

Ms. Aubrey
PRESCHOOL CLASSROOM HANDBOOK
2018-2019



Forestville Road ELEMENTARY
Preschool CLASSROOM HANDBOOK

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WELCOME TO PRESCHOOL!

Ms. Aubrey *(to be completed by each site)* and **To Be Announced** *(to be completed by each site)* would like to welcome you to your preschool class. We are so excited to have you join us this year! We will work with you and your child in order to ensure that he/she receives the care and education needed in order to be successful in his/her growth and development.

The Preschool Program emphasizes a child-centered environment that provides learning through exploration and discovery. We hope that you will feel free to visit us in the classroom and assist us in working with your child.

In Preschool Programs, we strive to provide inclusive opportunities for children. We believe that all children deserve a sense of belonging in order to reach their full potential. We desire children to have meaningful, collaborative learning experiences in environments that are designed to create access, participation, and equipped with supports that benefit all children.

The information in this handbook will help you become more familiar with your child's preschool classroom.



EXPECTATIONS

- ✓ Review the WCPSS Student/Parent Handbook
- ✓ Review the Classroom Handbook
- ✓ Arrive promptly with your child daily
- ✓ Attend workshops, parent-teacher meetings, family school partnership day activities
- ✓ Check your child's backpack daily for work and important paperwork
- ✓ Complete and return all paperwork promptly
- ✓ Share any incidents or concerns that occur outside of school and may impact your child's school day (examples: illnesses –child/family, change in family status)
- ✓ Dress your child in comfortable and seasonal-appropriate clothing
- ✓ Honor the Student-Parent-Teacher-School Partnership Contract
- ✓ Read to your child daily

CLASSROOM NEEDS LIST FOR EACH CHILD

- O **Book bag/backpack** – large enough to fit a large towel, change of clothes and winter coat together. NO WHEELS OR EXTRA TOYS/ITEMS PLEASE.



- O **Change of clothing**- seasonally appropriate and labeled with your child's name, including underclothing.



- O **Diapers and wipes**, as necessary

- O **Any other equipment including assistive technology needs**



- O **Lunch box/bag**- labeled with your child's name. If your child is bringing his/her lunch and/snack, please place all food items in his/her lunch box/bag.

We are unable to make any “alterations” to food unless **approved by a doctor's order**. This includes heating, cooling, cutting, omitting items due to allergies, etc. (Please see Dietary Modifications letter.) If packing a lunch, please include ice packs when necessary. If your child uses an alternative way of feeding, please send all feeding supplies.

The Meal Guidelines on page 4 can assist you with ideas for packing healthy lunches!

Each child will receive a lunch number. If you plan for your child to buy lunch, please see the Cafeteria Manager for more information. You may also send in money to your child's teacher, in an envelope and labeled with your child's name, amount enclosed, assigned lunch number, and what the money is to be used for (breakfast, lunch, snack during lunch, etc.) Lunch accounts may also be updated electronically via MyLunchMoney.com

Child Meal Patterns

[http: www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm](http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm)

updated 7/9/13			
	Portions		
<u>Food Components</u>	<u>Breakfast</u>	<u>Lunch or Supper</u>	<u>Snacks:</u> Choose 2 of the 4 Components
MILK Fluid milk (low fat 1% or skim)	1 serving $\frac{3}{4}$ cup	1 serving $\frac{3}{4}$ cup	1 serving $\frac{1}{2}$ cup
FRUIT/VEGETABLE 100% Juice, fruit and/or vegetable	1 serving $\frac{1}{2}$ cup	2 servings $\frac{1}{2}$ cup	1 serving $\frac{1}{2}$ cup
GRAINS/ BREAD (bread and cereals must be whole grains or enriched meal or flour) Bread Cornbread or biscuit or roll or muffin or Cold dry cereal or Hot cooked cereal or Pasta or noodles or grains	1 serving $\frac{1}{2}$ slice $\frac{1}{2}$ serving $\frac{1}{3}$ cup $\frac{1}{4}$ cup $\frac{1}{4}$ cup	1 serving $\frac{1}{2}$ slice $\frac{1}{2}$ serving $\frac{1}{3}$ cup $\frac{1}{4}$ cup $\frac{1}{4}$ cup	1 serving $\frac{1}{2}$ slice $\frac{1}{2}$ serving $\frac{1}{3}$ cup $\frac{1}{4}$ cup $\frac{1}{4}$ cup
MEAT/MEAT ALTERNATE Meat or poultry or fish (a serving consists of the edible portion of cooked lean meat or poultry or fish) or Alternate protein product or Cheese or Egg or Cooked dry beans or peas or Peanut or other nut or seed butters or Nuts and /or seeds or yogurt	N/A	1 serving 1 $\frac{1}{2}$ oz 1 $\frac{1}{2}$ oz 1 $\frac{1}{2}$ oz $\frac{3}{4}$ egg $\frac{3}{8}$ cup 3 tbsp. $\frac{3}{4}$ oz. 6 oz.	1 serving $\frac{1}{2}$ oz. $\frac{1}{2}$ oz $\frac{1}{2}$ oz $\frac{1}{2}$ egg $\frac{1}{8}$ cup 1 tbsp $\frac{1}{2}$ oz. 2 oz.



School Registration Forms

If your child has an IEP, some forms may already be in your child's file. Please work with your teachers to ensure all forms are completed

- ☐ WCPSS Growth and Planning Data Sheet
- ☐ Current Immunization Record (return w/in 30 days of child's first day of school)
- ☐ Verification of Child Custody and/or Guardianship
- ☐ Home Language Survey
- ☐ Health Assessment Report (return w/in 30 days of child's first day of school)
- ☐ Proof of Residence—(examples: lease agreement, home purchase agreement, light bill, water bill, and/ gas bill)
- ☐ Birth Certificate/Passport - must be certified copy (we will make a copy for you)
- ☐ Photo ID of Parent(s) – must be ID of parent(s) listed on Birth Certificate (we will make a copy for you)

Classroom Forms

- ☐ Student-Parent-Teacher-School Partnership Compact
- ☐ Student Information Sheet (return first day of school)-located inside Classroom Handbook
- ☐ Family School Partnership Information & Survey
- ☐ Student/Parent Handbook Verification/Agreement (1st page after cover-cut out and return first day of school)

Other School Forms

- ☐ **Forestville Road** ELEMENTARY Student Information Card (filled out at Parent Orientation)
- ☐ Photograph/Videotaping Permission
- ☐ Photograph/Name Release for Web Site Development
- ☐ Parental Request to Deny Access to Internet
- ☐ Migrant Education Program Occupational Survey

FAMILY ENGAGEMENT



FAMILY SCHOOL PARTNERSHIP DAYS

Our goal is to strengthen our relationship with each and every family in order to improve the outcomes for students. To support this goal, families of preschool students are strongly encouraged to participate in Family School Partnership (FSP) Days throughout the school year. These days are different than other school days. About once a month teachers will plan a special day to connect with families and children. This day will be planned around parent feedback and input. On FSP days children do not come to school. Instead, families will participate with their child and the classroom teacher on an event that the classroom teacher has planned. Each month will be a different plan or activity. Some of the activities that you may do with your class are as follows:

- **Community Outings**--Marbles museum, park, grocery store visit, etc.
The goals of these activities are to build connections to what your child is learning in school, work on your child's individual education (IEP) goals in a setting outside of the classroom, and help you implement successful parenting strategies for community participation.
- **Workshops**--Topics will be planned based on family feedback and needs.
The goal of a workshop is to provide support and resources to families on their selected topics of interest in a safe, open-discussion environment. Families will leave with information on how to apply strategies in their home and community.
- **Home visits** --Teachers will visit your home to work on a specific goal you have in mind for your child. Home visits will be offered twice per year for each family.
- **Conferences or IEPs** -- Teachers will conduct a conference to discuss progress made during the school year. These will be held twice throughout the year, typically once in the Fall and once in the Spring. Children with IEPs may have meetings at any time during the school based on teacher or family needs.

Family School Partnership Days are unique to Preschool Programs and an excellent way to connect with teachers and other families in your child's classroom!

VOLUNTEER INFORMATION

If you would like to volunteer in your child's classroom, on field trips, or anywhere in the school, you will need to register as a volunteer. For complete details, please visit the school office.

PARENT TEACHER ASSOCIATION (PTA)

Please see items that are sent home. *(to be completed by each site)*

Classroom Schedule & Routines

SCHEDULE

The following schedule shows in general what we are doing throughout our day. Please use this schedule to determine times for visitation and volunteering. Early Release days are identified on the school calendar.

Refer to Website. *(to be completed by each site)*



ARRIVAL AND DEPARTURE PROCEDURES

AM Class

8:45 am is when you can begin bringing your child to school. Please park in the Parks and Rec parking lot and walk your child to the first set of cafeteria doors by the bus loop

Pick up at 12 noon at the front of the School by the Main Office.

PM Class

1:00 pm is when you can drop off your child. Please pull up in the bus loop and walk your child to the first set of cafeteria doors.

Pickup is at 3:45 pm and you will need to park in the Parks and Rec parking lot and walk to the first set of cafeteria doors to pick up your child.. *(to be completed by each site)*

For students whom **Forestville Road Elementary** is their base or calendar option, families may select to apply for transportation via a Transportation Service Request. If approved, families may speak with the Assistant Principal, **Mrs. Cockrell**, or your child's teacher(s) about which bus your child will ride and the time of pick-up and drop-off. All bus-riders will need to be accompanied by an adult at the bus stop in the morning and in the afternoon.

***If your child's transportation will be different (different person, vehicle, car, and/or bus), please send in a note to let us know who/what vehicle to look for or call the office with the change in transportation.**

***Before and after school care is not available for pre-k students.**

For children with IEPs, please know that all students with IEPs can receive transportation to and from school. Some children may require special transportation accommodations. Some children require alternate pickup and drop off locations. If the address is an address other than your home, please notify your teacher promptly. The Board of Education typically approves alternative addresses within 5 miles of the home or 5 miles of the school. Any changes made to transportation will take between 7 to 10 days to be put into place. Please work with your school based staff to support your transportation needs. **It is your responsibility to let your child's transportation service know if they do not need transportation on a given day.**

PRESCHOOL ENRICHMENT ACTIVITIES FOR HOME:

Preschool Programs encourages the following activities to support continued growth and progress for preschool students in their home:

1. Read together daily with a family member to develop a love and appreciation for books.
2. Find ways to engage your children in daily activities that can naturally build rich conversations and expand their vocabulary. (Ex. cooking together, doing an art project, sorting laundry together, bathtime play, grocery shopping, etc.)
3. Seek opportunities that allow your child to connect with others to help them naturally build their social emotional skills (playing family games, storytimes, social groups, visits in the community, etc.)

Upon request, you can ask your teacher for ideas or an activity calendar to build your collection of developmentally appropriate activities that support language, literacy, and social emotional development in the home.

ASSESSMENTS

Your child's teacher(s) will conduct assessments and evaluations throughout the year to track your child's progress. In addition to these assessments, he/she will consistently observe your child and make notations about these observations. This information will be shared with you during **your** child's conferences.



SICK POLICY

Parents will be notified immediately when their child becomes too sick to remain at school. It is the parent(s) responsibility to pick up their child. If the parent(s) is unavailable, an authorized person on the child's WCPSS Locator Card may pick the child up. Children will be sent to the office to sit/lay in the sick room when:

- ❖ they are too sick to participate in the daily activities,
- ❖ they have a temperature over 100 degrees when taken orally, or
- ❖ any other kind of communicable illness that does or does not include vomiting and/or diarrhea.

Please note: If your child becomes ill at any time, at home or at school, the symptoms such as fever, vomiting, diarrhea, and any others that may spread germs to other children, must be absent from the child for a period of 24 hours WITHOUT medication before the child should return to school.

ATTENDANCE

Attending school every day helps your child learn the important routines of school and practice the skills they will need to be successful in kindergarten. Therefore, Preschool Programs expects your child to attend school daily. We know that sometimes your child will have to miss school. In that case, please send a note to your teacher explaining the absence upon your return to school. For children who miss 3 consecutive days, teachers will contact you.

Should you need to remove your child from school for an extended period of time, or for routine absences, please complete the *Request for Excused Absences for Educational Reasons-Form 1710* (available from the school office.) Principals will either approve or decline this request. Declined requests will be recorded as unexcused absences.

For extended periods of unexcused absences, families may be contacted by a school social worker to discuss strategies to help improve attendance. If your child is placed in a Title I spot, there will be no guarantee that a spot will be available upon your return from extended unexcused absences.

Student success goes hand in hand with good attendance! Let your teacher know if there are things that keep you from being able to get your child to school each day.

CELEBRATIONS



Each school has developed its own policy for personal celebrations. Should you want to make arrangements for a special snack on your child's birthday, please consult with your child's teacher to ensure school policies are being followed. Special treats should be responsive to any dietary restrictions or allergies present in the classroom.

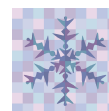
*If you do not want your child to participate in any celebrations or activities, please let his/her teacher(s) **know**.



CONTACTS

If you need to contact your child's teacher(s) during the school day, please leave a message in the office with the school receptionist or you can e-mail me at abrandle-regina@wcpss.net (to be completed by each site).

***IF ANY OF YOUR OR YOUR CHILD'S CONTACT INFORMATION CHANGES, PLEASE LET YOUR CHILD'S TEACHER(S) KNOW AS SOON AS POSSIBLE.**



SPECIAL DAYS

1. **Family School Partnership Days** are days designated for your child's teacher to connect with his/her school families through various activities such as: parent workshops, home visits, community outings, etc. **There will be no school for students on these days.**

2. *Inclement Weather* policies can be found in your WCPSS Parent/Student Handbook.
3. *Holiday/Vacation/Teacher Workdays* can be found on the WCPSS School Calendar(s).

RULES AND DISCIPLINE

Preschool students are expected to adhere to the Wake County Public School System's Code of Conduct, which is located in the Student/Parent Handbook.

PRESCHOOL STUDENT INFORMATION SHEET

Child's Full Name

 (First) (Middle) (Last)

Address

Date of Birth _____
Do you celebrate birthdays? yes no

Home Phone _____
Email _____

Allergies/Health Concerns:

Guardian's Name _____
Work/Cell _____

Guardian's Name _____
Work/Cell _____

Emergency contacts if parent(s) can not be reached:

_____ (Name) (Phone) (Relationship to child)

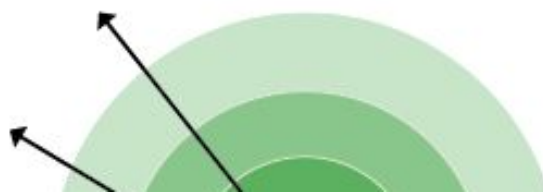
_____ (Name) (Phone) (Relationship to child)

List the names of special people in your child's life: <u>Person</u> <u>Relationship</u>	I'm afraid of/when:
I know how to:	Likes: Dislikes:

MY FAMILY'S HELP BANK

CHILD _____ SCHOOL _____

MY FAMILY



- **My Family:** List who lives in your house.
- **Everyday Helpers:** Identify who you can call on to help drop your child off or who can pick him or her up when you cannot. These are people like friends, neighbors and relatives who can help regularly.

**EVERYDAY
HELPERS**

1. My Family:

**OCCASIONAL
HELPERS**

2. Everyday Helpers:

3. Occasional Helpers:

4. Potential Helpers:

If I need help getting my child to and from school, I will ask the following people to be our back-up:

Name: _____ Best Contact Number: _____

Name: _____ Best Contact Number: _____

Name: _____ Best Contact Number: _____

I have received a copy of my child's classroom handbook.

Yes/No (Please circle one)

I will adhere to the policies and procedure that are in my child's classroom handbook.

Yes/No (Please circle one)

Name of parent(s)-please print

Name of parent(s)-please sign

Date