

# Trafton Academy



## Pre-Kindergarten Handbook

## Trafton Academy Pre-Kindergarten Daily Schedule

<b>8:00</b>	Morning Bell Rings/School Begins Morning Work Fine Motor Skills Art Activities Free Choice Activities
<b>9:30</b>	Circle Time Morning Greeting Flag Ceremony Calendar/Weather Whole Group Activities
<b>10:30</b>	Snack
<b>10:45</b>	Morning Recess
<b>11:15</b>	Table Work Reading Readiness Math Readiness
<b>11:45</b>	Show and Tell
<b>12:00</b>	Lunch
<b>1:00</b>	Rest Time
<b>2:15</b>	Afternoon Recess
<b>2:40</b>	Wrap-up Circle Time Daily Rewards: Good Behavior Sticker/Treasure Box
<b>3:00</b>	School is dismissed
<b>3:15</b>	Remaining Children Assigned to Aftercare

# School and Office Information

## ➤ Arrival

- The school day begins at 8 o'clock with the morning bell.
- All Pre-K students must be escorted into the classroom every morning. Do not leave them at the front drop-off with older siblings or at the end of the pre-k sidewalk.
- Please do not park in teacher designated parking areas while you bring your child inside.
- Arrival may be as early as 7:30a.m. ---no earlier.

## ➤ Dismissal

- The school day ends at 3:00pm.
- Your child will remain in the Pre-Kindergarten area after school until picked up by a parent or designated guardian.

## ➤ After-care

- Pre-Kindergarten Aftercare is separate from school aftercare.
- If your child remains in school care beyond 3:15, he or she will be signed into aftercare.
- Aftercare begins at 3:00 and ends at 5:30.
- The charge for aftercare is \$2.50/ hour; the charges are pro-rated.
- Should a child be left in aftercare beyond 5:30, charges are \$1.00 per minute per child.
- Pre-K Aftercare charges must be paid separately from any other aftercare charges.

## ➤ Pre-paid Accounts

Money for milk, juice, lunch items, and snacks at aftercare should be maintained in a pre-paid account for your child. The account is handled in the office; however, you may send funds via your child's classroom folder.

## ➤ Office Correspondence

- Most correspondence with the office may be sent through the classroom but must be labeled with identifying information (the child or parent's name and the purpose or recipient).
- Funds for multiple purposes must be paid separately.

# Classroom Information

## ➤ Folders

- All office and classroom correspondence as well as student class work will be sent home in a pocket folder. Please check the folder daily for any notes from school.
- Your child will value the work done at school if you set aside a time to talk about the student items you find in the folder.
- Making your child responsible for the folder and its return to school every day is an important step in fostering self-reliance and independence.

## ➤ Rest Materials

A rest mat is required. You may also provide a small pillow and cover for your child's comfort. Please keep in mind that the cubbies are small and storage space is limited.

## ➤ Toys

- Please do not allow your child to bring toys from home to play with in the classroom or after school.
- Electronic devices are not allowed at school.

## ➤ Snacks

- Each student is responsible for approximately ten snack days throughout the year.
- Please keep nutrition in mind when choosing snacks.
- Please include any serving items needed with the snack (plates, cups, napkins, spoons, etc.)
- Juice or milk should be included. **Carbonated drinks are not allowed.**

## ➤ Lunch

### Option 1

Lunch may be brought from home. You may include items that need to be warmed. Please include any needed utensils. **Carbonated drinks are not allowed.**

### Option 2

Deli Express items are available for purchase daily.

### Option 3

Lunch may be ordered from the catered foods menu.

- White milk, chocolate milk, and juice may be purchased daily.
- **Thursday is Pizza Day or Popeye's Chicken Day**

## ➤ Show and Tell

- Your child will be given the opportunity to share an item from home **every week**.
- The item **must** correspond with the color, shape, letter, or unit for the week. (Please consult the monthly calendar for information.)
- Your child's show and tell day will be assigned alphabetically and will remain the same throughout the year.

## ➤ Field Trips

- Field trips present opportunities to expand the classroom into different environments, promote enrichment, allow new ways to interact with each other, and provide invaluable learning experiences.
- Most of the field trips are no cost or discounted school-group rates.
- Transportation is dependent upon families who are willing to drive and help chaperone the event. You may accompany your child on as many trips as you would like ...your help is always appreciated...but, don't feel obligated to attend all.

## ➤ Behavior Management

- *Positive behavior is encouraged and rewarded daily.*
- When consequences are needed for an inappropriate behavior, "time-out" is utilized.
- If a behavior seriously disrupts the classroom or endangers a child, the offender will be referred to Mrs. Day, the principal's, office.

## ➤ "Accidents" Happen

Please send an extra set of weather appropriate clothes to keep in your child's cubby "just in case". Even if you don't expect your child to have a bathroom accident, spills occur quite frequently. A little preparation can prevent a very unhappy child.

## Notes

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