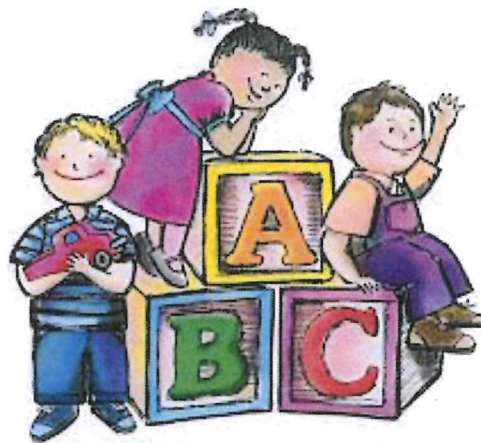


SKAGWAY PRESCHOOL

Parent Handbook



Welcome to
Preschool

1563 Main Street
P. O. Box 497
Skagway, Alaska 99840
(907) 983 - 2960

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Program Description

We strive to provide a positive, developmentally appropriate preschool experience for children from three to five years old by fostering independence and emphasizing decision-making and problem solving strategies.

There are two classes: the M-F four year old class is geared more toward children preparing Kindergarten the following year and expands on ideas and projects dealing with math, literacy, art, music and science. The 3 year old class on Tuesdays and Thursdays is designed to introduce children to the school environment and its social elements while promoting creativity through dramatic play, music, and language experiences. Both classes follow the same themes/topics throughout the year. Preschool begins at 9:30 a.m. and ends at 12:00 noon. August-May for the 4 year old group and October through April for the 3 year old group.

Enrollment & Registration

Children must be three or four years old on or before September 1st to enroll in preschool. In addition to meeting the age requirement, your child should be able to use the bathroom independently (have reliable bowel control and freedom from consistent wetting.) Exceptions may be made for a child experiencing health or physical limitations. However, the cut-off dates are set and no early entry is allowed.

Registration begins mid-August and continues throughout the year. A registration form, emergency contact form, permission forms, and an immunization record or exemption must be on file with the office prior to attendance. It is the parent's responsibility to keep all forms current. At the time of registration parents will receive the Preschool Parent Handbook.

Communication

Communication about our daily routine will be posted in class each day for parental viewing. If a parent is not able to pick-up their child, you may request a list of our daily activities through e-mail. Classroom updates and photos will be communicated through e-mail by the preschool teacher.

Parent Involvement

Parent volunteers are always welcome in our classroom. Emails will be sent when volunteers are needed for specific activities and fieldtrips. If you would like to volunteer please contact the Preschool Teacher.

Arrival and Departure

Preschool begins promptly at 9:30 am and ends at noon. No early arrivals or late pick-ups please.

Schedule

9:30-9:45	Free Choice as children arrive
9:45-10:00	Storytime, Music, or Fingerplays
10:00-10:30	Snack
10:30-10:40	Literacy Activity
10:40-11:10	Gym/Outside: Skill building and cooperative games
11:10-11:45	Center Play: Creative art, dramatic play, blocks & building, sand & water, literacy, math, puzzles, etc.
11:45-12:00	Clean-up & Closure

Snacks

Healthy snacks will be served at school as part of our learning about social skills and manners. Please let us know if your child has any food allergies or food restrictions. A snack fee is of \$30 iscollected quarterly, or you may choose to pay \$120 for the year. Checks should be made payable to Skagway School District and can be dropped off at the school office or with the preschool teacher.

Curriculum

Setting the Stage for Learning by Primarily Kids, www.primarily-kids.com

Your child will experience learning through active hands-on, minds-on lessons doing arts & crafts, cooking & snacks, fingerplays & songs, language arts, math, science, and social studies.

- *Activities vary to teach to all learning styles:*
Musical, tactile, bodily-kinesthetic, linguistic, logical/mathematical, spatial, interpersonal, and intrapersonal (Howard Gardner's multiple intelligences)
- *Activities activate multiple levels of learning:*
Remembering, understanding, applying, analyzing, evaluating, and creating (Bloom's Taxonomy of thinking skills)
- Adheres to National Association for the Education for Young Children (NAEYC) accreditation requirements

SPARK Early Childhood (PE), www.sparkpe.com

The focus of SPARK is the development of healthy lifestyles, motor skills, movement knowledge, social and personal skills through cooperative games. SPARK represents a collection of exemplary, research-based physical activity lessons and games. The original SPARK study was supported by the Heart, Lung, and Blood Institute of the National Institutes of Health and San Diego State University.

Assessment: Teaching Strategies GOLD, www.TeachingStrategies.com

Teaching Strategies GOLD is an assessment tool based on 38 research-based objectives that include predictors of school success and are used in the Skagway Preschool. These help teachers focus on what matters most for children's success.

(Aligned with the Common Core State Standards, state early learning guidelines, and the Head Start Child Development and Early Learning Framework.)

Discipline & Behavior Management

Positive reinforcement and clear and consistent routines are implemented. Daily behavior is shared with parents through the *Bee-havior Chart* upon pick-up or in writing to parents of children with children who are picked-up by a childcare provider.

Inappropriate behavior will be addressed with easily understood explanations. A child may be removed from the group for a few minutes to calm down. Problem solving and negotiating skills will be addressed.

Consequences for a child not displaying self-control i.e. biting, throwing or hitting will be:

1st incident: Phone call home

2nd incident: Child will be picked up by parent immediately

Special Needs

Developmental screening is offered annually through Child Find, REACH, and the district Special Education Department. The Preschool Teacher also screens children using the Early Screening Inventory (ESI-R) and the Alaska Developmental Profile. All referrals are given to the Special Education Teacher and designated services will be provided by the district for ages 3-21.

The pre-referral process:

1. Preschool teacher/parent meeting, initiated by either parent or teacher
2. Teacher and parent document behaviors and needs at home and school
3. Teacher and parent meet with the Special Education Director
4. Team determines how to proceed with support for the child's needs with possible accommodations and interventions
5. Documentation continues: Behaviors, interventions and accommodations used at home and in the classroom as applicable
6. Second meeting with the Special Education Director, Preschool Teacher, and Parent to discuss effectiveness of interventions/accommodations and potential assessment options
7. Formal referral begins

Holidays and Vacations

Preschool follows the Skagway School District calendar. If you are planning an extended vacation, please complete the planned absence form available online or in the school office.

Birthdays

Your child may bring in a non-food birthday treat to share with the class (i.e. glowsticks, erasers, pencils, kazoo's, etc.). If you wish to distribute baked goods or other special treats, we can send them home with your child's classmates. Please

check with me for the number of students we have in the class at that time. Birthday invitations may not be distributed at school unless all students in the class are invited.

Attire/Clothing

Please keep a change of clothes and a pair of non-marking gym shoes in your child's locker. Dress for the weather because we go outside rain or shine.

Toys

Toys may not be brought from home unless for a class activity.

Parent/Teacher Conferences

Conferences are held on an as needed basis.

School Pictures

Preschool pictures are taken in the fall. Photo packages can be ordered and a class photo will be given to each student at the end of the school year.

Illness

Do not bring your child to school if they are ill or running a fever. Being away from home and out of bed does not help them to feel better and may infect other children. Please notify the office if your child will be absent.

In the case of infectious or communicable diseases your child will not be admitted to school.

A child who has had an infectious or communicable disease may return to school in the following time period:

- Fever free for 24 hours
- Chicken pox: Five days after the last blister has scabbed.
- Pinworm: After 48 hours of being on medication.
- Strep throat: After 24 hours of being on an antibiotic.
- Head lice: Signed release from nurse stating child is free of eggs, nits, and mature lice.

Medications

Any prescription or over-the-counter medication to be administered by a school staff must have a permission form on file with the school office.

Medical Emergency

If a medical emergency occurs, staff will respond with basic first aid/CPR. 911 will be called, and parents will be contacted. If the parents are not available, the emergency contact designee on the Emergency Contact Form will be contacted. If a child is transported from the school and a parent/designee is not available, a staff member will accompany them until a parent or designee arrives.

Withdrawal

If you are leaving the district permanently or for the winter months, please complete the withdrawal form with the office.

Grievance Procedure

Public Complaints Concerning the School (Board Policy 1312)

The School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, however, Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

The Citizen Complaint Form and Procedures can be found at www.skagwayschool.org.