

# TFCA Preschool

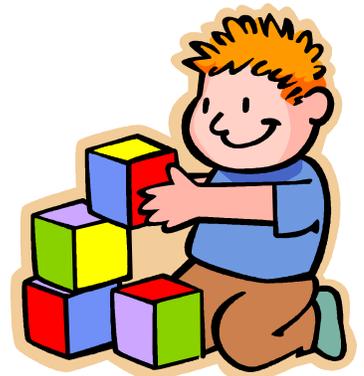
## Parent/Student Handbook

Dear Parents, Guardians and Families,



Welcome to the Frankfort Christian Academy Preschool Program. This handbook contains important information and policies about our program and your child's enrollment. Please take time to read it carefully. We look forward to working with you and your child.

Thank You,  
Preschool Teachers and Staff



# Things To Know About Preschool

Please read the following information carefully. This packet contains all of the important information you should need to start the school year. After reading this packet, if you have any questions, please feel free to ask.



## Arrival

Early drop off time starts at 7:30 a.m. each morning. You will drop off your child in his/her classroom each morning. You may park in the front parking lot and walk your child in the side entrance closest to the front of the building or in the front doors of the school. Please park in the front parking lot as the side lot is used for students who are dropped off.



Class activities will start at 8 a.m. Please try to arrive by this time so that your child can participate in arrival time activities.

Arrival time is important to preschool students as a time to enter the classroom environment and participate in activities that help transition to the start of the school day.

The side doors of the school will be locked at 8:05 a.m. each morning. If you arrive after 8:05 a.m., please enter the front doors of the school. All preschool parents must bring their child to the assigned area of the school and into the care of a preschool staff person each morning.



## Departure



Students who are attending preschool for half-day will be dismissed at 11 a.m. When arriving, enter the first entrance to the school. Cars are to form two lines in front of the building facing the atrium and starting

by the small preschool door to the right of the main entrance. At 11 a.m., preschool teachers will bring students to the door for dismissal. You do not have to enter the building to pick up your child unless you need to pick them up prior to dismissal. At 11 a.m. we will bring the students out to parents at your car. Please be patient with us the first few weeks of school as we are learning new faces. For the safety of the children, students will only be released to individuals listed on the WHO CAN PICK ME UP FORM. Individuals we do not recognize will be asked to show identification.

All day students who will be leaving at 3:05 p.m. with our regular elementary dismissal, can be picked up from the car line. If you would like to pick up your child at this time, please let us know and we will have them ready.

All other all day students will remain in the preschool classrooms until parents arrive to pick them up. The following schedule can be used as a guide to the location to pick up your child afterschool:

- 3 p.m. - 3:50 p.m. - students will be in afternoon classes
- 3:50 p.m. - 4:20 p.m. - playground or multi-purpose room
- 4:20 p.m. - 5:30 p.m. - Students will be in Mrs. Bemis and Mrs. Grimes' classes

Please enter the front office of the school and let the front desk worker know who you are picking up. You can wait in the office or atrium. Preschool teachers will bring your child to you. You will sign out your child from the teacher by marking your initials and the time you are signing your child out on the clipboard.

If your child is on the playground, you can walk over and pick them up from the teachers. Please park in the front parking lot and walk over to the playground as students may be playing on the side parking lot.

The preschool program is available until 5:30 p.m. each day. A late fee of \$5.00 will be applied for the first 15 minute period past 5:30 p.m., \$10 to the second 15 minute period, and \$20 for the third 15 minute period.



## Mail

### Letters from the teacher

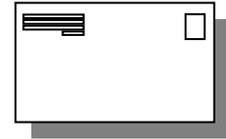
Teachers will be sending home monthly newsletters to let you know what they are learning about in class and to inform you of future activities. Please review this information as a way to know what your child is working on and reinforce those concepts at home. In addition, each teacher will be sending e-mails throughout the week with information about classroom activities and updates on how the week is going. If you do not receive e-mails or this is not a satisfactory way to communicate with you, please talk with the teacher.

### Progress Reports

Progress reports showing how your child is progressing on the skills being taught in preschool will be completed and sent home three times a year. When progress reports are completed, parents will be asked to sign up for a time to conference with the teacher to discuss each child's progress.

### Brigance Screening

All preschool students will be screened using the Brigance Developmental Inventory within the first 90 days of entrance to preschool. If any concerns are noted, a referral will be made. Staff will support IFSP/IEP goals of individual students.



## Letters from parents

If you have information for the teacher, please write it in a note or an e-mail and give it to the teacher. **Please place all notes and lunch money in the large center compartment of your child's backpack.** So many things are occurring during arrival time that it is hard to remember everything. A written record of information helps keep all information organized.



## Phone Calls

Please limit phone calls during the school day to emergencies or need to know information. Teachers will not be able to have lengthy phone conversations during the school day while students are present. You can call and leave a message for the teacher and she will get back to you as soon as possible. Each individual teacher will give you information about the best way to contact her.



## Bringing Items to School



We prefer that your child does not bring toys, stuffed animals, cars, etc. to school. With so many children it is easy for those items to get misplaced. There will be occasions when we will ask your child to bring something special to school to go along with a unit we are studying. But on all other occasions, please leave toys at home.

Students who stay all day and need to bring a blanket or stuffed animal for rest time may bring it in his/her backpack. The child will be asked to leave it in his/her backpack until rest time and replace it there following rest time.

## Meals and Snacks



### Snacks

Students will have a morning snack each day which is to be provided by the parents. Daily snacks should consist of 2 items from any of the following components: fruit, vegetable, grain, meat/meat alternative.

The following are examples of some snack options:

- |                            |                         |
|----------------------------|-------------------------|
| -fresh fruit or vegetables | -gold fish              |
| -fruit cup or applesauce   | -crackers               |
| -cheese stick              | -pretzels               |
| -yogurt                    | -peanut butter/crackers |



Please avoid sending snack cakes, chips, chocolate covered granola bars or donuts, cookies, gummies, or other sugary snacks.

If you are sending a lunch for your child, please be sure to send a protein, grain fruit and vegetable.

Please pack your child's snack in a separate location in backpack so the teacher knows what items are for his/her snack. If snacks are mixed in with lunch, it is often difficult for students to want to choose the appropriate items from their lunch options.

Students who stay all day will also be given an afternoon snack which will be provided by the preschool program. This snack will be provided after rest time each day.

**A drink will be served with all meals and provided as part of the preschool program: 1% milk will be served for morning snack and lunch, milk or juice for afternoon snack.**

## Lunch



Students staying all day will be served lunch each day. Students may choose to pack a lunch from home or buy lunch from TFCA. A lunch menu is provided. Students who wish to buy lunch may; pay in advance either by the day, week, month, or charge to their account and pay the bill at the end of the month. Lunch prices are \$5 a day. This fee covers the cost of a main item (protein), a fruit, vegetable, grain, and a milk.

Lunch money should be put into an envelope or baggie with your child's name, what the money is for, and the amount enclosed printed on the front. Please put the envelope in the large center section of your child's backpack. Loose money placed in your child's backpack or handed to the teacher is difficult to keep track of and can be easily misplaced.



## Clothes and Shoes



Please be sure that your child wears durable clothes that are appropriate for the weather. Students need to wear tennis shoes or durable shoes that they can play on the playground and participate in physical activities. **No Flip Flops should be worn to school.** Students will go to the playground every day unless weather prohibits it. The playground cover is mulch. If students choose to wear sandals, he/she often spends the whole time we are on the playground trying to get mulch out of his/her shoes. Finally, be sure your child is dressed appropriately for the weather. We will go outside when possible and as fall approaches, we often need a jacket for morning recess.

Be sure your child is dressed in clothing that is acceptable to participate in preschool activities. Throughout the school day students participate in a variety of messy activities including painting, play dough, etc. **Please have girls wear shorts or pants under dresses and skirts as children are often sitting on the floor or playing.** Tank tops,



shirts without sleeves, or dresses/shirts with spaghetti straps are not acceptable.

### Change of Clothes

We ask that all students send a change of clothes to school for us to keep in case of a bathroom accident or spill. In a gallon sized zip lock bag, please include one pair of pants, one shirt, two pairs of socks and two pair of underwear. Put your child's name on the outside of the bag. We will keep these clothes at school and ask you to replace them with winter clothes as appropriate



### Backpack

Please send your child's backpack to school with him/her EVERY day. Throughout the week, students will bring home art work and other items and the backpack is a great way to help organize your child's belongings. Also, please check your child's backpack each night to make sure you have everything out of the things from his/her backpack each night. We check each day to see if you have sent lunch money or letters. If your backpack is full of paper and other items, it is very difficult to find important information.



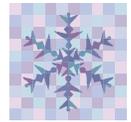
### Students who are sick

Our goal at TFCA preschool is to provide a safe, fun and healthy environment for all students who attend our program. For that reason, we ask you to please make note of the following policies: 1) any student who has a fever or vomits at school will need to be picked up from school, and 2) students who have had a fever, vomiting, or diarrhea must be free from those issues for 24 hours before returning to school. If your child is sick, please send the teacher an e-mail letting them know that they will be absent that day.

## Medicine

Any student who needs to take medicine while at school must complete the following steps:

1. complete the medicine card in the office
  - a. all medicine must be in original container
  - b. must include proper dosage
  - c. must be completed by parent or guardian
2. ALL medicine must be left in the office and should not be sent to school in the child's backpack.
3. Inform the teacher that your child needs to take medicine and give detailed instructions of time and dosage.



## Snow Days

In the case of inclement weather, TFCA will notify you of any delays or cancellations. TFCA uses a one-call system which will notify you of a delay or cancellation. In addition, any school cancellations will be posted on channel 18 news, our school facebook account, and via email.

## Birthdays



Birthdays are important events to small children. Therefore, we would love to offer you an opportunity to share that day with your child's friends and classmates. It is up to each parent whether they wish to provide a treat for the class on your child's birthday. If you choose to send a treat, be sure to check with the teacher a week prior to the event to allow for her to include it in her daily plan. Treats will be served during snack time in the classroom. Some examples of treats include cookies, cupcakes, small bags of crackers, or juice boxes. Check with the teacher to see how many students are in the class and if there are any food allergies. Please feel free to come in and share in the birthday treat with your child on his/her special day.

## Holidays

Throughout the school year, our preschool classes will have parties or special events to celebrate certain holidays. The following is a list of special events that we will have throughout the year. Each individual teacher will provide you with more detailed information about specific events as the date approaches.

### Preschool Important Dates-2018

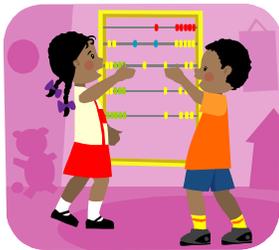
August 30 <sup>th</sup>	School Picture Day
August 31 <sup>st</sup>	No School- Teacher Work day
September 3 <sup>rd</sup>	Labor Day- No School
September 12 <sup>th</sup>	Significant Seniors Day
September 21 <sup>st</sup>	Early Release Day-12 p.m.
October 1-5	Fall Break - No School
October 19 <sup>th</sup>	Early Release Day- 12 p.m.
October 31 <sup>st</sup>	Fall Fun Day
November 1 <sup>st</sup> -2 <sup>nd</sup>	No School- PD Forum-Teacher Conferences
November 10 <sup>th</sup>	Annual TFCA Auction
November 20 <sup>th</sup>	Thanksgiving Breakfast
November 21-23	Thanksgiving Break- No School
December 13 <sup>th</sup>	Christmas Program @ 6:30 p.m.
December 18 <sup>th</sup>	Christmas Party- Early Release day-12 p.m.
Dec. 19 <sup>th</sup> -Jan. 2 <sup>nd</sup>	Christmas Break - No School
January 3 <sup>rd</sup>	Classes Resume
January 21 <sup>st</sup>	Martin Luther King Birthday- No School
February 14 <sup>th</sup>	Valentine's Day Party
February 15 <sup>th</sup>	Professional Development- No School
February 18 <sup>th</sup>	No School- President's Day
March 1 <sup>st</sup>	Early Dismissal Day- 12 p.m.
March 15 <sup>th</sup>	Speech Meet/PD - No School
April 1-5 <sup>th</sup>	Spring Break - No School
April 18 <sup>th</sup>	Easter Party

April 19 <sup>th</sup>	Early Release Day- Teacher Professional Day
May 2 <sup>nd</sup>	Preschool Spring Program- 6:30 p.m.
May 27 <sup>th</sup>	Memorial Day- No School
May 29 <sup>th</sup>	Beach Day
May 30 <sup>th</sup>	Preschool End of Year Awards/Party @ 10 a.m.
May 31 <sup>st</sup>	Last day of school Early Dismissal at 12 p.m.

### Behavior Management Plan

Structure is extremely important to preschool children. During this level of development children must be able to trust their surroundings. They need to know what is expected, so they may begin to develop independence and self-control. Preschoolers also need to have a safe, consistent environment where they can take initiative and assert themselves in socially acceptable ways.

Children attending The Frankfort Christian Academy preschool are expected to follow five simple rules. These rules are taught and then reviewed on a daily basis.



Walking Feet  
Good Hands  
Listening Ears  
Quiet Voice  
Kind Words



Positive reinforcement, reminding of classroom rules, redirection, giving a choice, and natural consequences are the preferred method of behavior management. Students may be asked to leave a center or activity if they are unable to interact with toys or others in that area. Behavior and social development are discussed at all conferences. Parents are encouraged to contact the teacher with concerns or information that might be helpful in understanding your child's behavior.

## Behavior System

This is a brief description of the behavior management system we will be using in our preschool classes each day to reinforce appropriate behavior. Each child's name is posted on a clothes pin and can be moved up or down the behavior chart depending on his/her choices. The behavior chart consists of several areas for the children to be able to be shown that they are making good choices and also several warnings to know that they need to think about the choices they are making. Each child starts each day on green-Ready to Learn. They can be moved up to Great Choice or if they are having a great day they can be moved to Above and Beyond. However, if the child is having a difficult time or makes a poor choice, then he/she will be moved to warning. If the behavior continues then he/she will be moved to lose play time or parent contact. The child is clearly able to see where he/she needs to be and can make better choices to move back to Ready to Learn.

The children are encouraged to keep their name on green-Ready to Learn by following the rules of the classroom including keeping hands to self, following directions, playing nicely with friends, using nice words, and no hitting, kicking, pushing, or other gestures towards friends. If a child breaks on of these rules or is not listening and following teacher directions, then he/she will get a warning that they need to listen and follow directions and move his/her clip to warning. If a child hits or hurts another person in the room, he/she will be moved automatically to lose play time and/or parent contact. The children have the opportunity to get to move back to the green Ready to Learn during the day if they return to following classroom rules and making good choices.

Please help us encourage your child's interest and motivation at home. Encourage them to be ready to learn at school and to make great choices. If they stay on Ready to learn or get to move up to Above and Beyond at the end of the day, praise them. If they get moved to warning or lose play time, discuss what happened and brainstorm some ways they can stay on Ready to Learn. If your child

does not have a Ready to Learn day, the teacher will send a short note or e-mail telling you why the child had to move his/her clip. If you have any questions, feel free to call or e-mail the teacher. We hope this is a way for students to be reinforced for appropriate behavior. Also, if inappropriate behavior is shown, this will allow the child to understand the consequences and help modify the behavior in the future.