional hour summer program. Families may select either the school year or the summer but not both. All children who reside in Florida, turning four by September 1st of the school year are eligible to participate in a VPK program. Children with VPK delayed enrollment certificates are not eligible for placement in a school district VPK program.

To participate in the free 3 hours of VPK instruction, parents must obtain a VPK Certificate of Eligibility (COE) from the Early Learning Coalition of Manatee County. To apply for the certificate, a parent/guardian must submit verification of the child’s age and proof of residency.
SDMC VPK LOCATIONS AND PROGRAMS

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*VPK school sites are subject to change based on specific school enrollment and unit allocations.

**VPK Plus:**
To complement the VPK program, the school district also offers extended day opportunities:

- **VPK Plus Parent Pay:**
  VPK Plus Parent Pay provides a seamless seven-hour day. After VPK hours (8:30-11:30 AM) parents can choose to have their child stay until the end of the school day (3:20 PM). This program is a fee-based program. Fees include nine monthly payments of $300 (Sept. – May) and a $30 registration fee. VPK Parent Pay schools are: Bashaw, Braden River, Freedom, Kinnan, Lakewood Ranch High School (8-2 PM), McNeal, Miller, Mills, Myakka, Palma Sola, Stewart, Tara, Johnson K-8, Williams, Willis and Witt. (Subject to change based on specific school enrollment and unit allocations)

- **VPK Plus Title I:**
  VPK Plus Title I provides a seamless seven-hour day. This federally funded program is offered at no cost to families; however, families must live within a Title 1 attendance zone. After VPK hours (8:30-11:30 AM) parents can choose to have their child stay until the end of the school day (3:20 PM) free of charge. Title 1 VPK school sites include: Abel, Ballard, Bayshore, Blackburn, Daughtrey, Manatee El, Moody, Oneco, Palmetto El, Prine, Samoset, Sea Breeze and Tillman. (Subject to change based on specific school enrollment and unit allocations)

- **VPK Plus Migrant/Title I:**
  The Title I, Part C-Migrant Education Program (MEP) funds additional educational programs for children of families engaged in migratory work. Migrant
children are recruited/identified by the Federal Programs and Grants Department. After VPK hours (8:30-11:30 AM) parents can choose to have their child stay until the end of the school day (3:20 PM) free of charge.

**VPK Plus Parent Pay Fee Guidelines:**
For families choosing to enroll in a full day program at a VPK Plus Parent Pay school, there is an annual fee for the afternoon program (11:30-3:20 PM) of $2,700, divided into nine monthly payments of $300 (Sept. – May). The annual fee may be prorated at the monthly rate.

1. All fees are due in advance, by the first Friday of each month. Each month parent(s)/guardian(s) will receive an electronic invoice via email. If payment is not made by the first Friday of each month a $10.00 late fee will be assessed.
2. If payment is late the student’s schedule will be changed to the 3-hour VPK AM program. A notice of the schedule change will be sent home via email or with the student. Consistent late payment can result in dismissal from the program.
3. There is a $30 non-refundable registration fee.
4. Each payment must be made online through the District Payment Portal: https://manateeschools.revtrak.net/
   School staff and teachers will not be able to accept payments. All payments must be made online through the portal.
5. When enrolling in the VPK Plus Parent Pay program, parent(s)/guardian(s) must sign a “Parent Handbook Acknowledgement” confirming that all payments will be made in a timely manner.
6. Credits are not issued for a students’ absences. The full monthly fee must be paid even when a student is absent.
7. The school district is not permitted to extend credit; therefore, all services must be paid in advance. Parents must be responsible for advance payment of the VPK Plus Parent Pay full day services. Students will be excluded from the full day program for non-payment.

**OUR POLICIES**

**VPK Choice:**
VPK Choice is an opportunity for parents to select the school site and program that will best meet their child’s needs. Choice requests will be prioritized according to the following criteria:

1. Applicant is choosing their zoned school or a school within their school zone cluster.
2. Children who are 4yrs of age by September 1st of the academic year. (Children with VPK delayed enrollment certificates are not eligible for placement in a school district VPK program.)
3. Applicant has a sibling(s) currently attending the requested school.
4. Parent is currently in active military duty.
5. Parent is currently employed by the School District of Manatee.
6. The child is considered to be homeless.
7. The child is in foster care or protective services.
8. The child has migrant status.
*All other applicants will be placed in the choice pool for random placement

Choice applications are not processed using a first-come, first-served basis during the Choice period. Applicants will be notified by email about placement and the procedures for school enrollment. Parents who do not receive their choice option for VPK may contact the Early Learning Department at (941) 753-0958 to be placed on a waiting list.

After the VPK Choice Period:
Any student applying for VPK outside of the choice period will be placed based upon capacity at the school and on a first-come, first-served basis.

**Attendance:**
Although it is voluntary for your child to enroll in a VPK program, it is NOT voluntary for your child to attend. It is expected that your child will be on time and in school every day.

Every Day Counts - Especially in PreK. Good attendance habits begin in PreK.

Chronic absence — missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions—can translate into students having difficulty learning to read by the third grade, achieving in middle school, and graduating from high school.

If your child has more than three absences and/or tardies per month, your child may be removed from the program.

All absences must be documented. Parents are required to sign and date a monthly attendance certification form and teachers are required to maintain them for auditing purposes.

Late Pick-Up Fees: It is expected that your child will be picked up promptly at the end of the instructional day. If a parent is tardy in picking up his/her child after dismissal time, a late pick-up fee will be charged. Parents will be assessed a $12 late fee for every 15 minutes past the end of the day. A student may be withdrawn from the program if there are repetitive late pick-ups.

**Student Behavior and VPK Discipline Policy:**
Pre-K teachers design classroom environments that support healthy social, emotional, and cognitive development. The Early Learning Department collaborates with teachers and paraprofessionals to support student behavior that advance this important area of development with attention to self-regulation, appropriate emotional expression, relationship development and developing independence. In partnership with parents, we value modeling and reinforcing behaviors that are safe and appropriate in a variety of situations.
Our department embraces the program Conscious Discipline (Becky Bailey) as the foundational framework for behavioral support and social emotional development prioritizing students’ safety and security within stimulating learning environments. Teachers recognize that relationships are essential for learning, and they intentionally design environments and foster interactions so that students are in healthy connected relationships with adults and peers. With the essential foundation of routines, rituals and structures in place, Pre-K students thrive.

In some cases, a student may continue to display disruptive or unsafe behaviors even with these foundational components in place. For those students, Pre-K teachers implement the following progressive discipline plan to intensify support and/or reconsider placement:

**Step One:** Implement routines, rituals and structures based on Conscious Discipline and TAT's Rock Your Classroom, for all students that create a safe and connected classroom environment for learning and problem solving.

If behavior continues or escalates…

**Step Two:** Notify the parents and school personnel about the behaviors and to develop a plan for intensifying behavioral support including documentation of behaviors and identifying support strategies.

If behavior continues or escalates…

**Step Three:** Teacher and/or parent recommends child for screening and evaluations. The evaluations will determine the process for further assessments or actions from school personnel.

*Important Note:* At any point in this process, if a child, parent, or caregiver’s behavior excessively disrupts the learning of other students, causes damage to school property and/or is unsafe to self or others, the child’s placement may be reconsidered. This includes shortening the child’s daily schedule or withdrawing the child from the Pre-K Program. All students enrolled in the School District of Manatee County must adhere to the Student Code of Conduct which states:

**MISCONDUCT THAT MAY RESULT IN DISCIPLINE**

_Students are expected to behave during the time you are at school, at school activities, … Students may be disciplined if they do anything during those times or attempt to do anything that violates a school rule or that may:_

- Hurt, harass or threaten others,
- Damage property,
- Disrupt class, school or a school activity,
- Be dishonest or
- Violate a criminal law or state statute.

See SDMC Student Code of Conduct at www.manateeschools.net
Transportation:
Transportation is not provided for students in the VPK program. Parents must make arrangements to bring their children to the school and pick them up on a timely basis. Some school locations offer before and after school care.

Dress Code:
Schools adhere to dress code policies as outlined in the Student Code of Conduct (www.manateeschools.net), so please ask your child’s school what types of clothing are allowed or if a uniform is required. Our curriculum encourages active learning. Children will work with paint, sand, water and many other types of materials. Children will also play outside daily and should wear clothing that is comfortable, along with closed-toe shoes.

Personal Care and Toileting Issues:
Children who are enrolled in the VPK program are expected to be toilet trained. Please contact the school if there are medical issues that require accommodations. The SDMC complies with all state statues including the requirements of Family Educational Rights and Privacy Act (FERPA).

ABOUT OUR CLASSROOMS

Curriculum:
Manatee County School District’s VPK Curriculum is framed by The Florida Early Learning and Developmental Standards: 4-Years Old to Kindergarten (2017). The standards describe the developing skills four-year olds should know and be able to do by the end of their prekindergarten year. The curriculum is designed so that students are developing toward these standards-based outcomes with individualized support within a collaborative setting. The curriculum encompasses development in eight essential areas: physical development, approaches to learning, social and emotional, language and literacy, mathematical thinking, scientific inquiry, social studies, and creative expression through the arts. Within the framework of standardized learning outcomes, the curriculum includes a scope-and-sequence for teaching and learning over the school year with opportunities for teachers and partnering paraprofessionals to support children according to their individual learning needs. The curriculum documents include a year-long curriculum map summarizing key learning outcomes with more detailed learning goals provided in the quarterly unit guides for scientific inquiry, literacy and language development, and mathematical thinking and reasoning. The High Scope Preschool Curriculum along with a variety of materials provide teachers instructional support for implementation of the curriculum for academic subject-area learning in these eight areas.

Assessing and Communicating Children’s Progress:
The Early Learning Department along with prekindergarten teacher’s value on-going, two-way communication with parents and families. It is our goal to consistently communicate the successes and challenges your child is experiencing so that parents and caregivers are informed about their child’s progress toward meeting expectations.
and together we can support your child’s success. Instruction and assessment go hand-in-hand. Your child’s teacher conducts on-going formal and informal assessments to monitor your child’s progress toward the end-of-year expectations defined by The Florida Early Learning and Developmental Standards: 4-Years Old to Kindergarten (2017). The valuable assessment information is used so that teachers are able to adjust instruction to meet your child’s changing needs as well as to communicate to you about your child’s progress. Each year there are regularly scheduled parent-teacher conferences at the end of first quarter and third quarters when you will meet with your child’s teacher to review the Prekindergarten Progress Report provided to parents at these two intervals. As the conference dates approach, your child’s teacher will send information about scheduling your conference at a time that will meet your needs. In addition to these parent-teacher conferences, teachers welcome written communication and telephone calls should concerns arise or if you would like to arrange an appointment to discuss your child’s progress.

Our Qualified Teachers and Staff:
Every classroom follows a state approved VPK curriculum and students are taught by specially trained and/or certified teachers who are assisted by talented teacher aides. Each classroom will be staffed with one teacher and one teacher aide for every 18 to 20 students.

VPK Inclusive Classrooms:
The School District of Manatee County’s Department of Early Learning and Exceptional Student Education collaborate to offer inclusive classroom opportunities with typically developing children and children with special needs.

MCSD Pre-Kindergarten Evaluation Center:
The Evaluation Center is part of the School District of Manatee County. We offer developmental screenings, multi-disciplinary evaluations and consultation services for young children suspected of having delays or disabilities. We screen and evaluate pre-kindergarten children to help identify their educational needs and determine if they qualify for special education services through School District of Manatee County.

All services are free of charge and available to any Manatee County child aged five and under. The Evaluation Center is located at 6423 9th Street East, Bradenton, FL 34203. Phone: (941)721-2300.

Soar in 4:
The Soar in 4 mission is to ensure children from families of all races, ethnicities, incomes, abilities, and languages have the opportunities and support they need for success in school and beyond. Soar in 4 connects parents, community organizations and businesses and implements FREE monthly initiatives that support young children’s healthy growth, development, and school readiness. The Soar in 4 program, which is aligned with the Campaign for Grade Level Reading, supports all early learning classrooms at Title I schools. For more information about FREE Soar in 4 opportunities, visit www.soarin4.org or join the Soar in 4 Manatee Community Facebook page.
**Important Classroom Information:**

**Snack**
Teachers may use snack time as a vehicle to engage children in fun learning tasks. All snacks must follow the Smart Snack Nutritional Guidelines as outlined in the District policy 5.13 (www.manateeschools.net).

**Outdoor Explore**
Children are provided daily time to run, play, and explore outside. Outdoor play opportunities are essential to growth, development, and learning. Our program offers unstructured play opportunities as well as outdoor explore stations which are specifically designed to provoke children’s curiosity about a curriculum topic they are currently investigating in their classroom. Children choose which activities to engage in during outdoor explore. Teachers play with children to encourage physical, social, and cognitive development and assess students’ growth in these areas.

**Quiet Time**
The School District of Manatee County Early Learning Department’s guidelines regarding nap time or quiet time in pre-kindergarten programs are aligned with the latest research in this area. All students in our pre-kindergarten classrooms are offered a time during the day that allows them to quietly rest or relax. Children are not required to nap during quiet time. All children are provided with activities which encourage individual, quiet play and learning at their mats during Quiet Time. This allows all children time for unstructured rest but does not require children to sleep if they are not tired.
Family Engagement-Be A VIP!

VIP's are **Very Involved Parents** who support their child’s learning in our Voluntary Pre-Kindergarten Program.

Our VPK Programs emphasize the key relationship between child, parent, and the learning environment. Research has shown that the most significant influences on children’s lives come from their home and especially from the parents, who are the child’s primary teachers.

Our VPK Programs provide opportunities for parents to gain confidence as the prime educators of their children by acquiring further knowledge and understanding of child growth and development. Information and guidance are also available about community resources for families seeking additional support.

You and your family are a valued part of our program. Teachers will communicate with you frequently through informal conversations, or in writing. Teachers are also interested in family concerns and home events. We encourage you to share any information about your child’s life or activities that will help us provide a supportive and exciting program.

The program may hold various family activities throughout the year. You will be informed of these events by your teacher. Family involvement in the program is highly encouraged and a large part of our program. By being actively involved with your child and his/her peers, you will serve as a positive role model. We encourage you to volunteer. Families can participate in many ways such as classroom activities, helping plan or implement special events, sharing your expertise, etc. Please note the following guidelines:

- It is a Manatee School District policy that anyone volunteering or participating in school activities must complete a Volunteer Application. Volunteer applications are available on-line at http://www.manateeschools.net.
- When you are volunteering in your child’s classroom, you will not be permitted to bring other siblings or children with you.
- For the safety of all children, you must obtain a visitor’s pass from the school office before entering your child’s classroom.

Throughout the school year we offer many opportunities to be involved in the prekindergarten classroom. We want to get to know families to support the children in our classrooms as best we can and in whatever way we can.

Your child will become excited about the VPK program when you show excitement and support. Be enthusiastic, talk with your child about all the exciting activities in VPK. Ask your child’s VPK teacher about ways to support and extend this special year of learning fun, and what educational activities you and your child can do at home.

Became a VIP! (Very Involved Parent!)
VPK PARENT HANDBOOK
This parent handbook has been developed to provide our students and families information on the policies and expectations for VPK in the School District of Manatee County. Parents are encouraged to review the parent handbook and partner with us as we begin your child’s formal educational journey.

FAILURE TO REVIEW THE PARENT HANDBOOK WILL NOT RELIEVE A STUDENT OR PARENT/GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE POLICIES OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY.

I have read, understood and agree to the School District of Manatee County VPK Parent Handbook:

_____VPK Attendance Policy (pg.4). Initials
If your child has more than three unexcused absences and/or tardies per month, your child may be removed from the program. All absences must be documented. Parents are required to sign and date a monthly attendance certification form and teachers are required to maintain them for auditing purposes.

Late Pick-Up Fees: It is expected that your child will be picked up promptly at the end of the instructional day. If a parent is tardy in picking up his/her child after dismissal time, a late pick-up fee will be charged. Parents will be assessed a $12 late fee for every 15 minutes past the end of the day. A student may be withdrawn from the program if there are repetitive late pick-ups.

_____Personal Care and Toileting Issues (pg.5). Initials
Children who are enrolled in the VPK program are expected to be toilet trained. Please contact the school if there are medical issues that require accommodations. The SDMC complies with all state statues including the requirements of Family Educational Rights and Privacy Act (FERPA).

_____VPK Discipline Policy (pg.4-5). Initials
We recognize that positive discipline teaches and encourages healthy social and emotional development. If a child is having difficulty in this area, the parent (guardian) and teacher will work together on meeting the needs of the child and the classroom. All Manatee County students must adhere to the SDMC Student Code of Conduct, if there is a pattern of extreme and disruptive behavior the child may be withdrawn from the program.

By placing your signature below, you are confirming that you have read, understood and agree to policies and expectations in the parent handbook.

Parent or Guardian Signature

Date

Child’s Name

School

In order to conserve resources, schools will not distribute paper copies of the parent handbook to every student. An electronic copy of the Parent Handbook is available on the District website at: www.manateeschools.net
If you require a paper copy of the parent handbook, one should be available in the front office of your child’s school. If there is not an available copy at the school, please check the box below and one will be sent to you.

☐ I would like to have a printed copy of the parent handbook.