

# Things To Know About Preschool



## Arrival

Early drop off time starts at 7:15 a.m. each morning. If you arrive between 7:15 a.m. and 7:30 a.m. in the morning, please bring your child to room 203. You may park in the front parking lot and walk your child in the side entrance closest to the front of the building. If you enter the front parking lot, you can park where the side walk and awning meet and enter the door under the awning.

If you bring your child after 7:30 a.m. you may bring him/her directly to his/her assigned classroom.



Class starts at 7:45 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 7:45 a.m. each morning. If you arrive after 7:45 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 and pull up to the preschool door to the right of the front door. Cars are to form two lines facing the atrium. 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 p.m. with our regular elementary dismissal, can be picked up from the car line at the atrium beginning at 2:50 p.m. 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. - After school rooms - Room 107 and 109 -  
In preschool hallway

If you arrive before 5 p.m. you may enter the front entrance to the school and go to the assigned area to sign your child out from the teacher. If you arrive between 5 p.m. and 5:30 p.m., please come to the preschool door (located to the right of the front entrance if you are facing the building). The door is locked from the outside. However you can ring the doorbell and a teacher will open the door.

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. the second 15 minute period a late fee of \$10 is applied, and the third a \$15.



## 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.

### 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. Please send a snack and drink for your child each day. Try to pick healthy alternatives such as fruit, yogurt, muffins, crackers, granola bars, etc and a drink of juice, milk or water.

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.



### Lunch

Students staying all day will be served lunch each day. Students may choose to pack a lunch from home or buy lunch from the school. A lunch menu is provided. Students who wish to buy lunch can either pay in advance by the day, week, month, etc. or charge it to be billed at the end of the month. Lunch prices are \$3.75 a day. Cash, checks, or direct payment can be used to pay for lunch orders.

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. 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.

The preschool students are not required to wear uniforms, but must adhere to school dress code policies related to material shown on shirts and other clothing.



## 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. Take out the things from his/her backpack each night. We check backpacks each day to see if you have sent lunch money or letters. If the 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.

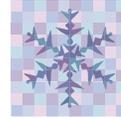
## Medicine

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.

### 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.

October 25 <sup>th</sup>	Fall Fun Day
November 20 <sup>th</sup>	Thanksgiving Breakfast
December 6 <sup>th</sup>	Christmas Program @ 6:30 p.m.
December 19 <sup>th</sup>	Christmas Party
February 14 <sup>th</sup>	Valentine's Day Party
March 28 <sup>th</sup>	Easter Party
May 2 <sup>nd</sup>	Significant Seniors Day
May 21 <sup>st</sup>	Beach Day
May 23 <sup>rd</sup>	Preschool End of Year Program @ 8:30 a.m.



### 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

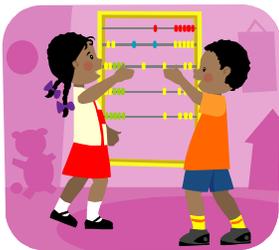


send a treat, be sure to check with the teacher a week prior to the event to allow for her to include it in her daily plan. Treats will be served during snack time in the classroom. Some examples of treats include cookies, cupcakes, small bags of crackers, or juice boxes. Check with the teacher to see 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.

### 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.

## Green Light



## Behavior Game

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 large traffic signal with red, yellow and green. Each child starts each day on green light behavior.

The children are encouraged to keep their name on green 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 or we will have to move him/her to yellow. If a child hits or hurts another person in the room, he/she will be moved automatically to yellow or red light. The children have the opportunity to get to move back to the green light during the day if they return to green light behavior.

Please help us encourage your child's interest and motivation at home. Encourage them to have a green light day at school. If they get a green light at the end of the day, praise them. If they do not get a green light, discuss what happened and brainstorm some ways they can stay on the green light. If your child does not have a green light day, the teacher will send a short note or e-mail telling you why the child did not have a green light day. 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.

Hope everyone has a green light day!



## Information to Know about Preschool

- Structure of day is shown on classroom schedules:
- Items to emphasize: Bible time each day: basic bible stories, music, activities, and application of information to their life
  - Math time each day
- 3 yr. olds- colors, numbers, shapes, putting numbers in order, counting, sorting, patterns
- 4 yr. olds: numbers, putting numbers in order, color words, counting, skip counting (5, 10, 15), addition, subtraction, clocks
  - Phonics:
- 3 yr. olds work on uppercase letters, recognizing letters, letter sounds and writing the letters
- 4 yr. olds work on upper/lower case letters, letter sounds, writing letters, consonant vowel blends and three letter words
- Activities are based around a theme (ex. - zoo animals, bears, apples)
- Gross motor time or Recess in morning, before lunch and afternoon
  - Snacks: morning-provided by parents
    - Afternoon-provided by preschool
      - Lunch
  - Rest time after lunch: 12:30 - 2:30 p.m.
- Preschool provides rest cot, parents will send pillow, blanket, sleeping bag, whatever child needs to sleep we keep them all week in an XL zip lock bag that we provide and then send home at end of week to be washed.
- Pick up time is any time before 5:30 for all day students, please notice schedule for where students will be during afternoon hours. Students are checked out from teacher in the classroom.
  - Special things throughout the week: Library (story time with Ms. Messinger), PE, Music, Chapel (all preschool students together-praise and worship music and short devotion
    - Preschool teachers are with students at all times
  - All preschool teachers are CPR and First Aid certified.

- We have special events and parties throughout the year
  - October - fall fun day
  - May - beach day - water fun
    - Grandparents day
    - End of year program
    - Christmas program
  
- School supplies are provided by preschool program as part of the enrollment fee (crayons, glue, scissors, etc.), parents will be asked to bring a few basics such as tissues, toilet paper, wipes, and Clorox wipes.