

Pre-Kindergarten Class
Policy Statement

MISSION STATEMENT FOR LINCOLN COUNTY'S PRE-KINDERGARTEN PROGRAM

The mission of Lincoln County's Pre-Kindergarten Program in partnership with families and the community, is to provide high quality, developmentally-appropriate early childhood education which will meet the diverse needs of all participating four year old children and prepare them for a positive educational experience.

1) **Program**: Stone Bridge Academic Learning Center consists of 3 grant funded pre-k classrooms and one locally funded pre-k classroom. The program consist of a pre-kindergarten curriculum including reading, math, health and fitness, and science. The children will also have many opportunities to interact with other children as well as the teachers and educational assistants. The students will have learning centers everyday where they will practice and master kindergarten readiness skills. The children will also have the opportunity to play outside (if weather permits) or inside the gym. We emphasize social, emotional, and cognitive skills.

2) **Hours of Operation**: The class will operate from 7:20 a.m. to 2:30 p.m. Monday through Friday. **Unless children are enrolled in morning childcare they are not to be left at school before 7:20 a.m.** Parents/guardians are required to sign their child in and out of the pre-k class daily. Parents should see that their child comes to school on time. Children will not be kept longer than the scheduled program hours. If you are late picking up your child, all efforts will be made to contact you before the proper authorities are called to pick up your child. In the interest of the child's safety, we will not permit drop off of children outside the doors of the building. Children will only be released to parents and other individuals listed on the child release plan. Bus transportation is not provided for pre-k students! **Please remember to buckle your pre-k child and all other children riding in your vehicle in a car or booster seat. This is required by TN State Law. If you do not have a car or booster seat, please talk to your child's teacher.**

3) **Qualification for Program**: To qualify for the pre-k program, parents must meet the income eligibility guidelines and the child must be 4 years of age on or before August 15th. The locally funded pre-k accepts all 4 year old regardless of income but must be four on or before August 15th.

The enrollment form, emergency contact form, birth certificate, child release plan, social security card and current health form (including physical and immunization records) must be completed and on file before any child is admitted to the program.

4) **Sickness**: If a child is ill, he/she will not be permitted to stay in class. Parents will be required to provide accurate emergency numbers and will be expected to promptly pick up a sick child. If a child is sick, the child must be fever, vomit and diarrhea free for 24 hours (**without medication**) upon returning to school.

5) **Medication**: If a child must be given medication during the school day, the parent **must** take it into the school and give it directly to the nurse. Under no circumstances should medication be sent to school with the child. All medication should be clearly labeled with the child's name with specific times and instruction for the administration of the medicine.

6) **Change of Clothes**: Each child must have a change of clothing, clearly labeled with his/her name, in order for the staff to attend to the child's needs immediately. Parents are responsible for making sure clothing is appropriate for the weather.

7) **Proper Dress**: Children should be dressed for active play in comfortable clothing and tennis shoes, not flip-flops. Many preschool learning activities are messy. Children should feel free to get involved with all classroom activities and should not be concerned about spoiling their clothing. Outdoor play is an important part of our program. We will go outside every day with the exception of extreme weather. Please make sure that your child is dressed appropriately for the weather!

8) **Meals**: Breakfast is an important start to the day and is available every morning at 7:20. **If your child arrives after 7:50, make sure you feed him or her breakfast.** Breakfast is only provided at specific times in the

mornings. We will then eat lunch around 11:00. A daily snack is provided to all students. Lunch is \$2.10 per day and breakfast is \$1.25 per day. One week for both meals is \$16.75. Parents may choose to send money weekly or monthly. All money should be in an envelope with the child's name and the purpose for the money.

9) **Attendance:** Attendance plays a very important part of your child's education. Parents are required to call and send notes of explanation when the child is absent. If your child has 5 unexcused absences, unless there are excruciating circumstances, your child will be referred to the attendance committee. Absences due to vacations or other family excursions will be unexcused and should be limited to school holidays or weekends. If your child is tardy, please sign him or her in at the office before taking him or her to the classroom. You will also have to sign your child in with the classroom teacher.

10) **Parent-Teacher Meeting:** Teacher supervision is required whenever students are present. The teacher will not be available for conferences during arrival or dismissal times. If you need to speak to the teacher, please understand that she must attend to the children during class hours. You may ask to schedule a conference. You are encouraged to attend regular parent-teacher conferences to discuss your child's progress and needs.

11) **Parenting Classes:** There will be approximately 3 parenting workshops or classes per school year. Every parent that has a child in the program is required to attend the meetings. Parent Teacher Conferences are also scheduled in the fall and spring.

12) **Licensing Requirements:** Parents will receive a copy of the Department's licensing requirements and receipt shall be documented by parent's signature.

13) **Student Data Forms:** A current information form, with the name of the parent's employer, both home and work phone numbers and an address must be on file for every student. **In case of an emergency, accident, or problem, we need 2 daytime phone numbers of a responsible person in case parents cannot be reached. Parents need to update this form as changes occur.**

14) **Special Activities/Holidays**: Each child will be recognized on his/her birthday by the teachers and planned activities. Birthday activities are left up to the discretion of each individual teacher.

15) **Inclement Weather**: The pre-k class will observe the Lincoln County School's calendar and snow schedule. For concerns about the weather, tune your radio to either WYTM (105.5) or WEKR-AM (1240). The county has an all call system to call parents or guardians of students should school be dismissed early. Please complete this form and return it to your pre-k teacher. This form is in the registration package given out during enrollment.

16) **Home Visits**: Home Visits have been replaced by the Meet-n-Greet at the park.

17) **Phone Number**: The office number is 433-3939, just leave a message with the secretary and we will return your call at the first available opportunity.

18) **Release Forms**: At the beginning of the school year, parents /guardians will indicate to the staff, on a written form, who is authorized to pick up the child from school. **If a relative or friend will be picking up your child, and is not listed on the Release Form, the child will not be released to that person.** No unauthorized person will be allowed to pick up a child. Please note any authorized person may need to present picture ID to staff. Please speak to your child's teacher to add or remove people to the release form. We will not accept phone calls or notes. You must come in person to change the release form.

19) **Visitor**: As a safety procedure, please enter through the School Office to sign in and get a "Visitor" badge to wear before visiting the classroom or other parts of the school. This identifies you to everyone – students and staff alike – that you have accessed the building through the main office.

Separation

It is normal for children (and parents) to have difficulty separating when in a new setting. Our phase in days usually makes separation much easier. Here are some ideas that may help make separating easier for both of you.

- Be confident about your decision to place your child in Pre-K
- Talk to other parents going through the same change
- Drop off your child without lingering
- Develop a predictable morning routine
- Read books about going to school
- Always tell your child good-bye and that you (or someone else) will be back to pick him/her up from school

It can be sad to see your "baby" growing up, but remember that 4 and 5 year old children usually follow your lead. If you are excited about new changes, your child will most certainly be excited too!

Family Involvement

Families are an important part of the Pre-K program. We need everyone's help. You are welcome to visit, observe and interact with the children in the class. Becoming involved in your child's education creates a bond between home and school and provides your child with a sense of continuity. You can enhance our Pre-K program by sharing your time, talents, and expertise with children. Moms and Dads (and other family members) who assist in preschool have the pleasure of seeing first hand all the fun, growing and learning that goes on.

Daily Folder

Each day your child will bring home a folder. Please check this folder for any notes and schoolwork. **This folder should be checked and emptied every day!**

Safety

Pre-k students participate in fire and tornado drills.

The Lincoln County Department of Education has implemented the Community Safe automated phone notification system.

Asbestos Compliance Plan available at the
Lincoln County Department of Education
203 Davidson Drive
Fayetteville, TN 37334
Contact: Ricky Bryant
931-438-1486
7:00 AM – 4:00 PM