



Pre-K Family Handbook 2017-2018



Pre-K Early Childhood Program

Funding provided by:
PA Pre-K Counts Grant



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Pre-K PHILOSOPHY

Our Pre-Kindergarten Program is based on the belief that:

Parents are the child's first teacher.

Children learn through play.

Children are decision makers.

Children are problem solvers.

Teachers guide learning.



The classrooms are divided into distinct learning areas:

- * Art
- * Books
- * Blocks/Construction
- * Computers
- * Manipulative Toys
- * Music
- * Practical Life
- * Science & Math
- * Dramatic Play

Children's Learning

Children's individual development and learning are constructed on a continuum that builds on prior experience and knowledge. Each child's unique learning style, ability and experiences join together to support progress along the continuum.

Our Pre-K program teaches the whole child. Students are provided with opportunities to learn, play, discover, and grow in areas that will enhance their academic, social, and emotional development.

Children will be active learners.

Children will develop new skills by active exploration of hands-on materials. Children will have safe and comfortable environments. Children will have a balance of self-discovery and supportive and nurturing tasks.



Sample of Daily Schedule

Each classroom has a Daily Schedule posted in the classroom

Arrival/Bathroom/Book time/Snack

Morning Circle

Work time Centers 1/ Clean Up

Large Group

Music

Bathroom / Lunch / Clean Up

Story Time and Daily Poem

Small Group Activity /Work time

Center 2/ Clean Up

Outdoor/ Gross Motor

Closing Circle

Dismissal



POLICIES

Absences:

- Please call the school before 8:30 a.m. if your child will not be at school for any reason.
- If your child is absent they will be marked unexcused unless you send in a doctor's note.
- If your child is absent for three consecutive days, he/she will need a doctor's note to return to school.
- There is an 85% attendance requirement. If your child does not maintain this 85% attendance level, you will be required to meet with your child's principal and/or the district's Supervisor of Early Learning, Dr. Frankelli. In addition to this meeting, your child may be removed from the Pre-K program.

Tardiness:

- The school day is from 9 a.m. - 2 p.m.
- If your child is not at school by 9:00 a.m., he/she will be marked tardy.
- After three unexcused tardies, you will be required to meet with the teacher. Continued tardiness will result in a meeting with the principal and/or Pre-K supervisor.
- If your child is late to school, he/she will not have a lunch choice.
- When students are late to school they miss valuable instructional time.

Early Dismissal:

- If your child needs to leave school early for an appointment, please notify the teacher ahead of time in writing.

Illnesses:

- In order to ensure a safe and healthy environment, please keep your child home if he/she has had within the last 24 hours or still:
 - has a fever of 100.4 degrees or higher
 - has diarrhea
 - cannot eat or drink without vomiting
 - has symptoms of a possible communicable disease
 - has a rash or sore that is red and warm to the touch
 - one or both eyes have yellow matter or are itchy/red

- chicken pox, mumps or measles
 - has persistent cough
 - has a runny nose with infectious mucus (green/yellow)
 - has untreated lice or their eggs (nits) on hair or scalp (nurse will periodically check for the presence of nits)
 - is too ill to go outside for a daily walk or exercise
- If your child is sent to school ill, or becomes ill in school, the nurse will assess your child's condition and will contact a parent/guardian or emergency contact person, as needed.
 - If your child has had any contagious illness, a doctor's note indicating that your child is no longer infectious is required for your child to return to school.

Medical Emergencies:

- If a child becomes ill or injured at school and the school nurse deems it to be a medical emergency, he/she will be taken to the nearest hospital and the family or emergency contact person will be notified.

Medications:

- No medications will be given to children during school time. Please arrange to give medication before or after school hours. An exception to this policy would be medicine required by a doctor to be administered during school hours for a special health condition. Written request and instructions are necessary. Contact the nurse at your child's school for the required forms.

Toys or items from home:

- CHILDREN ARE **NOT** PERMITTED TO BRING TOYS TO SCHOOL. They create distractions and could be damaged or lost.
- Toys will be taken from the child and only returned to the parent.

Clothing Restrictions:

- Children should be sent to school in comfortable play clothing. Keep in mind that they can get messy or dirty.
- Children should be able to dress/undress themselves.
- Smocks will be provided for painting, etc.

- Rubber soled shoes are strongly encouraged.
- Velcro shoes are encouraged.
- Sandals, flip-flops, jellies, and other open-toed shoes can be dangerous on the playground.
- Please label all clothing with your child's name. Permanent markers are available at the school.
- PLEASE SEND AN EXTRA PAIR OF UNDERWEAR, PANTS, SHIRT, AND SOCKS. THESE WILL BE KEPT AT SCHOOL IN CASE OF A BATHROOM ACCIDENT OR SPILL.
- Please dress your child appropriately for the weather. On cold days coats, hats, scarves and gloves are strongly encouraged.

Hygiene & Bathroom Skills:

- Please work with your child so that he/she knows how to use tissues and can blow his/her nose independently.
- Assistance is not given to students when they use the toilet. It is important for children to be able to do the following:
 - wash his/her hands after using the toilet
 - wipe after toileting
 - pull up/down pants

Meals:

- Healthy meals and snacks are provided to the children. Please do not send in candy, soda, gum or other treats to school with your child.
- ALL meals are funded by the PA Pre-K COUNTS Grant.
- Students should be able to use utensils when eating.
- If your child does not like the lunch choices provided by the District, you are encouraged to pack a healthy lunch instead.

Photographs/Video:

- We know that many of you from time to time would like to take photographs and/or a videotape of your child and/or in the classroom. Please discuss this with the staff prior to taking any photos or making videotapes.

Field Trips:

- Throughout the year, depending on available funding, field trips may be planned.
- Bus transportation may be provided by the school.
- A field trip permission slip is signed by parent/guardian.
- Additional flyers & field trip information forms will be sent home according to each field trip.

Lost and Found:

- Please check with the classroom staff for any missing items.
- Remember to label your child's clothing.

Visitors:

- All visitors to the classroom must sign in at the main office upon entering the building.
- A visitor badge must be worn at all times during the visit.
- If you would like to visit the classroom or meet with the teacher, please contact the teacher to schedule an appointment ahead of time.

School rules:

- Parents should reinforce the following rules which will be used in school.
 - We use gentle hands.
 - We use inside voices.
 - We use walking feet.
 - We take turns sharing the materials.
 - We put our toys and materials away.

Parent Pick-Up:

- The child can **only** be released to an adult whose name has been provided to the school by the parent.
- Everyone **including parents** must have photo ID with them. The teacher/assistant will ask to see ID.
- If you are sending someone to pick up your child at school who is not on the list, you must send a note that day or permanently add a pick-up person to the list in the main office. We will not accept phone calls, voicemails, etc.

Updated Emergency Card Information:

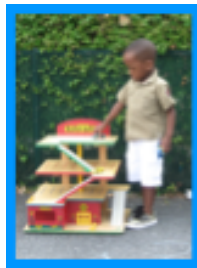
- Please inform the main office and classroom teacher of any phone number and/or address changes.
- Also, please be sure that your emergency contact information is up to date on your child's emergency card.
- Emergency contacts should be someone outside of your household.

Additional District Policies:

- All Pre-K students are required to follow all BASD policies. Please refer to the BASD website for the full policy manual or contact the main office.

Additional School Guidelines:

- Since our Pre-K classrooms are currently housed in three different BASD elementary schools, there may be different guidelines that are in place at each individual school. Please refer to the building's student handbook for these additional building guidelines.



UNSCHEDULED CLOSING OF SCHOOL

The Pre-K program will follow the closing schedule of the Bethlehem Area School District. If the decision to close school has been made, announcements will be made on the following local radio and TV stations, the districts website, ParentLink and on Twitter: @basdsupt and @basdjacksilva. Please avoid calling the schools or the transportation department.

WEBSITES :

- www.beth.k12.pa.us
- www.wfmz.com
- www.mcall.com

TV STATIONS:

- WFMZ TV-69
- WNEP TV-16

RADIO STATIONS:

- **A.M. Radio Stations:**

- WAEB 790
- WKAP 1470
- WGPA 1100
- WBYN 1160

- **P.M. Radio Stations:**

- B-104.1
- WLEV 100.7
- WZZO 95.1
- WDIY 88.1
- CAT Country-96.1
- WODE 99.9

PARENT LINK

- All parents will receive a recorded message from the school district to announce delayed openings and/or school closings.
- Phone numbers must be current to receive these messages.
- Please notify the school secretary of any changes.

ONE-HOUR DELAY:

- If the Bethlehem Area School District has a 1-hour delay; children will come to school one hour late, which is 10:00.

TWO-HOUR DELAY:

- If there is a 2-hour delay, Pre-K will begin two hours later, which is 11:00.

Contact Information

Calypso Elementary School

1021 Calypso Avenue
Bethlehem, PA 18018
610-691-0152

Martha Hernandez, Teacher
mhernandez@basdschools.org

Kathy Bast, Principal
kbast@basdschools.org

Marvine Elementary School

1425 Livingston Street
Bethlehem, PA 18017
610-865-0012

Dr. Matilde Garcia, Teacher
mgarcia@basdschools.org

Dr. Karen Gomez, Principal
kgomez@basdschools.org

Donegan Elementary School

1210 East Fourth Street
Bethlehem, PA 18015
610-866-0031

Jessica Rodriguez, Teacher Rm. 236
jlrodriguez@basdschools.org

Sonia Vazquez, Principal
svazquez@basdschools.org

Laurie Latham, Teacher Rm. 235
llatham@basdschools.org

Pre-K Office Information

Cynthia Matt, Pre-K Secretary (at the Marvine Elementary Family Center)
cmatt@basdschools.org
610-865-0012 ext. 16818

Supervisor Information

Dr. Jodi Frankelli, Supervisor of Early Learning & Grants
jfrankelli@basdschools.org