

Pre K Program

2015-2016

Parent Handbook



*A partnership between
The School District of the City of York
And
Community Progress Council, Inc.*



Welcome to Pre-K!

This parent handbook is meant to serve as a guide for parents and caregivers to help ease the transition from the home to the school environment. This book will provide you with policies and procedures in regards to the PA Pre K Counts program as well as policies that govern the school district. The staff suggests you keep this book in a safe place so you can refer to it as needed.



All About Us

The School District of the City of York, in partnership with Community Progress Council, Inc., provides a high quality pre-kindergarten program for families that live in York City.

The program is partially funded through Pennsylvania Pre K Counts, a state initiative to expand the number of children that have access to high quality pre-kindergarten. This will be the ninth year that the school district has offered the pre k program to families.

Research has proven that children who attend high quality pre kindergarten programs do better in school and are less likely to experience school failure than those who do not attend. So congratulations on registering your child for this fantastic opportunity to prepare your child as they begin their school career

Mission Statement

The mission of The School District of the City of York and The Community Progress Council is to provide York City families with a quality preschool experience in order to encourage and develop a more successful transition for children from preschool to kindergarten. This will be done by combining developmentally appropriate early childhood practices with the best research based curricular practices of the educational culture of the school district. The program is based on the Pennsylvania Early Learning Standards. These standards are what guide teacher's instruction.

Our Staff

Each classroom has a lead teacher and an assistant teacher. We must maintain a ratio at all times of one staff member for every 10 children. Our teachers are highly qualified and have lots of experience with pre kindergarten children. Lead teachers have their Pennsylvania Instructional 1 Early Childhood teaching certificate. Assistant teachers have their Child Development Associate's certificate for preschool. The instructional staff is employed through Community Progress Council, Inc., not the school district. The Pre K Counts classes are held in the school district buildings. We follow the school district calendar as well as most policies and procedures of the school district. There are pre k classrooms in each of the 7 K-8 buildings. We also have 3 floating substitutes that you will see in the classrooms. This year we have added 2 Instructional Coaches to our staff and an Office Manager. An Education Manager and a Pre K Supervisor complete our staff.



Enrollment Information

For residents of York City, PA Pre-K Counts is open to any child that will be 4 years of age by August 31. A child who is eligible for kindergarten is not eligible for Pre-K Counts. Children and families must qualify for Pre K Counts by meeting an income requirement. Registration is held in the spring of the year. Class size is limited to 20 students.

The following documents are needed to register your child:

- Child's birth certificate
- Child's immunization records
- Proof of residency that parent and child are city residents
- Proof of income (pay stub, tax return, unemployment statement, etc.)
- Child's social security card

After your child is accepted into the program, they must have a physical from the doctor in order to enter school. If a physical is not returned within 30 days of entry then the child will be asked to leave the program. It is also advised that your child has a dental exam before they begin pre-k. It will be required when they enter kindergarten. Children's immunizations must be current. The school nurse will check immunization records and make parents aware of what is needed if anything is missing. Within 60 days of entering school a record of immunizations is required. If a record is not obtained within 60 days, a child can be excluded until all immunizations are current.

Because PA Pre-K Counts is a state grant there are many factors that need to be known for record keeping purposes. An extensive questionnaire is completed at registration. This information is needed to track student data and is required by the state legislators. On the registration application parents are asked to sign a statement allowing this information to be shared for reporting purposes. The information is kept confidential.

Frequently Asked Questions (FAQ's)

What time does Pre K start and end?

Pre K students will be met at the door by their teacher at 8:15 a.m. Anyone that arrives after 8:15 will be considered late or tardy. Pre K students must be picked up by 2:30 p.m.

Does Pre K eat at school?

Pre K students will receive free breakfast and lunch at school. Meals are nutritionally balanced to meet national school lunch standards. Students are encouraged to try different food items. Pre K students eat their meals with the teaching staff. They are not to go to breakfast in the morning with older siblings. If your child has a food allergy/restrictions please let your teacher know.



Who may drop off and pick up my child?

Pre-K Counts has strict guidelines regarding pick up and drop off of students. Teachers will be asking you to fill out information on who may drop off and pick up your child. For safety reasons, only those adults on the list may pick up or drop off your child. At drop off you will be asked to sign your child in and at dismissal you will be asked to sign your child out. Again this is for your child's safety and for our records. Older siblings in the school may not drop off or pick up the pre k child. Each school has a separate entrance and exit that pre k uses. Your pre k teacher will show this to you when you come for your registration visit.

Does my pre k child need to wear a uniform?

Yes. The uniform consists of white, light blue or navy collared shirts and khaki or navy blue pants, shorts or skirts. Uniforms can be purchased at most major department stores and are relatively inexpensive. It is our suggestion that parents make sure their child is dressed appropriately for the weather. Pre-K children have daily outside time weather permitting. They go out on hot as well as cold days. In winter months please make sure your child comes to school with a hat, gloves, and warm coat. It is also suggested that you keep an extra set of clothes in your child's backpack in case of emergencies. We also suggest that parents send in a large old T-Shirt for children to put on over top their uniform for times we paint, use clay etc. This will help to keep the uniforms looking good when we are doing messy projects. Flip flops and sandals are not to be worn to school because they can be trip hazards when students are outside running and jumping. Sturdy shoes that buckle or tie such as sneakers are best.



Does my child need a backpack for pre k?

Yes. Important papers come home daily. It is also helpful to have an extra set of clothes in the backpack in case of accidents.

Is there a nurse at the school?

All schools have a nurse/health aid that is available for emergencies. Pre K students will receive vision and hearing screenings done by the nurse and results will be shared with parents. This year we will also be offering dental screenings to Pre k students. Parents will receive more information on that the first month of school.

What if my child has asthma or needs medication during the day?

Prescription medication may be administered during school hours if parents comply with district regulations. Any prescribed medication

must be brought to school in a properly labeled container stating the student's name, dosage, name of medication and time to be given. The parent must sign a request form and the physician must supply the school authorities with a statement revealing the name of the medication, the reason for the medication, time and/or conditions under which medication is to be administered and any potential side effects. Non prescription medication will be given only if ordered by a doctor.

Will my child have homework in pre k?

Since Pre-K is teaching your child readiness skills for kindergarten, your child will get homework weekly. Usually homework will consist of basic things you can do with your child to help make them better prepared for school. These could include counting, practicing name writing, practicing letter and number recognition, etc. Homework should not be looked at as a chore but as a way for you and your child to spend some quality time together reinforcing skills that the teacher is doing in school. It will also teach your child responsibility. Try to make homework time a fun time by having a special spot in your house to work that is quiet and free from distractions. Your child will also be participating in the 100 Book Challenge Program. This is a program that is done in kindergarten through 5th grade. It asks parents to read to their children each night and sign a log sheet. Students then get medals for reading certain numbers of books. More information will come home from your child's teacher on the program. Usually the program is not started in pre- k until October. There are charges for lost and damaged books. Reading to your child every day is very important in developing literacy skills.



What happens to pre k during snow closings and delays?

If weather forecasts call for snow please pay attention to your radio and television to hear information about closings or delays. If you have a computer and internet access, information will also be posted on the district web site. If school is delayed one hour your child will come to school at 9:15.

If school is delayed two hours your child will come at 10:15.

Sometimes weather conditions can get bad throughout the day and students may be dismissed early from school. Please make sure you have a plan in place for pick up of your child in case this occurs. Pre-K Counts students will dismiss 15 minutes before the K-8 students in this situation.

What happens on early dismissal days?

The district has early dismissal days built into the school calendar for the purpose of teacher and staff development. These are typically every other Wednesday. Please check the district calendar or website for specific dates. Teachers will usually send notices home reminding you of the early dismissal dates Pre k students will be dismissed at 1:00 on early dismissal days. We appreciate your promptness on these days because the teachers usually have meetings they need to get to. Sometimes this involves leaving the school building and driving to get to the meeting so your promptness at pick up is greatly appreciated.

What should I do if my child is late for school?

Children must be at the designated Pre K door at 8:15. If your child is coming late to school there is a procedure that must be followed. You will be unable to access the pre k classroom the usual way. You will need to go to the main office of the school. You will need to sign in and get a visitor's badge. You will then need to take your child to his/her classroom. You may not drop the child off in the office. You must accompany the child to the classroom. There you will be able to sign in your child as usual. The Pre K Tardiness Policy will then take effect.

What should I do if I am late picking up my child?

Children must be picked up by 2:30.

Those that are not picked up by 2:30 will be taken back to the classroom.

Again, you will then be unable to access the pre k classroom the usual way. You will need to go to the main office of the



school, sign in and get a visitor's badge. Then you will need to come to the pre k classroom and sign your child out. The Pre K Tardiness Policy will then take effect. If your child is still at school at 2:45 they will be taken to the office to wait for you. District security officials will also be contacted at this point.

What should I do if my child is sick and unable to come to school?

- Please call your child's teacher and let them know that your child will not be in that day.
- When your child is well enough to return to school, an excuse note must be sent with the child describing the reason for the absence.
- If an excuse note is turned in then one will be given to parents to complete.



Sick Child Policy

Young children have a tendency to be susceptible to many illnesses. If your child has an illness that is contagious please notify the teacher or school nurse immediately. Children who have fevers greater than 100 degrees must be fever free for



24 hours before coming back to school. This is fever free without the use of fever reducing medicine. Sometimes students get sick at school and are sent home for vomiting, diarrhea, etc. If this occurs the child should also be symptom free for 24 hours before returning to school. In most cases this means the child should not return to school the following day. Young children can also be susceptible to the following:

- Head Lice: Students will be sent home from school and will not be readmitted until the school nurse has checked the student and determined that the student is safe to return to school
- Scabies/Impetigo: Student must see a doctor and return only with a note from doctor
- Ringworm: Student may return when doctor says they are no longer contagious. The area must remain covered as well.

Children will be required to remain at home at least 24 hours for any contagious illness after proper medication has been administered. No student that has been excluded due to illness will be readmitted until the nurse is satisfied that the condition the child was excluded for is not communicable or until the child presents a certificate of recovery from a physician.

Proper hand washing is essential in preventing the spread of illness!





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Pre K Attendance Policy

Attendance in the Pre K Program is extremely important. By signing your child up for the program you have made a commitment to your child's education. This commitment should be taken seriously. Your child will gain the most benefit from the program if they are present every day. Illnesses do occur but your child should come to school when at all possible. Developing good attendance habits now is crucial to school success. Students who are absent regularly will be dealt with accordingly and will be considered truant.

Reasons for absence that will be excused are as follows:

- Illness
- Quarantine
- Recovery from accident
- Death in the family
- Family educational trips
- Religious holiday
- Pre-arranged medical and dental appointments for part of the school day

When a child is absent from school they must bring in an excuse note stating the reason for the absence. All notes should include:

- Name of student
- Date of absence
- Reason for the absence
- Parent/guardian signature
- Phone number that parent can be reached

If an excuse note is not received within 5 days of the absence then the absence will be considered unlawful and therefore unexcused. Teachers will give parents a sample excuse note if needed.

The Pre K Program will follow district policy in that once a child reaches 10 unexcused absences a doctor's note will then be required for any further absence. If a doctor's note is not provided then a child can be removed from the program. Reminders of this policy will be given to parents after 3, 5 and 8 unexcused absences.

Parents must contact the child's teacher if the child is going to be absent that day.

- If a child is absent for 3 consecutive days and the parent has not contacted the teacher, the teacher will contact the parent to learn the nature of the illness.
- If a child is absent for 5 consecutive days and the parent has not contacted the teacher, the program supervisor will contact parents. If contact is not made then the school district attendance officer will be notified.
- If no contact with parents can be made after 6 consecutive days then the child could be dropped from the program.



Disruptive Child Policy and Procedure

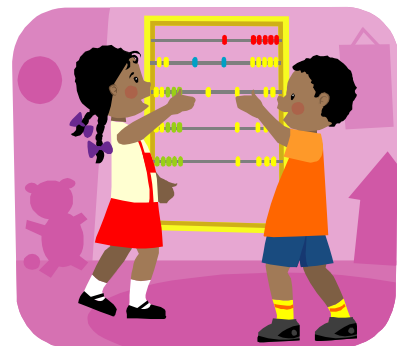
The steps below will be taken anytime a child demonstrates extreme behaviors such as the following:

1. Biting, kicking, hitting, and throwing objects
 2. Deliberate destruction of school property
 3. Refusal to stay in the classroom or with the group
 4. Refusal to cooperate with teachers
 5. Use of extreme, inappropriate language
 6. Hurting themselves or others
-
1. Teachers will notify coordinators of the incident by the end of the school day.
 2. Teachers will fill out an incident report and make contact with the parent about the occurrence. Parent signature on incident report is required. Copy of the report will be given to parents, coordinators and teachers will keep a copy. In extreme cases a District Discipline Referral Form may also be completed if district staff were involved.
 3. The parent will be required to take part in a parent conference within 5 days of the incident. At least one coordinator will be present at the meeting along with the teachers. At this meeting a plan with strategies on how to address the child's behavior will be developed with the family. Community resources will also be discussed at this time. A Team Conference Report for Disruptive Behavior will be completed at this time with copies given to all present at meeting. A period of time to implement strategies for child will be agreed upon by the team.
 4. If at the end of the time period allotted the strategies are not successful in reducing the problem or if the family does not follow the strategies or if the behavior escalates and student becomes a

safety risk, the following alternatives will be considered and implemented on a case by case basis:

- a. A "furlough plan" in which the child is permitted to participate in class for a reduced number of days per week or reduced number of hours per day. Example: student may only attend half days instead of full days or 3 days per week instead of 5.
- b. A "temporary total furlough" from class for a specified time after which the student may come back to class if the parent agrees to participate in any intervention needed.
- c. Parent will be asked to pick child up immediately if incident occurs that jeopardizes class safety.
- d. After all possible options are exhausted or in extreme circumstances, a child may be discontinued from the program

❖ Please remember that we want all our children to learn as much as possible in the safest environment possible. Your help in allowing us to do this is essential.





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PRE K

Chaperone Responsibility Form

All chaperones must exhibit behavior that is considered appropriate for interaction with school district students, staff, other volunteers and the public during a field trip. These behaviors include, but are not limited to the following:

- Maintaining a warm, caring, child centered attitude
- Respecting the roles of the teachers and assistant teachers
- Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties and from their presence on the trip
- Following school district and Pre K Counts policies and rules including the directions given by the teacher to whom they are assigned
- Refraining from the use of any type of foul language
- Dressing in an appropriate manner including clean attire that provides full coverage, no offensive slogans or pictures and appropriate footwear

Because chaperones will be acting as role models for students they must refrain from using tobacco, alcohol and controlled substances. In addition, they may not be under the influence of alcohol or controlled substances while on a field trip.

Because the chaperone will need to give their full attention to supervising the children in their care, they must stay with the group at all times and refrain from cell phone use. Cell phones should only be used for emergencies.

Chaperones may not bring siblings along on field trips.

Chaperones may not use their own money to purchase food, souvenirs, etc

Chaperones will not be permitted to administer first aid, except in the case of an emergency.

I have read the above responsibilities of a chaperone and agree to follow the guidelines set forth. **Failure to do so will result in chaperoning privileges being removed for the remainder of the school year.**

Parent Signature

Date

School Phone Numbers

Phineas Davis K-8
300 S. Ogontz St.
York, PA 17403
Phone: 849-1246
Room 104: Ext 2450
Room 221: Ext 2463

Ferguson K-8
525 N. Newberry St
York, PA 17404
Phone: 849-1344
Room 121: Ext 3121

Jackson K-8
177 E. Jackson St.
York, PA 17403
Phone: 849-1223
Room 124: Ext. 3507
Room 122: Ext 3508

Hannah Penn K-8
415 East Boundary Avenue
York, PA 17403
Phone: 849-1256
Room 133
Room 135

Julie Fabie
Pre-K Supervisor
717-849-1398
fabiejul@ycs.k12.pa.us

Jacob Devers K-8
801 Chanceford Ave.
York, PA 17403
Phone: 849-1210
Room 6: Ext. 3029
Room 4 :

McKinley K-8
600 Manor St
York, PA 17401
Phone: 849-1312
Room 129: Ext 2518

A. D. Goode K-8
251 N. Broad St.
York, PA 17403
Phone: 849-1314
Room 15: Ext. 2915
Room 37: Ext. 2937

Angie Sparks
Pre K Education Manager
717-845-3571 ext. 4035
sparkang@ycs.k12.pa.us

The Pre K Office is currently located at the Administration Building
31 N. Pershing Ave

Attendance Page

I have attended the Pre K Parent Orientation held at
_____ School on August __, 2015.



The policies in this Parent Handbook have been explained to me and I am willing to follow them so that my child may be enrolled in the Pre K Counts program at The School District of the City of York.

I understand that if I fail to follow polices regarding attendance and tardiness my child could be removed from the program.

Parent Signature

Date

