

# Pike County Schools Pre-K



"Anchor to Education"

Handbook for Students and Parents

## 2016-2017



“Anchor to Education”

Welcome to Pre-Kindergarten!

In this handbook you will find answers to frequently asked questions. If you have other questions or concerns, please do not hesitate to call the pre-k office.

We appreciate parent support and involvement.

Thank you for being a part of our pre-kindergarten program.

We are looking forward to an exciting year in pre-k!

*Margaret Thomas*

*Pre-K Director*

*770 567-4769*

# Pike County Pre-Kindergarten

*2016-2017 Student and Parent Handbook*

Pre-K Office..... 770 567-4769

Primary School Office.....770 567-8443

Sheryl Watts, Principal

## Pike County Pre-Kindergarten Staff

Margaret Thomas, Pre-K Director

770 567-4769

Room 3    Teacher:    Pam Vickers

Room 4    Teacher:    Lori Blount

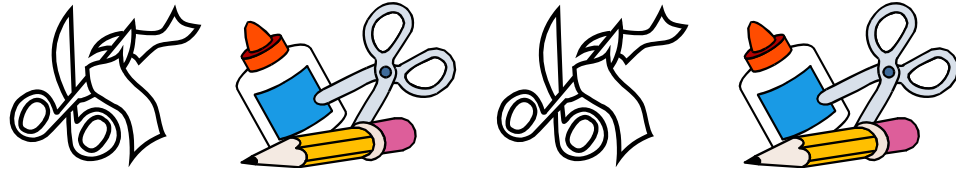
Room 5    Teacher:    Denstiny Nobles

Room 6    Teacher:    Megan Chisholm

Room 7    Teacher:    Cindy Coloda

### Assistant Teachers:

Tammy Adams, Nicole Blessitt, Teena Chandler, Timara Jackson, Rajinder Lamar, Jewell Neal, Jennifer Pitts and Mary Stevens



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## Attendance

Pre-kindergarten hours are 8:00 AM - 3:00 PM.

All students are expected to attend the full day unless they are sick, going to the doctor, or have a family emergency. Students who are *chronically absent, tardy, or picked up early* may lose their space in the pre-k program.

Students should not be dropped off at school prior to 7:40 AM.

Classrooms do not open until 8:00 AM.

If your child is a **car rider**, he/she should be picked up at 3:00 pm.

(See dismissal procedures).



Pre-k students who arrive late to school must be walked in by their parent/guardian through the front entrance and obtain a tardy pass. This will insure the student is counted tardy and not absent. The teacher will be notified of the student's arrival.

When a student is absent from school, he/she must bring a written parent excuse or doctor's excuse to the teacher on the day they return. If possible, call the pre-k office to let us know your child will not be at school. An all-call will go out mid-morning to notify parents of any absences if we have not heard from you.

**\*Times are subject to change due to the Primary School schedules and you will be notified of any changes at Open House.**

# Costs

The 6.5 hour core instructional program is free.

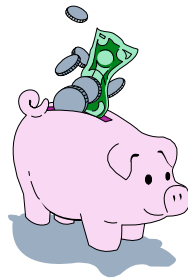
Each student will be provided with a "Free and Reduced Lunch" form that should be returned as soon as possible.

You may choose whether to participate in "extracurricular activities" such as school pictures, fund raisers, etc.

Nap mats are provided, however, you may purchase your child a mat to be used at school.

Parents do not have to provide school supplies.

Your teacher may share a wish list with you but you are under no obligation to purchase classroom supplies. We may ask for a small fee to help with fieldtrips - all children will be able to attend regardless if fee is paid.



# Discipline Procedures

## Classroom

*Major Offenses* include, but are not limited to:

1. Hitting, spitting, biting, kicking, or other bodily harm.
2. Threats, and/or unacceptable school language.
3. Inappropriate touching.
4. Stealing, and/or destroying school property.
5. Refusing to obey teachers and staff.

*Minor Offenses* include, but are not limited to:

1. Not listening and not obeying the teachers and other school staff.
2. Unacceptable voice level.
3. Running and/or not standing in line.
4. Not keeping hands and feet to self.
5. Not taking care of things.

# Discipline Procedures (continued)

## Actions Taken for Misconduct:

1. Counseling/warning. May include a visit to the pre-k office and/or the School Principal.
2. Denial of privileges and possible time-out. Major offenses may warrant a visit to the Principal's office.
3. Note sent home to parent, and/or parent called.
4. Conference with parents/Establish a behavior management plan.
5. Committee meeting with parents and members of school staff.

*Children who are hurting themselves or others and/or chronically disruptive to the extent that they are not benefiting from the program may be withdrawn from the program. .*

*Please review the online Pike Primary Handbook for school procedures and guidelines for bus, hallway, and cafeteria misconduct.*



# Dress Code

Students must wear appropriate clothes.

Students should wear clothes they can manage themselves. Good examples are elastic waist pants and shorts. We do get dirty from outside play, and we paint often. Please keep this in mind when sending dressing your child for school.

Our students will participate in art activities and outside play. Clothes should be comfortable and appropriate for these activities.  
(Girls should wear shorts under dresses).

Tennis shoes and socks should be worn on PE days, and are suggested for everyday. **Students should not wear flipflops.**

Students should have a changing of clothes (seasonally appropriate) to be available at all times.  
Please identify clothing with the child's name.

During the cooler seasons please provide a coat or sweater for your child. We play outside daily, except in the case of extreme inclement weather.



# Field Trips



During the year we will sponsor 1 or more field trips.

A **permission form** must be signed by the child's legal guardian. Without a signed permission slip the child will not be able to attend the field trip.

Parents are encouraged to join us for field trips whenever possible. It is a great social opportunity to meet and talk with other parents and to see your child interact with his classmates. Parents are expected to obey all school rules which include, but are not limited to:

*No smoking.*

*Appropriate dress required.*

*Appropriate language should be used at all times.*

*Discipline will be the teacher's responsibility.*

*Follow the teacher's guidelines.*

Parents must complete the Volunteer Orientation Program, and submit the application. A background check will be completed once the application has been turned in. Applications will be provided at Open House. Background checks must be approved before attending school functions.

Adults who attend field trips are responsible for their own lunches, paying their own entrance fee and their own transportation. Students participating must ride the school bus to and from the activity/event.

# 10 Pre-K Rules to Live By:

1. **Toys and/or jewelry should not be brought to school.**
2. No pets are allowed, without prior consent of the teacher and the building principal.
3. No glass containers should be brought to school.
4. **Money should always be in an envelope** with the child's name and the reason for payment written on the outside of the envelope.
5. Please do not interrupt your child's class. If there is a problem, contact the pre-k office.
6. **All visitors must sign in at the front office** and obtain a visitor's pass.
7. Bus discipline is handled by the Assistant Principal. If a child puts himself or others in danger he will not be allowed to ride the bus.
8. Check your child's book bag daily for notes and information.
9. Children will not be allowed to leave with anyone except with those people who have been specified on paperwork in the office. Children leaving early must be signed-out.
10. Students and visitors must enter through the front door.

# Illness

If a child is suspected to be ill in the morning he/she should be kept at home. Good judgment needs to be exercised in these matters.

If a student is found to have a temperature of 100 degrees or higher while at school, the parents will be contacted to pick up their child. Students should be **fever free for 24 hours** before returning to school. Students should also be **free of diarrhea and vomiting for 24 hours** before returning to school. This is to prevent possible spread of infections to other children and staff members.

Please see Primary Student Handbook for medications to be administered at school. Students should not have medications with them. The parent must hand the medicine to the school nurse and fill out the needed form. A form will be made available at Open House for you to use as needed.

Students found to be infected with head lice or nits will be sent home. The student has to have permission from the school nurse to return to class.



# Lunchroom Information

A “Free and Reduced Lunch” application will be sent home with each student. Please fill out and return immediately.

If you do not qualify for “Free and Reduced Lunches” the cost of meals for pre-k students are as follows:

Lunch      \$1.85

Breakfast    \$ .80

You may pay by the day, week, or month, however you prefer. All money is posted to your child’s account, and stays in the account until used. Please put all money in an envelope. Write your child’s name and how much money is enclosed on the outside of the envelope. You may sign-up online for access to your child’s lunch account, or you may call the lunchroom to check an account balance.

Your child may prefer to bring a home lunch. Home lunches should be easy to manage for the child. We do not have a microwave ready available so foods should not need heating.

## Snacks

Snacks are provided through the lunchroom each day, at no cost to the student. If you would like to provide a special snack, please confer with your child’s teacher in advance.

During the 1<sup>st</sup> two weeks of school, if your child needs breakfast, we will supply you with a sticker that indicates he/she should go to breakfast. Please discuss with your child if it is ok to eat breakfast at school. Many students will eat at home and then want to eat at school. This is ok, if it is ok with the parents.

**If you do not want your child to eat breakfast, even if the child requests to go to breakfast, please let the teacher know.**

