

# LONG COUNTY SCHOOL PRE-K PROGRAM

WALKER ELEMENTARY SCHOOL PRE-K



LONG COUNTY HIGH SCHOOL PRE-K



Parent Guide 2017-2018

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## Pre-K Faculty/Staff

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Pre-K Program Director

## Walker Elementary

Lisa Long

Principal

Debbie Wingate

Assistant Principal

## Teachers

Perla Arreola

Tiffany Earl

Gathia Lewis

Tracey Snider

Marissa Thompson

## Paraprofessionals

Brittany Akins

Erica Dukes

Traci Johnson

Carrie Roberson

Darla Walker

## Long County High School Pre-K

Sherry Lester

Principal

Michael Taylor

Assistant Principal

Brian Thomas

Assistant Principal

Shawn Peek

Assistant Principal

Karen Swindell

LCHS Pre-K Site Director

Kristie Garcia

Pre-K Teacher

Nikki Gordon

Paraprofessional

## Our Mission

We believe that human development can be stimulated and encouraged but not forced. Therefore, children should be allowed to experience their own stage of development and feel successful at learning without pressure. This can occur through the activities that are provided to our students throughout the school day.

## Program Goals

It is the goal of our program to:

Provide a safe and loving environment for Pre-K children.

Foster a sense of self-confidence and well being in each child.

Expose children to pre-reading, pre-math, science, health, social studies, art, and music and movement activities.

Provide physical activities to facilitate gross and fine motor skill development.

Provide positive social and emotional experiences and development in children.

Develop a partnership between parents, school, and community.

## Student Progress Reports

Georgia's Bright from the Start Content Standards help teachers assess each child's developmental progress. Using a work sampling system, along with a combination of observational notes, matrices and pictures, the teacher keeps track of each child's progress. Mandatory parent meetings are held twice a year (January, May) to go over each child's progress. Progress reports are provided to each parent at these meetings.

## Curriculum

Long County Pre-K uses Big Day by Houghton Mifflin Harcourt. This state approved curriculum is research based, developmentally appropriate and upholds the State of Georgia's content standards. Classroom learning experiences are designed to further support these content standards.

## Program Policies and Procedures

### Arrival and Dismissal Times

School begins at 8:00 A.M. each day.

*Walker Elementary:* Pre-K students should be dropped off in the Walker Elementary gym. The door to the Pre-K hallway is locked at all times. Pre-K teachers are on duty in the Walker Elementary gym.

*For LCHS Pre-K:* Drive to the back of the high school to the Pre-K loading/unloading area. Parents will need to park and walk their child into the Pre-K classroom. It is extremely important that students arrive to school on time.

## Dismissal

Parent pick-up begins at 2:30 P.M. Parents may pick up their child in the Walker Gym. At LCHS, parents may pick up their child in the Pre-K classroom by driving to the Pre-K loading/unloading zone at the rear of the school.

## Early Checkouts

*For Walker & LCHS, Parents who arrive before 2:30 must sign their child out at the office. Picking up your child early without a valid reason is discouraged. Parents and guardians must pick up their children on time. Picking children up late could be considered child neglect and will be referred to the proper authorities.*

Please advise us in writing if your child's regular method of returning home is going to be different. We cannot use the word of siblings or the student to let us know. Unless we receive written notice, we will always assume that your child gets home in the same manner as he/she has in the past. The safety of your child is our main concern. Anyone picking up a child from Pre-K must be on the list of names of those who are allowed to pick him/her up. Persons not listed on our records will not be allowed to pick up your child.

## Attendance

### ABSENCES

Regular attendance is important to your child's success in school. If a child is not in school, he/she cannot learn. Bright from the Start carefully monitors absences and tardies. They require that all student absences be documented. It is the parents/guardians responsibility to send a note to the child's teacher explaining the reason for his/her absence. If you take your child to the doctor, please bring the doctor's note as the excuse for the absence. Please inform the teacher if your child is going to be absent for three or more days. In accordance with Bright from the Start, students who are absent 10 consecutive days, or who are chronically absent one or two days a month without a note or doctor's excuse can be dis-enrolled.

### TARDIES

If your child is late to school (comes in after 8:00) you must go by the main office and sign him/her in. Tardies are recorded and reported to Bright from the Start. Three tardies are equivalent to one absence. In addition, 10:30 is our cut-off time, and we do not accept any students after this time. It is important that you make every effort to have your child at school on time. When students are tardy, they miss breakfast and important activities in the classroom. Bright from the Start describes chronic tardiness as the late arrival or early departure of students more than once per week. The teacher documents absences and tardies, reports them to the state and provides intervention with

parents/guardians of children who meet the definition of chronically tardy or absent. Children who continue to be chronically tardy after intervention must be dis-enrolled.

Our attendance policy is in the process of revision and is not available for the student handbook printing deadline. An addendum for the student handbook will be issued to each student as soon as possible.

### SIGNING IN AND OUT

Any student, who arrives at school late (after 8:00) must be signed in by the parent/guardian before going to the classroom. Any student, who leaves the school before 2:30, must also be signed out by a parent/guardian. The sign-in and sign-out sheet is located at the Walker office. Students who are signed out before 11:30 are considered absent.

### TELEPHONE NUMBERS

Please keep your child's teacher informed of correct addresses and phone numbers for you and the persons which are listed as emergency contacts or persons allowed to pick up your child. In addition, we ask that you provide the school with at least three names and telephone numbers of individuals to contact in case of an emergency or in the event that we are not able to contact you.

### PARENT INVOLVEMENT

Bright from the Start and the Long County Pre-K recognizes parents as the child's first and most important teacher. We encourage parent involvement through chaperoning field trips, working on family projects, donating items to the class and any other means that the teacher finds useful.

### FIELD TRIPS

Pre-K students may have an opportunity to go on field trips. Parents will be invited and encouraged to attend field trips as chaperones. Pre-K policy requires one chaperone for every four (4) children. Since the responsibilities of chaperones are very important, we ask that they bring no other children. Chaperones help the teacher by keeping up with a small group of students; taking students back and forth to the bathroom; making sure that students behave on the trip; and making sure that students eat lunch with everyone else.

Students must ride the bus to the field trip. Parents cannot ride the bus. They may follow in their own vehicles. A parent may sign out their child on a field trip, and then their child may leave the field trip with the parent to ride home.

### VISITORS

If you come to visit the school or classroom during the school day, you will be requested to sign in and take a pre-printed parent name badge or visitor's pass. A visitor's pass is available at the main office. You will be required to wear the name badge/pass while you are on the school campus.

This is an important security measure. Unauthorized people (without a name badge or visitor's pass) on school campus are reported to security. You do not need a name badge/pass when you bring your child to school or are picking them up.

### CUSTODY OF CHILDREN

School personnel are required by law to release children to EITHER of their parents and/or guardians unless the school has on file a copy of a court order that grants sole custody to one parent and/or guardian only or to another adult. Copies of court orders should be provided to the Registrar or Counselor for documentation in the student's folder.

### MOVING

If you plan to move during the school year please do the following:

1. Notify the Registrar or Counselor.
2. Notify your child's teacher.

### FOOD/LUNCHROOM

Breakfast and lunch are provided by the school lunchroom. During orientation you will be provided an application to fill out for free/reduced meals and a form if you do not wish to apply for the free/reduced meals. One of these forms must be filled out and returned as soon as school starts. Until you receive official word from the school lunchroom, you must pay the full price for meals. Breakfast is free for all students; lunch costs Pre-K students \$1.55 per day. The cost for adults is \$3.25. Reduced meal cost is .40 cents. Menus for each month are sent home with your child. Lunch money can be sent daily, weekly, or monthly, whichever you prefer. You can send it with your child (not recommended), or pay online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). We suggest that you keep a record of all payments sent. The classroom teacher does not keep up with this information. The lunchroom cashier keeps up with your payments. Information will be sent home early in the school year concerning free and reduced meals. Forms must be completely filled out with all pertinent information and signed by parents.

### LUNCHESES FROM HOME

If you prefer, you may send a lunch to school for your child. We do not have access to a microwave, so it is highly recommended that you send foods that do not have to be warmed up. You can put them in a thermos to help keep them warm. If your child brings a lunch to school, please make sure it is nutritional. If not, we will have to give him/her a school lunch to eat in addition to the lunch the student brought from home and you will be charged for the fee for the school lunch.

### BIRTHDAYS

Birthdays are very exciting times for Pre-K aged children. We are very happy to celebrate student birthdays during our snack time. Parents are encouraged to bring in some kind of treat for the class to help celebrate their child's birthday. A cake, cupcakes or cookies are great to provide. If



you do plan on providing something for your child's birthday celebration, please let the teacher know the week before.

### PARTIES

Parties are held throughout the school year to celebrate certain events. Teachers will send notes home with information about parties. Your child's teacher will make you aware of what is needed for each classroom party.

### TOYS

We request that toys from home not be brought to school. Toys can be lost or broken. Your child should leave his or her special toy in the car or at home. Books are always welcome at Pre-K. Encouraging a love of reading is one of our goals.

### BOOK BAGS

All students will need a bookbag. The small bookbags are nice but do not hold much. We suggest that you purchase a bookbag which will hold a small blanket or towel, folder and a jacket at the same time. Please make sure that you write your child's name somewhere on the book bag, blanket, and jackets.

### BLANKETS & MAT

Students will need two small blankets or towels and a mat for naptime. Due to limited space in the cubbies, we ask that students not bring excessively large blankets/towels. Please write your child's name on any property that belongs to them. All blankets/towels will be sent home on Fridays to be washed. Please return clean blankets/towels each Monday for your child to use.

### EXTRA CLOTHING

Please provide a complete change of clothing for your child. Accidents do happen! Do not forget to include socks and underwear. The clothing will be sent home when the weather changes for you to replace with more appropriate clothing. If you do not send any extra clothing, we will have to call you to bring a change of clothing in the event your child has an accident. All clothing will be sent back home near the end of school. Please label each item of clothing with your child's name.

### DRESS CODE

In Pre-K, we stress self-help skills. Please dress your child in appropriate play clothing that is easily washed so that they may really enjoy the activities provided. These activities include play-dough, painting, glue, sand and water play. It is difficult for little children to "stay clean". If

your child is concerned about getting his/her clothes messy, this may inhibit their participation. Although we do have aprons that children wear to participate in messy or wet activities, they still may get a little messy. Shoes containing wheels have become popular. Wheels should be removed or positioned so that wheels are completely disabled and cannot make contact with walking surfaces. Functional wheels on shoes are prohibited.

### FOLDERS

Each student is provided a folder that has twin pockets on it at the beginning of the school year. Your child's folder is sent home daily and will contain important papers and some of your child's work. The folder is our way of communicating with you and a good way for you to communicate with us. We check this folder everyday and ask that you do the same. Please place any notes or money to us inside the folder.

### CALENDAR

Each month a calendar will be placed inside your child's daily folder. This calendar will provide you with the dates of activities or field trips that your child's class may have coming up.

### BEHAVIOR

Children who are hurting themselves or others and/or chronically disruptive to the extent that they are not benefiting from the pre-K program may be dis-enrolled from the program. Dis-enrollment of a child for behavior reasons is the last step taken after all other attempts to help the child within the program have been exhausted.

### CLASSROOM RULES

Classroom rules are kept simple due to the age of the children and the various language barriers. They are usually concise and few in number. Examples include: looking eyes, helping hands, etc.

## Health Policies and Procedures

### HEALTH REQUIREMENTS

All children attending Georgia's Pre-K Program must have a Certificate of Eye, Ear and Dental Examinations (Georgia Department of Human Resources Form 3300) and a DHR Certificate of Immunization Form 3231 (Revised 3/2007). Form 3231 must have either the "date of expiration" or "school attendance" block checked. Children who attend Pre-K must be up-to-date on all immunizations required for school entry plus Haemophilus influenza type B (Hib) vaccine.

Children may register before completion of these examinations and certificates. However, the Certificate of Eye, Ear and Dental Examinations (EEDs) indicating that children have passed these screenings must be on file within 90 calendar days, and immunization certificates must be on file

within 30 calendar days of the start of the child's Pre-K program. Immunization certificates must be updated within 30 calendar days of the expiration date.

### ADMINISTERING MEDICATION

It is encouraged that all medications be administered outside school hours other than those that would cause ill effects without their use. This may be accomplished by the utilization of a time-released or long-acting variety or by altering the schedule to exclude school attendance hours. If medication is to be administered to your child during school hours, parents and/or guardians must take the medicine to the school nurse, located in the media center.

ALL medications must be brought to the nurse by a parent and/or guardian. Please do not send any medication to school with children or on the bus. The school nurse will be the administrator of all medicines.

Prescription and non-prescription medication must be brought to school in the original container that shows the dosage, doctor's name (if applicable), and expiration date.

### ACCIDENT AND INJURY PROCEDURES

In the event that there is an accident or injury to your child during the school day, the parent(s) or the legal guardian(s) will be contacted by the teacher or the school nurse. Any accident at school (i.e. severe cuts, bumps, or falls, etc.) will be reported to you. A Student Accident Report will be completed and placed in your child's file.

If a life-threatening situation should occur and parent(s) or legal guardian(s) cannot be reached, as indicated on child enrollment forms, a student shall be taken to a hospital emergency room.

AGAIN, PLEASE KEEP ALL PHONE NUMBERS CURRENT. IF YOU CHANGE YOUR PHONE NUMBER, IT IS YOUR RESPONSIBILITY TO LET US KNOW IN WRITING. WE MUST ALWAYS BE ABLE TO REACH YOU!

### ILLNESS PROCEDURES

If a student becomes ill while at school, he/she will be isolated until he/she can be picked up and taken home. Parents are expected to come *promptly* when called to pick up a sick child.

Please do not send children to school if they have any of the following symptoms:

- A. FEVER: Oral temperature over 100 degrees, underarm temperature of 99 degrees.
- B. BEHAVIOR: If a child looks or acts differently: Awake all night and crying, unusually tired, pale, lack of appetite, irritable, or restless.
- C. RESPIRATION: Breathing difficulties, e.g. wheezing.
- D. VOMITING: More than usual "spitting up." If your child vomits during the night, do not send him/her to school the next day if nausea continues. He/she could be contagious to other students.
- E. DIARRHEA: Is characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions.

- F. RASH: Undiagnosed rash other than a heat rash.
- G. SORE THROAT: Sore throat that needs culturing because other signs are present.

### WHEN TO RETURN TO SCHOOL

- A. Conjunctivitis (“Pink Eye”) – Doctor permission or clear eyes evident; at least 24 hours after the start of medication.
- B. “Cold” Symptoms – Reduction of cough and runny nose. No fever.
- C. Head lice – Following the treatment and the removal of all lice and eggs (nits), clearance by the school nurse will be necessary to return to school. Students will also have to be checked for any remaining nits or lice before returning to the classroom.
- D. Ringworm –Attendance is permitted if the child is receiving adequate treatment and sores are covered.
- E. Strep Infections (Scarlet Fever, Strep Throat) – Students must wait at least 24 hours after the start of medication before returning, or provide a doctor’s note.
- F. Fever – when the child has been fever free (below 100.4) for 24 hours without fever medication before returning to school.
- G. Diarrhea - Children may return to school when their movements have returned to a normal consistency. If diarrhea persists or is accompanied by other symptoms, consult your doctor.

### ALLERGIES

If your child has an allergy, please make sure that the teacher is aware of the nature of the allergy. In the case of food allergies, a physician’s note or copy of an allergy report is required to confirm the allergy. The lunchroom staff will be notified when students have food allergies so that the appropriate measures can be taken.

### IMPORTANT REMINDERS

- Pre-K student drop off begins at 7:25 for parents and students. Please do not bring your child prior to this time.
- Pre-K students can be dropped off through the Walker drop off line or parents can park in the parking lot and walk their student to the Pre-K Hallway.
- Parents may walk students to the hallway doors.
- Please place all notes in your child’s folder.
- Please place money in a sealed envelope with your child’s name and a note explaining what it is for and put it in the student’s folder.
- Your child will not be sent home a different way or be released to anybody not listed on your application unless we have a written notice or a phone call from you.
- Children not riding a bus must be picked up by 2:45.
- Pre-K is not a baby-sitting service. Please make all efforts to have your child to school on time so that he/she will not miss out on the most important part of the day. Children will not be admitted after 10:30 a.m.

- Please remember to wash all blankets/towels when they are sent home on Friday and return them to school on Monday.
- Please check your child's folder each day.

### PRE-K BUS DISCIPLINE INFORMATION

Riding a school bus is a privilege for Pre-K children. In order to promote the safety of students on the bus, there are certain rules that must be followed by all students. Students who do not follow the rules are written up with a bus referral. The bus referrals for Pre-K students are sent to the Principal, the Assistant Principal, or Site Director, and the following actions will be taken when a Pre-K student receives a bus referral.

1. 1<sup>st</sup> referral-warning, parents notified
2. 2<sup>nd</sup> referral-warning, child placed in seat belt, parents notified
3. 3<sup>rd</sup> referral-parent meeting, child suspended off bus for 1 day
4. 4<sup>th</sup> referral-parents notified, child suspended off bus for 3 days
5. 5<sup>th</sup> referral-parents notified, child suspended off bus for 5 days
6. 6<sup>th</sup> referral-parents notified, child suspended off bus for 10 days
7. 7<sup>th</sup> referral-parents notified, child suspended off bus for 1 month
8. 8<sup>th</sup> referral-parents notified, child suspended for rest of school year

\*\* Severe misbehavior will be dealt with on an individual basis pending administrative judgment of the offense.

## **Important Telephone Numbers**

Walker Elementary – 545-7910

Long County High School – 545-2135

Transportation (bus information) – 545-2350

School Nurse – 545-7910

## Long County Pre-K Expectations

I have read and understood the Long County Prekindergarten expectations of parents as outlined in this parent guide.

As the parent(s)/ guardian(s) of: \_\_\_\_\_.

By signing below you are giving WES permission to use your child's photos and name on school sponsored social media (twitter, facebook, websites). If this paper is not returned we are assuming you are giving permission. Please check a box below.

I do **GIVE** permission to use my child's photo and name on school sponsored social media.

I **DO NOT** give permission to use my child's photo and name on school sponsored social media.

I/We will support the school's expectations of parents at Long County Pre-K.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Father/Guardian Signature

Please sign and return this form to your child's teacher.