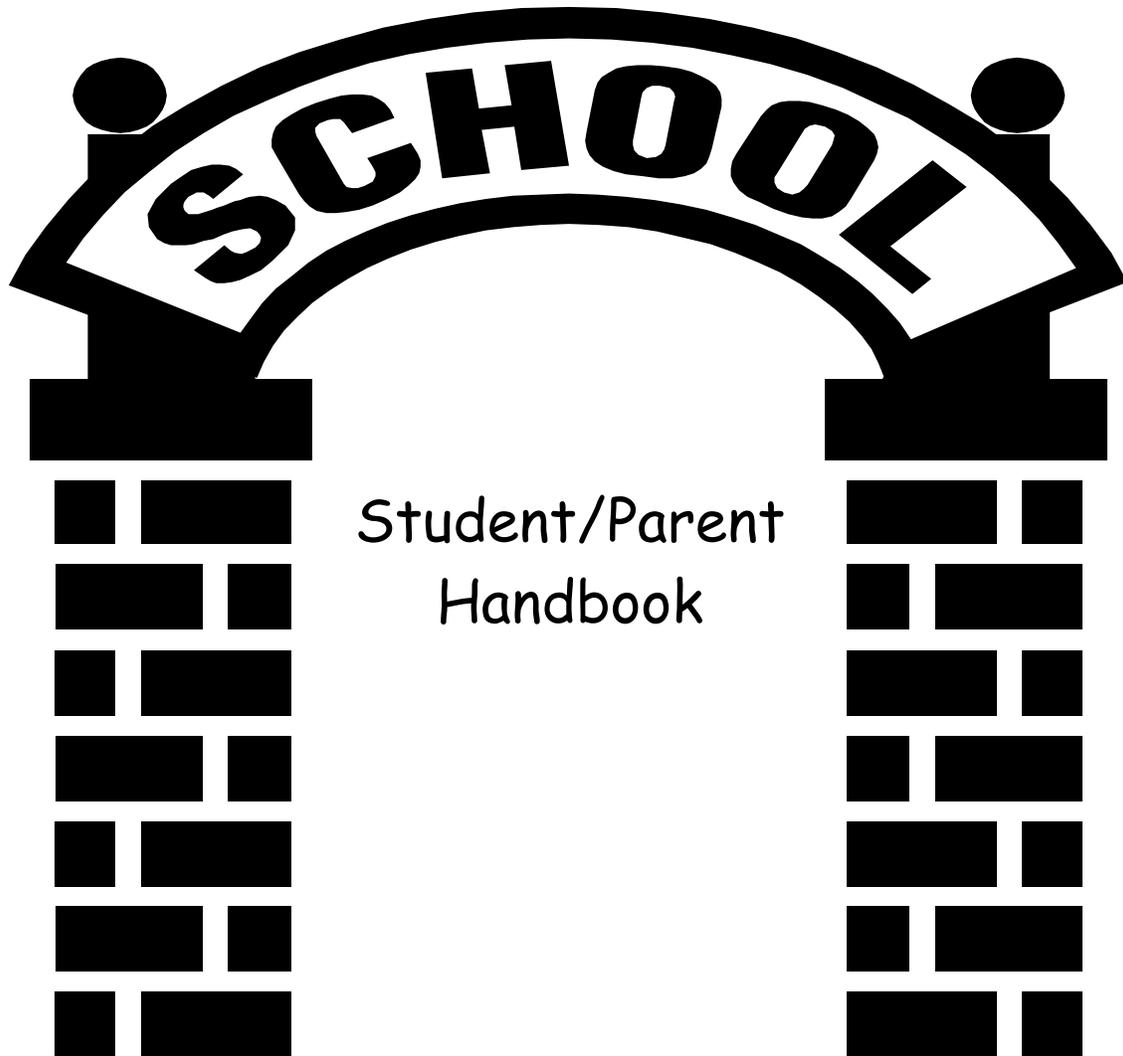


# ASHEBORO CITY SCHOOLS PRESCHOOL PROGRAM

El programa pre-escolar de Asheboro City Schools



## ***Welcome To Preschool!***

### **Our School's Vision**

The Early Childhood Development Center strives to be a place where students are nurtured, encouraged, and empowered to learn in a developmentally appropriate environment that provides the experience necessary for them to become life-long learners. Collaborative relationships with families and the community will provide a forum in which to share ideas and create an ongoing cooperative experience.

### **Our School's Mission**

The mission of the Early Childhood Development Center is to provide an inviting and inclusive school environment that encourages interactive learning between parents and children at home and at school, and that provides the foundation for a successful future.

To lead us toward our mission, our school community shares the following beliefs:

- Every individual is a person of value and deserves to be treated with respect and dignity.
- The family is the child's first and most important teacher.
- Positive early interactions between home and school help develop a meaningful relationship between parents and professionals.
- Children learn through active exploration of their environment.
- Interactions with adults and peers support children's development and learning.
- An inclusive setting is beneficial to children with disabilities as well as children who are typically developing.

## PROGRAM GOALS

The goals of the preschool program are as follows:

- To act as a resource for parents regarding child development issues
- To enable parents to become familiar with, and comfortable in school settings
- To increase the developmental skills of preschool children and to better prepare them for academic and social success in school
- To meet the needs of our special needs students and help empower their parents to be their best advocate
- To provide transition activities from preschool to kindergarten

Participation is limited to children who:

- Are three and four years old **by August 31** and who live inside the Asheboro City Schools attendance zone
- OR**
- Special needs three and four year olds with an active IEP living in Randolph County

## Hours and Days of Operation

The Asheboro City Schools preschool program operates on the Asheboro City Schools schedule. You will be given a calendar with the specific days of operation. The program operates from 8:00 a.m. until 2:30 p.m. Monday through Friday except for scheduled closings for vacations, holidays, and teacher workdays. Breakfast and lunch are provided daily. The cost of breakfast and lunch are based on the information you provide on the Free and Reduced Lunch Application.

## Arrival/Departure

The school opens at 8:00 and closes at 2:30. **The adult who brings the child to school must walk the child to his or her classroom, sign your child in on the sign in sheet, and make sure a teacher knows the child is there. It is never acceptable for children to be dropped off to enter the building alone. When you pick your child up in the afternoon, you must sign your child out on the sign in/out sheet and be certain to tell a teacher that your child is leaving with you.** Children must be picked up from school by 2:45 each day. **State childcare law requires** that parents sign in their children on arriving and sign out their children when they are picked up in the afternoon. **You must come to the office to sign your child out if you pick up your child before 2:30.**

You **must** provide (in writing) the names of anyone authorized to pick up your child. **It is our policy to check the driver's license** of anyone unfamiliar to the staff when picking up a child.

## **Attendance Policy - Give a copy of calendar and explain what the colored boxes mean**

All children in the Asheboro City Schools Preschool programs are expected to be at school by 8:00 each morning and are required to attend school for 85% of the scheduled time each month. We want to help your child to develop positive habits associated with school attendance because good attendance is connected to school success. **If your child is ill and unable to attend school please bring a written excuse** when he or she returns to school. Absences for doctor or dentist appointments and for illnesses will be excused. All other absences will be unexcused. If your child has unexcused absences and does not attend school 85% of the scheduled time each month, he or she will be given one month to increase his or her attendance. **After one month, children may be dropped from the program if they fail to increase their attendance.**

## **Health**

Your child must have a physical examination when he or she is enrolled. Please have your doctor complete the blue health form. Return the form to us when your child begins school. **All children must have immunizations as required by the North Carolina Immunization Law before entering school.** Immunizations must also be updated as required while your child is in the program. Please bring an up to date copy of your child's immunizations to school when your child begins.

**You and your child must wash your hands upon arrival at school** each day and at other designated times throughout the day to keep everyone as healthy as possible.

## **Illness**

**Your child may not come to school if her or she has any contagious illness or is running a temperature over 101F.** A sick child cannot do well in a group setting and it is difficult for the teachers to give them the extra attention they need when ill. If you feel your child is not well enough to participate in all activities at school, we ask that you keep your child at home. **If your child's teacher finds that your child develops vomiting, diarrhea, or a temperature over 101F, you will be contacted and expected to pick your child up from school within the hour.** If you cannot be contacted, we will call the emergency numbers listed on your child's contact card. If your child develops a skin irritation or rash, we will ask that you take your child to a doctor to determine whether the irritation is contagious.

**Your child must be free from fever, diarrhea, or vomiting without the aid of medication for 24 hours before returning to school.** If your child is sent home from school for fever, diarrhea or vomiting, he or she may not return the next

**day.** In some circumstances, we may ask for a doctor's note before allowing a child to return to school after an illness.

### **Medication**

All medication must have a prescription label on the bottle, and we must have a completed medication form signed by your child's doctor before we can give the medication to your child. All medication must be given to the teacher and kept in a locked box. Please ask your child's teacher for a medication form if your child needs to take medicine at school.

### **Accidents**

If your child gets hurt at school, a staff member will apply first aid to small injuries such as scrapes, cuts, or bruises and will tell you about the injury at the end of the day. If your child has a more serious injury, a staff member will call you so that you may pick up your child from school or come to school to observe your child.

### **Meals**

All children will receive breakfast and lunch from our cafeteria each day. You may fill out a lunch application to apply for free or reduced lunch and breakfast. The cafeteria staff will send you a letter letting you know if your child qualifies. Children may also bring their lunch if desired, but lunches brought from home must meet the following requirements: 1 serving of protein, 1 serving of bread, 2 servings of fruit or vegetables or have a signed letter stating that you choose to be exempt from the nutrition requirement. Please label any food item brought from home with your child's name and the date. Give the food to your child's teacher so that it can be placed in the refrigerator. Breakfast and lunch menus are posted in your child's classroom.

## **Guidance - Get Discipline and Behavior Management Form signed**

Our goal for children is that they learn to discipline themselves and be respectful of others. We explain to the children the need for behavior that is safe and that does not hurt others. We encourage the children to be responsible for their own actions. We encourage the children to share their feelings and give them words to use when needed. We adapt our guidance methods to the needs and developmental levels of each child. Our program follows the standards for guidance set by the North Carolina Division of Child Development. These standards are:

1. No child will be subjected to any form of corporal punishment by any staff member.
2. No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
3. No child will be placed in a locked room, closet, or box.
4. No discipline will be delegated to another child.
5. Discipline will in no way be related to food, rest, or toileting.
6. No child will ever be disciplined for not sleeping during rest period.

If you have any questions or concerns about our policy, please speak with us right away.

### **Closings:**

In the case of bad weather, please watch TV (WGHP 8 or WFMY 2) for an announcement about Asheboro City Schools. You can also check Asheboro City Schools website at [www.asheboro.k12.nc.us](http://www.asheboro.k12.nc.us).

The preschool program is closed for some holidays as well as for teacher workdays and occasional home visits and parent-teacher conferences. We may also close early on occasion to allow the teachers to participate in staff development activities.

### **Proper Dress**

Please dress your child in comfortable clothes and shoes that are appropriate for the weather. Children need to have an extra set of clothing at school that is appropriate for the time of year (long pants and long sleeves for winter, shorts and t-shirts for summer). Please check your child's cubbie daily to make sure your child has what he or she needs. **Please label all items with your child's name.** We try to keep up with each child's clothing, but sometimes things are lost. Labeling helps us find them.

Your child will be playing with lots of different art materials, as well as playing outside, and his or her clothes may become messy. Please send your child to school in clothes

that can be easily washed and that you don't mind being stained. Clothes that you want to keep nice-looking or that are for special occasions should not be worn to school.

### Playing Outside

Please dress your child appropriately for the weather. Childcare licensing requires for children to have time outside every day, weather permitting. The only times that children will not play outside are if it is raining or if there is an air quality warning that prohibits outdoor play. A daily air quality bulletin will be posted near each child's classroom.

### Air Quality Chart

Green	Good	Conditions good for outdoor activity.
Yellow	Moderate	Unusually sensitive people should consider limiting prolonged outdoor exertion.
Orange	Unhealthy for Sensitive Groups	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.
Red	Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion.
Purple	Very Unhealthy	Active children and adults, and people with respiratory disease, such as asthma, should avoid <b>all</b> outdoor exertion.
Maroon	Hazardous	The <b>entire population</b> is likely to be effected and should avoid <b>all</b> outdoor exertion.

### Nap

State child care law requires a rest time each day. Your child will have a lot of active learning experiences every day and will need some time to rest. Most children sleep during nap time, but some no longer need a nap. We do require all children to rest on their cots for at least 45 minutes. After this time children who do not need to sleep can participate in quiet activities (puzzles, looking at books, and coloring).

\*\*Each child is provided with a cot and a sheet. If you wish, you may send a pillow, a small blanket, or stuffed animal for your child to use at rest time. Please make sure all items are labeled. These items need to be taken home and washed each week.

### Field Trips- Get field trip permission form signed and volunteer form signed

Field trips are provided for children to build on the educational activities introduced in the classroom. Such experiences increase your child's ability to learn and to understand the world around them. Activity buses and certified drivers are used for transportation.

Your child's teacher will send home information about the field trip along with a permission form before the trip.

### **Family Involvement**

We encourage parents to visit our classrooms at any time and to participate in any of our daily activities. Parents are also encouraged to eat lunch with their child, participate in field trips, and take part in any special activities. Parents are invited to share any special knowledge or family traditions with our children. Parents that volunteer their time on a field trip or helping in a classroom must fill out a volunteer form in advance.

### **Parent Meetings - get form signed**

Parent meetings will be held at least 4 times this year in the evenings. In order for your child to participate in our program, you will be required to attend these parent meetings. We will send home information about the meeting in advance so that you may plan to attend.

### **Parent/Teacher Communication**

If you ever have a concern or are unsure of anything in our program, please let us know. We do ask that you arrange a time to speak with your child's teacher at a time when she is not busy with the children such as during naptime or after school. Please also be careful of what you discuss in the presence of the children. It is important to remain positive and focused on the best interests of the children.

If, after discussing a problem with your child's teacher, you continue to be concerned, please contact the program supervisor. Your opinion is important to us, and we want you to feel free to discuss any problems.

### **Separating from your child**

Children have different responses to going to school. While some children are happy to stay at school, others have a hard time separating from their parents. We want to work with you to help you and your child feel comfortable at school. Please talk to a staff member if your child is having a hard time with the transition so that we can work together to make the school experience positive.

### **Parent Conferences**

A home visit will be scheduled when your child enters the program at the beginning of the year. Conferences will be scheduled during the fall, winter, and spring to discuss your child's progress. Your child's teacher will contact you about all of these meetings. Your child's teacher will be glad to share information about your child's development at any time if you have questions.

## Daily Activities

Our program provides active exploration and hands-on learning activities. Your child will be learning through play. We have art activities such as painting and play dough. Your child will participate in activities such as block play, dramatic play, and sand and water play. He or she will also participate in group activities, story time, and music and movement activities. Your child will learn a lot, but it will not be through seatwork, work sheets, or formalized teaching you see in older grades at school.

A daily schedule and a weekly lesson plan are posted in each classroom. We also try to send home a monthly newsletter that provides information about what is going on in each classroom. Please ask your child's teacher for more information if you ever have a question about what your child is doing.

## Screenings and Referrals - get Preschool Information Release form signed and Student Photo Release signed

All children enrolled in the Asheboro City Schools Preschool Program are screened using a developmental screening test. We do this because we want to make sure your child does not need extra help to get ready for kindergarten. If we have concerns about your child's development, we will share them with you so that we can work together to meet the needs of your child.

## Child Care Licensing - get certification of receipt of NC Child Care Law

We are proud to be a 5 star program licensed by the NC Division of Child Development. We are required to provide you with a summary of the NC Child Care Law. A summary of the law will be provided to you upon enrollment. If you have any questions about the NC Child Care Law, please feel free to speak with a staff member. We are also nationally accredited through NAEYC (National Association for the Education of Young Children).

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION STATEMENT**

In 1989 all Asheboro City Schools were inspected for Asbestos Containing Materials according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results, and the Asheboro City School's plans concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available to the public for inspection upon request. Interested parties should contact the principal or the LEA Designee to arrange for an inspection of the Management Plan. As required by AHERA, a reinspection of all remaining asbestos material must be made every three (3) years. This reinspection will not cause a health hazard to anyone on the campus.

Any questions concerning a Management Plan can be directed to LEA Designee, Chris Holland, at 625-5104.

### **Acto de Respuesta de Emergencia del Peligro de Asbestos (AHERA) Notificacion de Declaracion**

En 1989 todas las Asheboro City Schools fueron inspeccionadas para el contenido de materiales de asbestos de acuerdo a las reglas establecidas por el Acto de Respuesta a la Emergencia del Peligro a Asbesto (AHERA). El resultado de la inspección y los planes de la Asheboro City Schools tocante al asbestos fueron recopilados en un Plan de Administración para cada escuela. El Plan de Administración de Cada Escuela le es disponible al público para la inspección al ser requerida. Las personas interesadas deben contactar al Director/a o la persona Asignada del LEA para hacer arreglos para hacer una inspección del Plan de Administración. Como es requerido por el AHERA, otra inspección de todos los materiales que quedan de asbestos debe ser hecha cada tres (3) años. Esta inspección no causará peligros de salud a ninguno en el terreno de la escuela. Cualquier pregunta tocante al Plan de Administración puede ser dirigida a la persona Asignada del LEA, Chris Holland, al 625-5104.

## PARENT HANDBOOK

My signature certifies that I have been given a copy of the Asheboro City Schools Preschool Program Parent Handbook and have been given the opportunity to ask questions about the information provided in the handbook. I agree to all of the information provided and agree to follow all policies written in the handbook.

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Parent's Name Printed

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Parent's Signature

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Date

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Teacher

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Date

## EL LIBRO PARA PADRES

La firma de esta hoja significa que usted ha recibido un libro para padres que explica las reglas y procedimientos de la escuela. He tenido la oportunidad de preguntar sobre las normas. Estoy acuerdo en seguir las reglas y procedimientos.

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Nombre de Padre o Madre

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Firma de Padre o Madre

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Fecha