

**Hope Elementary School
2019-2020
Pre-K
Program Handbook**



Supporting Young Children's Growth

Mission Statement

To provide all four- year olds living in the town of Hope access to a high quality, developmentally appropriate Pre-K program in order to enhance school readiness.

Early Childhood Philosophy

The philosophy of the Hope Elementary School Pre-K Program is based on the understanding of research-based knowledge that the early childhood years are key to a student's future success.

Our goal is to provide a safe, healthy and enriching environment where all developmental domains; cognitive, social-emotional, language, and gross and fine motor skills will be enhanced through developmentally appropriate activities and strong family involvement. We believe quality pre-kindergarten education along with active family involvement will help every child develop the self confidence and love of learning essential for personal and school success.

Residency and Enrollment Requirements

Students must be four by October 15th in order to enroll in Hope Elementary School's Pre-K program. Students from other towns are able to enroll in Hope's Pre-K program, but they must have a superintendent's agreement. Four- year olds living in Hope have priority, for enrollment purposes.

Attendance

Hope Pre-K is in session Monday through Thursday.

Regular attendance and participation in Pre-K activities are the keys to success in school. Plenty of rest and a healthy diet will help your child come to school prepared to learn. Once enrolled, regular attendance is encouraged. If your child will be tardy or absent, we ask that you call or email Mrs. Downs at atHESoffice@fivetowns.net and Mrs. Pride at marybeth.pride@fivetowns.net

Sample Schedule AM/PM

- Arrival
- Gross motor play, obstacle course, playground time
- Circle-time
- Snack
- Centers: math, literacy, science/exploration
- Clean-up
- Choices: i.e. dramatic play, blocks, manipulatives, art
- Closing circle/read aloud
- Departure

Parent Drop Off and Pick Up Procedures

Morning session: Drop off is at 8:10 and pick up is at 11:10.

Afternoon session: Drop off is at 11:45 and pick up is at 2:45.

Pre-K students are to be dropped off and picked up at the main entrance of the Pre-K building located behind the main school building. For safety reasons students must walk to and from the Pre-K building accompanied by an adult. We ask that parents do not carry students up and down the steps as they can be slippery. Students will always be dismissed from inside the building, not the playground. The handicap ramp is intended for those with handicap needs. We ask all others to refrain from using the ramp. Written permission by a parent must be provided stating who is allowed to pick up their child. Anyone other than a parent/guardian must sign the student out daily. Students riding the bus will be dropped off and picked up at the Pre-K. An adult will always accompany your child to and from the school bus.

Fridays

There are no regularly scheduled Pre-K classes on Fridays. Fridays are reserved for teacher planning and preparation.

Family Fridays

Several Fridays each trimester are designated as ***Family Fridays***. These days are designed to provide enrichment for our students and families. ***Family Fridays***

These days are designed to provide enrichment for our students and families. ***Family Fridays*** consist of community field trips, curriculum unit celebrations, and classroom activities. Families will have ample notice. A family member must accompany children.

Early Release Days

There are a few number of early release days in our school calendar. Some are to accommodate Parent Teacher Conferences and others are prior to vacations. On these days there will not be an afternoon session.

School Closings

In the event that school must be cancelled or closed early because of snow, announcements will be made on TV channels WABI, WLBZ2, WCSH, WVII, and their websites, and posted on the Internet at www.villagesoup.com. The most current status will be on the central office recording at 763-3818 and Villagesoup.com. Each parent has been asked to complete an Emergency School Closure form, giving us instructions on where your child should go in the event that an early dismissal occurs during the school day. Snow days and delayed starts will also be announced to each home via our automated phone system.

Belongings

Please label your child's clothing, , lunchbox, backpack, etc. with their name so they can get all their belongings safely home each day. We provide filtered water and cups and ask that you please not send other beverages or water bottles. We work on pouring from a pitcher and encourage drinking water as part of our health and nutrition program.

Extra Clothes

Please send in an extra set of clothes (including socks and underwear) in a bag labeled with your child's name. They will be kept at school "just in case." Please supply us with a new set of clean clothes after an accident occurs.

Dress Code

The Pre-K program is an active place to learn! Children paint, glue, play in sand and play outdoors daily. Please dress your child in sturdy comfortable clothing that can get dirty so that your child can get messy without worrying. Make sure your child's clothes are easy to pull up and down for bathroom needs. Belts are not recommended. We prefer sneakers to flip-flops or sandals.

Flip-flops are not safe at school or outdoors. Please dress your child for the weather as we try to go outside daily unless it is pouring rain or extremely cold. Please send a pair of nonskid inside shoes. Preschoolers spend a lot of time on the floor and we want to keep it clean and safe. Nonskid shoes are needed for active indoor movement games.

School Supplies

Your child will need a small school bag daily to bring artwork and notices home. Your child also needs an oversized tee shirt to remain at school as your child's art smock. We ask that children do

not bring toys from home unless it is for "Show and Share." Parents will be notified when this is happening.

Illness/Medications/Nursing Services

If your child must miss school because he or she is sick please call the school by 8:30 a.m. to let the teacher know. Often it is difficult to know whether your child should come to school if he/she is not feeling well in the morning. Many times when we have to call a parent during the day to pick up an ill child, we are told that the parent suspected that the child wouldn't make it through the day. Unfortunately, the whole class gets exposed when an ill child comes to school. Please help us keep everyone as healthy as possible by checking to see if your child is running a fever when you hear complaints of "not feeling good". A fever is *one* indicator that a child may be coming down with something and might be better off staying home. Students should be fever-free, without a fever reducer, for 24 hours before returning to school. Also, if you feel that your child is too ill to go outside at recess, he/she is probably too ill to be at school.

Per Maine law, school personnel may not administer medication. Children who must take prescription medication during school hours must have a Drug Administration Form (see the back of this handbook for a blank form) on file in the office signed by both the parent and the attending physician. Medication will not be administered without this form on file. Please bring this form to school along with the medication to be administered. Students should not transport medications on the bus. All medication must be properly labeled in the original container with amounts and times of medication clearly stated. Medication will be kept in a secure place and will be administered by a designated member of the school staff. Daily records will be kept of the administration of medication. Permission may be given for the administration of Tylenol/Advil as needed. The school will only administer medication (including Tylenol & Advil) that *you* provide. The school will not provide this medication for students.

Health records are maintained for each student and follow the student throughout his/her entire school experience. We do have a visiting part-time nurse who administers our annual vision and hearing screening, reviews immunization records, update individual allergy and emergency plans, triage all students with regard to injuries and illnesses throughout the day, and communicate with parents to highlight a few of the school nurse's responsibilities.

Parent Communication

Parent communication is strongly encouraged. Our school newsletter, called *Hawk's Eye*, is published weekly throughout the school year and will be emailed to families on Fridays. If necessary, parents may request a paper copy, which will be sent home with the youngest child in your family. Please read this publication to stay current on school information and upcoming dates. The *Hawk's Eye* is also available on our school website. HES Pre-K emails a classroom newsletter every Monday. Paper copies are also available. There is a family calendar in the Pre-K entryway and informational bulletin boards above the cubbies. Parents are encouraged to review the newsletters and check out our bulletin boards. Drop off and pick up times are busy and teachers attention needs to be on the students. Families are asked to call or email to set up a time to meet with teachers before or after school. Families are always welcome to visit their child's classroom. Highlights from my week at Pre-K and Home-School Connection folders will be sent home Thursday and families return them on Mondays. **The Pre-K telephone number is 785-4088** and Mrs. Pride is available at **marybeth.pride@fivetowns.net**

Parent/Teacher Conferences and Progress Reports

Parent/Teacher conferences are scheduled for October and January. Notification will be communicated through the Hawk's Eye asking parents to sign up online for a conference with the classroom teacher(s). Progress reports will be issued three times a year.

Parent Volunteers

We welcome volunteers at Hope Pre-K! . Volunteers help prepare materials, assist with art activities, teach a new skill, and much more. Please see Ms. Cole in the main office if you are interested in volunteering, and thank you. Each class at HES has room parents. Pre-K will be asking for two parent volunteers to assist with classroom celebrations and activities throughout the year.

Snacks

Time during each session will be set aside for snack. Please send a healthy snack daily. Free snack items are available to all children who qualify. Federal funds for our Title I program are determined by the number of students who qualify for free and reduced-price lunch. Parents are encouraged to fill out the federal application form that determines eligibility. School officials hold parental information provided on the federal application in strict confidentiality. Children are asked not to share snacks. Filtered water and cups will be provided so families do not need to send in drinks. Tuesday is designated as *Try it Tuesday!* On these days we sample a new fruit or vegetable. We welcome donations of healthy snack items.

Birthdays

We recognize birthdays with a crown for the birthday child and sing Happy Birthday. Families are welcome to send a healthy snack if they wish. Fruits, vegetables, fruit popsicles and mini muffins are suggested. We are happy to pass out party invitations; however, if they are passed out at school, each classmate must receive an invitation.