

Bleckley County Pre-Kindergarten School Policies 2017-18

The safety and well-being of our students is very important to us. The following policies and procedures are in place to help ensure the safety of our students. If you have any questions, please contact Bleckley Pre-K at (478) 934-9094.

Please put our direct phone number **(478) 934-9094** and **934-2821** in your cell phone contacts so that you will know when Bleckley Pre-K is trying to contact you. It is important that you accept our calls due to unforeseen situations/emergencies that may arise.

In the event of a school emergency, unexpected early dismissal, or other important message that needs to be distributed to parents, you will receive an automated call/text. Please make sure you listen to the entire call/read the entire message.

As a measure of school safety and to respect the privacy of others, please do not post any pictures of students (other than your own) on any form of social media.

Only those individuals listed on the pick-up card will be allowed to sign your child out of school or pick them up as a car rider unless a dated and signed note is sent to your child's teacher. If you need to make changes to the pick-up list, please come by the office and make the changes in person so you can initial and date the change. Individuals signing students out may be required to produce photo identification.

School Day

The instructional school day is from 8:00-2:30. Please make sure your child arrives on time and is present every day that he or she is not sick. There are many skills Pre-K students must learn to be prepared for the rigor of kindergarten.

Car Riders

The car rider entry is located at the back of the school (turn by the track) and is open from 7:30-7:55 in the morning and from 2:30-3:00 in the afternoon. Please stop at the cone before you reach the awning and wait until directed to pull forward. This will allow maintenance department vehicles access to their building. Please do not let your child out of your vehicle until you reach the drop-off zone.

All morning car riders must be in the building by 7:55. The ladies who supervise car riders must be in their classrooms by 8:00, so the doors will be closed at 7:55

even if there are cars in line. After 7:55, you will need to pull around and park in the lower parking lot, walk your child in, and sign them in. **No cars are allowed to drive through the front entrance until after 8:30 a.m. due to bus traffic.**

The afternoon car rider line is open from 2:30 p.m.-3:00 p.m. All car riders should be picked up by 3:00. We will attempt to contact the parent or an emergency contact of any child not picked up by 3:00. If we are unable to reach a contact, the child will be sent to Bleckley Primary Childcare Program. Any costs incurred will be the responsibility of the parent/guardian.

Dismissal

YOU MUST SEND A NOTE OR CALL THE FRONT OFFICE (478) 934-9094 IF THERE IS ANY CHANGE IN THE WAY YOUR CHILD WILL GO HOME. We will need the person's name and the address of where your child will be going. If you know the bus number and the phone number of the residence/person where the child will be going, please provide it. Please ask the person receiving your child to be visible to the bus driver or the child will not be dropped off.

If we do not have a note or receive a call from you prior to your child's bus departure, your child will go home as normal. **Please notify us of changes by 1:00 p.m.** unless it is an emergency. If you leave a voicemail, please check back to make sure it was received.

Bus Riders

For safety reasons, an adult must be visible for the bus driver to let a Pre-K child off. If an adult is not visible when your child's bus arrives, he will be taken to Bleckley Primary School and be placed in the After School Child Care program. Parents/Guardians are responsible for the costs incurred. Repeated incidences of no one being visible to greet the child may result in suspension of bus privileges.

Misbehavior on the bus that the driver cannot correct will be referred to the Pre-K Director for discipline. Students will be talked with and parents will be notified and asked to address the issue at home. Repeated referrals may result in suspension of bus privileges.

Pick-Up List

Only those individuals listed on the pick-up list will be allowed to sign students out of school or pick them up as a car rider. Individuals picking students up should bring their picture ID for identity verification. Only the parent /guardian who enrolled the student can make changes to the pick-up list and

changes must be made in person. **Please update phones numbers on the pick-up list as they change.**

Attendance

The Pre-K program is based on 6.5 hours of instruction time. We encourage students to come to school every day unless they are sick. Any child that is absent 10 consecutive days may be removed from Pre-K. Any child that is absent excessively may be removed from the program. Excessive absenteeism is defined as missing more than 2 days per month without a medical reason. Any child that is frequently tardy/late or frequently leaves early may also be removed from the program. Excessive tardiness more than once per week is defined as late arrival.

Absentee Notes

When your child is absent, send a note the next day giving the reason for the absence.

Out-of-County Students

Parents of out-of-county students enrolled in Bleckley Pre-K must sign an out-of-county contract. Failure to comply with the stipulations of the contract may result in your child not being accepted for enrollment in Kindergarten at Bleckley Primary. Acceptance at Bleckley Primary resides with the administration of that school.

Communication Folder

We provide each student with one communication folder. This folder is used for teachers to send parents notes, newsletters, etc. and for parents to send notes or other information back to teachers. **Please check your child's folder daily and use it to communicate with your child's teacher.**

Backpacks

We ask that all students have a backpack that is of appropriate size for a four-year-old. Communication from teachers will be sent home in the communication folder that we provide. **Please check your child's backpack and folder daily.** Please put all notes to your child's teacher in the communication folder (teachers check folders, not backpacks) and place the folder in the backpack. Students may not bring pocketbooks, toys, jewelry, make-up, water bottles, drinks, gum, candy, or snacks in their backpack.

Discipline

When called, parents are expected to come to school immediately and address the discipline issue with their child. Chronic or serious discipline issues that are not resolved may result in suspension or being dismissed from the program.

Parent Contact Information

It is very important for us to be able to get in touch with parents during the day. **If your phone number or address changes, please notify us immediately.**

Contacting Teachers

We encourage parent and teacher communication. Pre-K teachers will keep you informed via notes in the communicator folder and phone calls. **If you need to contact your child's teacher, please call the office at (478) 934-9094 or send them a note in your child's communication folder. Please do not use social media (text, Facebook, etc.) to contact teachers or other school employees regarding student/school related issues. Teachers do not check their phones and social media during the school day so contacting them in any manner other than a note or calling the office will result in them not getting the information in a timely manner. We will not be responsible for information sent via text, Facebook, etc. You may email your child's teacher with any questions/concerns that do not require immediate attention/action.**

General Expectations

Students are expected to be respectful and obey all Pre-K faculty and staff. Parents will be called to come to school in cases of misbehavior that cannot be redirected in the classroom or by the director.

Students should be potty-trained and self-sufficient with their toileting needs. Students should wear clothes they can manage in the restroom. We do not change diapers/pull-ups. If a student has a bowel movement in their clothes, a parent will be called to come change and clean them.

Children should be present and on time every day they are not sick, not contagious, and have been fever, diarrhea and vomit free for 24 hours.

Parents should immediately notify us of any address and phone number changes so we can contact you in the event of an emergency.

Pre-K requires that parents attend two conferences a year regarding their child's progress. Please keep your scheduled conference appointment.

If there are any legal documents pertaining to the student regarding custody or restraining orders, we must have the most current copy in order to adhere to it. Change of custody cannot take place at school. Please arrange any change of custody so that it does not occur at school.

Parents should immediately notify us of any health conditions that could be hazardous to the health of their child, other children, or adults.

Dress

For safety reasons, tennis shoes are preferable for young children. Sandals are permissible but must have a strap around the heel. Girls may not wear spaghetti straps or strapless tops/dresses. If your daughter wears a dress, please be sure they wear shorts under it. Dress your child in clothes he or she can manage for toileting. Weather permitting, Pre-K students go out to recess each day, so please make sure your child wears clothes appropriate for the weather conditions. Place the child's name in all jackets, coats, and sweaters.

Change of Clothing

Please send a changing of clothes for us to keep at school in the event your child spills something on their clothes or wets them. Soiled clothes will be sent home in a plastic bag in the student's book bag. Please check your child's book bag daily and return a clean set of clothes if we send soiled clothes home. We do not change pull-ups. If your child soils their clothes other than with a spill or wetting themselves, you will be called to come change and clean them.

Illnesses

If your child has a fever, bad cough, thick mucus drainage from the nose, vomiting, diarrhea, or other illness please keep them at home. **A child must be fever free and not had diarrhea and not vomited for 24 hours before returning to school. If your child is contagious with any illness, please do not send them to school.**

Pink eye is highly contagious. **If a child has pinkeye, they must have prescription drops for 24 hours before returning to school.**

If your child has any health issues or impairments, please let us know so we can be aware of any situations that may be a health concern for your child or others who may be in contact with them (i.e. allergies/allergic reactions, asthma, seizures, diabetes, hemorrhaging, heart condition, syndromes, diseases, contagious condition, etc.).

Medication

If your child needs to take medicine at school, you and the child's doctor must complete the necessary paperwork for us to administer medication. **Please do not send any medication to school by students** (including EpiPens, inhalers, prescription and non-prescription drugs, etc.). A parent will need to bring and pick up all medications.

Head Lice

Lice spread very easily and teachers routinely check for head lice. You will be called to pick your child up if either a live bug or nits are found. Upon return to

school, you must provide verification from the Health Department that your child has been cleared to return to school. Head lice spread easily and quickly. In addition to treating the child's hair, getting rid of lice requires thorough cleaning/disinfecting of linens, pillows, combs, brushes, jackets, stuffed animals, car seats, etc.

Immunizations

We must have a current **Certificate of Immunization (Form 3231)** on file within 30 calendar days of enrollment. Students without proper documentation of immunizations being current will not be allowed to attend Pre-K.

Vision, Hearing, Dental & Nutrition Screening

We must have a **Vision, Hearing, Dental & Nutrition Screening (Form 3300)** on file within 90 calendar days of enrollment. If further evaluation is indicated as being needed by the screening provider, parents must make the appropriate follow-up appointments and provide us with documentation from the service provider that the child received follow-up treatment. Failure to comply may result in the student not being able to attend school.

Meals

All Pre-K students eat breakfast and lunch together. There is no charge for students to eat. No carbonated or canned beverages should be sent to school in student lunch boxes. Students should be able to open the containers in their lunchbox with little or no assistance. Parents may not send/bring meals from restaurants to their child at school.

We encourage parents to come eat with their child on their birthday or other special occasions. However, we request that you wait until after the first month of school before coming to eat with your child. This gives students an opportunity to acclimate to school and the daily routine. Parents may purchase a meal from the lunchroom, but may not bring in meals from restaurants. You must notify your child's teacher a day in advance of eating with your child so they can notify school nutrition personnel.

Birthday Parties

Please notify your child's teacher in advance if you would like to provide cupcakes, birthday cake, etc. for the class in celebration of your child's birthday. We ask that you consider the small cupcakes to avoid waste and to enable students to better handle them.

Invitations

Party invitations may be distributed if every child in the class receives one.

Gift Deliveries for Students

We do not accept deliveries of flowers, balloons, or other gifts for students.

Naptime

Naptime is required for every child. Students rest for approximately 1 hour. We provide mats for the students to nap on. You may send a small blanket or beach towel for your child to use as cover.

Parent Conferences

Pre-K parents are required to participate in two (2) Parent Conferences per year. They will be scheduled in early January and May. Please make every effort to attend both conferences. Should you wish to conference with your child's teacher more often, please contact the teacher to schedule it.

Visitors

All visitors must enter the building through the front office and receive a visitor's pass. Visitors are not allowed to interrupt instruction or loiter in the building.

No Smoking

This is a smoke-free campus. No smoking is allowed. This includes in your automobile during drop-off and pick-up at car riders.

Child Care

Child Care (early morning and afternoon) is available at Bleckley Primary School. Buses will provide transportation between schools. Please contact Bleckley Primary at (478) 934-2280 for specific details regarding policies, hours and cost.

Please complete the following page and return it to your child's teacher.

Please sign below indicating that you have read the 2017-2018 Bleckley County Pre-Kindergarten Student Handbook and return this form to your child's teacher.

Teacher _____

Student's Name (Print clearly) _____

Parent's Name (Print clearly) _____

Parent's Signature _____

Date _____