

Trafton Academy



Pre-Kindergarten 4
Handbook

School and Office Information

Arrival

The school day begins at 8 o'clock with the morning bell.
Pre-K students may be escorted into the classroom or left at the carpool drop-off when a teacher is on duty.
Arrival may be as early as 7:30 a.m. ---no earlier.

Dismissal

The school day ends at 3:00 pm.
Your child will remain in the Pre-K 4 area until picked up or escorted to the Pre-K 3 building for after school care.

After-care

Pre-Kindergarten 4 students will join Aftercare in the Pre-K 3 area.
If your child remains in school care beyond 3:30, he or she will be signed in to aftercare.
Aftercare begins at 3:30 and ends at 5:30.
Please refer to the school handbook for charges.

Pre-paid Accounts

Money for juice and lunch items 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.

Funds for multiple purposes must be paid separately.

Ren-Web

RenWeb is the on-line communication tool used school-wide.
Please set up your account as soon as possible.

RenWeb Setup:

Web Address: www.renweb.com

Parent's Login Upper righthand corner under "Login"

User Name childsname

Temporary Password trafton1 (May be changed as desired)

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.

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 thin, four-fold 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.

Show and Tell

Your child will be given the opportunity to share an item from home every week.

The item **must** correspond with the unit for the week. (Please consult the monthly classroom calendar for unit information.)

Your child's show and tell day will be assigned according to the color of the cubby and will remain the same throughout the year.

Snacks

Each student is responsible for approximately nine snack days throughout the year. Please provide enough for 20 children.

Please keep nutrition in mind when choosing snacks.

Please include any serving items **needed** with the snack (plates, cups, napkins, spoons, etc.)

A beverage such as fruit juice, Kool-aid, or milk should be included. If cups are needed, please provide small paper or plastic cups. We do not use Styrofoam cups!

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 Mrs. Annette's offers items which are available for purchase daily. (See lunch order form)

Beverages may be purchased daily.

*****Thursday is Pizza Day or Popeye's Chicken Day!*****

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 that require fee payments are offered at discounted school-group rates and must be paid in advance of the trip date.

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.

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 the disciplinarian's office.

"Accidents" Happen

Please keep a weather-appropriate change of clothes in your child's school bag.

Even if you don't expect your child to have a bathroom accident, spills and outdoor accidents occur quite frequently.

Extra-Curricular Activities

Cross Country and Track are open to Pre-K student participation; however, parents are responsible for getting the child to the designated area for after-school practice.

Trafton Academy Pre-Kindergarten Daily Schedule

7:30	Early Birds
8:00	Morning Bell Rings/School Begins Morning Work Fine Motor Skills Art Activities Free Choice Activities
9:00	Circle Time Morning Greeting Flag Ceremony Calendar/Weather Whole Group Activities
10:00	Snack
10:15	Morning Recess
10:30	Small Groups: Table Work Reading Readiness Math Readiness
12:00	Lunch
12:45	Show and Tell
1:00	Rest Time
2:30	End-of-Day Circle Time Daily Rewards: Good Behavior Sticker/Treasure Box
2:45	Afternoon recess
3:00	School is dismissed
3:20	Remaining Children Prepared to Transfer to Aftercare

***We have Physical Education class in the gymnasium on Mondays, Wednesdays, And Fridays. Appropriate shoes are needed.

