

# ACGC Preschool Handbook

PK 4 (the year before Kindergarten)

PK3

Preschool is a time of discovery; children are discovering themselves, the people around them and their world. They are learning to get along with other children, with parents, with preschool teachers and in new situations. Preschoolers' constant questions and activity stem from their intense desire to learn more about the world around them. Preschool is a time to capture their great imagination and their intense desire to learn.

Preschool uses a wide variety of tools and materials for learning. Preschoolers learn best through hands-on experiences using all their senses.

## PRIMARY GOALS

1. To provide a caring, open classroom for children to learn and play in. We want to encourage a love for learning.
2. To encourage creativity by providing access to a variety of materials. We have books, music, games, art materials, building toys, science objects and more.
3. To provide opportunities for children to develop and practice listening skills.
4. To provide a clean and safe environment.

## ELIGIBILITY

ACGC Schools Early Childhood Programs offers School Readiness classes to children who are 3 - 5 years old by September 1st, and is open to any child regardless of race, creed, color, national origin, sex or ability.

All children must be toilet trained to attend preschool.

Early Childhood Screening is required to attend School Readiness programs. Appointments are available by calling Nancy @ 244-4693. Once screening is complete, our staff may recommend further evaluation for your child. If you choose not to allow our ECSE staff to evaluate your child, we may not be able to meet your child's needs.

Students receiving ECSE services will be assigned to the class section that best meets their needs; any student may be reassigned to another class section if necessary.

## **ATTENDANCE**

Regular attendance is very important for school success and consistency. If your child is ill or unable to attend class please call the school and leave a message. (attendance line: 244-4679)

## **BIRTHDAYS**

We will recognize each child's birthday by singing to them if they like their birthday recognized. Parents may send a special non-food item to share (pencil, sticker, etc) with their classmates but this is not required. Children with summer birthdays will celebrate their "half birthday".

## **COMMUNICATION**

Notices or letters of information pertaining to the preschool will be sent home in the pocket folder in your child's backpack. Please check your child's backpack each day and please read any information sent home. You may also communicate with your child's teacher through google classroom, email, or by calling the school office.

## **CONFERENCES**

**There will be a parent-teacher conference in the fall and spring. If you have any concerns a conference may be scheduled at any time.**

## **PARENTAL RESPONSIBILITIES**

Parent involvement is required by the State for all preschool programs. Parents must agree to spend 1 hour per week in parent education activities. Frequently, your child will bring home a book, activity or Reading Corps bag containing a book and journal, to do with an adult. Parents of children in School Readiness will be expected to attend two classroom events for parents and children, two conferences, and are invited to attend the field trip. By registering your child for preschool, you are committing to following the State requirements.

Parents are required to come to 2 classroom events and conferences. The field trip can count as one event, but we don't require them to come on the field trip.

EMERGENCY- If an emergency occurs and you cannot pick up your child please contact the school office. CHILDREN WILL BE RELEASED TO AUTHORIZED PERSONS ONLY-UNLESS NOTIFIED IN WRITING THAT THERE WILL BE ALTERNATE ARRANGEMENTS.

SUPPLIES- The school supply list is posted on our school website: [acgcfalcons.org](http://acgcfalcons.org)

## **EMERGENCY CLOSINGS**

1. If ACGC Schools are two hours late, PRESCHOOL WILL BEGIN 2 hours late AND END AT the regular time. The missed time will not be made up.
2. If ACGC Schools are canceled for the day, we will make-up the according to the PK-12 ACGC calendar.
3. If school is called off in the middle of the day please come and pick up your child as soon as possible. (If your child rides the bus home he/she will be bussed home along with other ACGC students.) Parents must listen to local radio stations, look on the school website for school closings. In all cases staff will be on hand until every child is picked up.

## **GUIDANCE AND POSITIVE DISCIPLINE**

The preschool is planned to promote enjoyable learning experiences for your child and positive interactions between adults and children. Discussion and redirection are the methods used when dealing with negative behavior. The primary reason for setting limits is for the safety of the children. A brief period of time-out (approximately 5 minutes) will be used only as last resort.

## **HEALTH AND SAFETY**

Parents are responsible for keeping our Emergency Information sheet up to date. If you have a change in address, phone numbers (day care, home or work) or persons authorized to pick up your child, the preschool must be notified in writing. If your child becomes ill at school, a parent or authorized person will be called to take the child home.

In the event of an accident, the following procedure will be followed: 1) If immediate treatment is needed, 911 will be called.

2) If less serious, the teacher or school nurse will administer the necessary first aid, as well as contact the parent.

Care Settings: Information for Caregivers, Parents or Guardians

(Hennepin County Community Health Department Epidemiology Program)

A Child with any of the following conditions or behaviors must be excluded from our program:

Chicken Pox - until all blisters have dried into scabs; usually about 6 days after onset or rash.

Conjunctivitis (pink eye) - Bacterial, with pus, until 24 hours after treatment begins.

Diarrhea (infectious) - until diarrhea stops for 24 hours, or until medical exam indicates it is not communicable.

Fever - any fever over 100 degrees Fahrenheit. Until fever free for 24 hours.

Impetigo - until treated with antibiotics for at least a full 24 hours.

Lice - until after first treatment and no nits are present.

Rash - (with or without fever) until medical exam indicates these are not symptoms of a communicable disease.

Respiratory Infections - until the child is without fever for 24 hours and well enough to participate in normal activities.

Ringworm - until 24 hours after treatment has started.

Scabies - until 24 hours after treatment has started.

Streptococcal Sore Throat - until at least 24 hours after treatment begins and child is without fever for 24 hours.

Vomiting - until vomiting stops. Vomiting means 1 or more episodes in the previous 24 hours.

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State law requires an immunization record and health form be filled out for every child enrolled. Please complete this information on your JMC site.

## **KIDS ARE GREAT**

Children enrolled in any preschool session may attend Kids are Great Childcare at the elementary school, but space is limited. To enroll, please call Patti at 244-4750 . Rates are set yearly and based on hourly attendance.

## **PHOTOGRAPHS AND PUBLICITY**

Photographs of the children participating in our program may be taken from time to time and may appear in newspapers or other publicity materials.

## **TUITION**

A one-time non refundable registration fee of \$40.00 is required to enroll your child in PK3 or PK4. Tuition is based on a monthly rate and is not refunded due to absence. Tuition may be paid in one or several payments or can be paid each month, due the first class day of each month. Tuition payments are spread over the entire school year; monthly payments do not reflect the number of classes during each month. Full payment is due every month. Please pay electronically via your JMC account, enclose payment in an envelope mail it to ACGC Community Education Office, 27250 MN Hwy 4, Grove City MN 56243.

Overdue payments can result in your child being dropped from the preschool. If deadlines cannot be met, please contact the Community Education Office at (320)-244-4623 so arrangements for payment may be made.

## **SNACKS**

Afternoon PK3 and all PK4 students will have a snack time. Please send your child with a snack that is packaged commercially, not homemade.

## **TERMINATION**

Participation in ACGC School Readiness Preschool may be terminated for one or more of the following reasons listed below:

1. Nonpayment of tuition.
2. Irregular Attendance
3. Frequent bathroom accidents of wetting or soiling.
4. Continual late pick up of child by parents or person given such responsibility.
5. Failure to fulfill the terms or expectations specified in the parent handbook.

## **TOYS**

The children are asked to leave their toys at home and not bring them to school. Toys from home are frequently misplaced, broken or disruptive to preschool routine.

## **TRANSPORTATION**

Transportation to and from preschool is each parent's responsibility. Busing to and/or from school is available to children who live on an established bus route. Preschoolers ride the bus with a sibling or bus buddy in their seat. Call Dayton's Bus Company for more information at 857-2220.