




PRESCHOOL PARENT HANDBOOK

Prince William
County Schools
Preschool Office

703-791-8708 

www.pwcs.edu/headstart 

prekprograms@pwcs.edu 

Prince William Preschool Programs

www.pwcs.edu/headstart



Physical Address: 14800 Joplin Road, Manassas, VA 20112

Mailing Address: P.O. Box 389, Manassas, VA 20108

Email: PreKPrograms@pwcs.edu

Phone: (703) 791-8708

Welcome

The Prince William Preschool Programs are comprehensive child development programs for preschoolers residing in Prince William County.

Our goal is to offer a quality program for preschool children and their families that will emphasize education, health, social skills, and parent involvement. As a parent, you play a vital role in this effort. We will work as a team to provide opportunities for your child's growth and development.

We provide a stimulating environment and professional staff. We assist families in meeting their needs and the needs of their children through community resources.

This handbook should answer many of your questions about the program. Try to keep the handbook in a convenient place so that you may refer to it during the school year.

Preschool [Parent Orientation](#) Videos

[Documents Needed](#)

[Preparing for School to Begin](#)

[Preschool Team/Family Services](#)

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Absences and Tardiness

Children should attend school every day unless they are sick because children have a hard time learning and adjusting to routines when absent or arriving late.

Parent Responsibility:

- ✓ Notifying the school office and Family Service Worker before 9am if your child will be absent.
- ✓ Sending a note to school stating the reason for absence.
- ✓ When children are absent for 3 or more days with no reason, and families are not responding, a home visit is conducted to ensure children are safe and determine reasons for absence.

Doctor's notes are required when:

- ✓ Children are absent 3 or more days in a row due to illness
- ✓ Children had surgery or were hospitalized
- ✓ Children have contagious illnesses
- ✓ Frequent absences due to illness (10 or more days during the school year)

Poor Attendance:

- ✓ Two or more absences per month
- ✓ 10 or more unexcused absences during the school year
- ✓ Children may be dropped for poor attendance
- ✓ After 15 consecutive absences, children are automatically withdrawn

Tardiness and Early Release:

- ✓ Tardiness and early releases are interruptions to instruction
- ✓ If your child will be late for school, notify the school office
- ✓ Children may be dropped for frequent tardiness or early release

Read more about Attendance Policies on the [PWCS Attendance website](#).



Accidents & Injuries at School

If your child has an accident/injury at school:

- ✓ Children are seen by the school nurse and appropriate first aid is administered
- ✓ Parents are notified by phone and/or injury report

If your child needs emergency medical attention:

- ✓ School staff call 911
- ✓ Parents are notified by phone
- ✓ Emergency medical treatment is billed to the child's medical insurance first. If the bill is more than what is covered by the insurance, Prince William County Schools accident insurance would also be billed.
- ✓ If you do not have medical insurance for your child, you would be responsible for paying the part of the bill that insurance did not pay.



Behavior Guidelines

One of the program's goals is to create a safe, warm, caring, and enriching learning environment for all children in the program. Universal strategies teachers are using in the classroom to support this goal include daily routines, positive choices, behavior redirection, praise and encouragement, proximity, visuals, and logical consequences.

Some children have behavior that requires additional targeted support to prevent disruptive behaviors. The following are strategies that may be used:

- ✓ Increased loving rituals,
- ✓ sensory tools,
- ✓ individual routines and/or visuals, and
- ✓ social stories

For children who continue to exhibit challenging behaviors, the team will move forward with the **Prevent, Teach, Reinforce- for Young Children (PTR-YC) process**. PTR-YC is an evidence-and-research-based process to support children ages 2.5 – 5.

The PTR-YC meetings include the family, teaching team, Education Specialist, Social Emotional Specialist, Family Service Worker, and school-based administrators. The team will develop a plan to support the child in the classroom and at home. The process typically takes around 2 months; however, many children see significant decreases in challenging behaviors earlier in the process.

In extreme cases of unsafe behavior (such as hitting, kicking, biting, or throwing objects) which may hurt another child or adults, and he/she cannot calm down with support:

- **The child may be removed from the situation.** “I’m going to get additional help for you so you will feel safe, and the class will be safe.”
- **The teacher may contact building administration** and follow their school-based protocol to support safe behaviors.
- **When necessary, the school administrator may authorize a child to be sent home.** In that instance, the school-based administrator will contact the parent/guardian to pick up the child immediately or arrange for pickup by an authorized person listed on the child’s emergency card.
- **If sent home, the child will return to school as directed by the school administration** and will be monitored by the teacher and preschool team through observation. Additional strategies will be put in place to provide support.
- **It may be determined that the student will have a shortened school day.** If this occurs, a specified introductory length of time (e.g., 3-6 weeks) and period of day for attendance (e.g., 9-12:30) will be noted on a behavior plan (PTR-YC) with the goal of bringing the student back to a full day as soon as they are ready.

Bus Transportation

Morning Pickup:

Your child must be at the bus stop with an adult before the bus arrives.

- ✓ The bus driver will not wait if there is no one at the bus stop.
- ✓ Allow ten (10) minutes before and ten (10) minutes after the scheduled bus times to allow for traffic conditions.

Afternoon Drop Off:

An authorized person must be waiting at the bus stop.

- ✓ People getting children off the bus must have a **valid photo ID and must be listed on the Bus Authorization Form.**
- ✓ If no one is at the stop (or if the person present does not have an ID or is not listed on the Bus Authorization form) the child will be returned to their **base school.**
- ✓ If returned, children must be picked up within 45 minutes
- ✓ The Department of Social Services is called when children are not picked up within 45 minutes

Walkers/Car Riders:

Transportation is provided only for children in the school attendance area, one mile or more away from each school. Areas within one mile are considered walking distance.

Children who walk to school **must:**

- ✓ Be accompanied to the classroom by an adult,
- ✓ Arrive and be picked up on time
- ✓ **Teachers cannot care for children before or after school**

Bus Authorization Form:

Children are **ONLY** released by the bus driver to those 12 years or older, listed on your child's Bus Authorization Form.

To ensure the safety of your child:

- ✓ **Drivers view a valid Photo ID every day**
- ✓ Parents must keep contact and emergency information up to date
- ✓ Additions to the Bus Authorization Form must be made **24 hours** in advance to allow time for the bus, school, and office to update information.

Bus Rules:

Children must follow bus rules; please explain the rules to your child. If your child does not follow the rules, you will be notified. If the behavior continues, you will be responsible for transporting your child to school.

- Remain seated and in the harness
- Keep hands and feet to selves
- Not use foul language
- Listen to the bus driver's/monitor's directions
- No food, toys, or electronics on the bus

It is the responsibility of the parent or guardian to inform the authorized persons (babysitters, relatives, daycare, friends, etc.) of the School Bus Rules and Regulations.

Cell Phones

Children are not permitted to use cell phones or personal devices at school, including on field trips. **Please do not send cell phones, tablets, devices, or electronics from home to avoid damage or loss.** If electronics are sent from home, they must remain stored in the child's bookbag and turned off during the school day. The school is not responsible if items sent are lost, stolen, or damaged.

Clothing

Be sure your child always has a clean change of clothing at school. We recommend you provide a zip-lock bag of clothing to include a shirt, pants, underwear, and socks. Please label the bag with your child's name. If your child brings soiled clothing home, please wash and return them to school promptly.

Children should wear comfortable wash-and-wear clothing to school. They will be playing on the playground and painting which may stain clothes. It is also recommended your child wears tennis shoes each day. Sandals, clogs, and flip-flops are not safe while on the playground or in the classroom.

Code of Conduct

Courteous and respectful behavior between all program participants is essential for the Preschool Program to provide a safe and positive environment for children, families, and staff. **All participants are expected to:**

- **Respect each child, family, and staff member and refrain from stereotyping or discriminating based on gender, race, ethnicity, culture, religion, sexual orientation, or disability.**

The following behavior will not be tolerated by parents/guardians or staff:

- Threats (verbal or physical) to children, parents, or staff
- Verbal abuse including cursing, sarcastic language, threats, or derogatory remarks
- Sexual harassment to include unwelcome sexual advances or gestures
- Quarrelling, fighting, shouting, or aggressive behavior
- Physical violence

Staff will report violations to their building administrator or program administrator. If a parent/guardian violates the Code of Conduct, the program reserves the right to restrict access to program activities or facilities.

Parents/guardians should report staff violations to the building administrator or program administrator, who will work with all parties involved to address the situation according to PWCS human resource policies.

Local law enforcement or the Department of Social Services will be called if the safety of children or adults has been threatened.

Concern/Complaint Resolution Procedure

While the hope is an open channel of communication and a cooperative attitude will provide a solution to most problems at the classroom level, some problems of policy, procedure or law may not be resolved. When a question of compliance with policy, procedure or law is felt to exist, a written concern/complaint may be filed on a form provided for that purpose. These forms are available from the preschool office.

A completed **Parent Concern/Complaint** form shall be submitted to the Supervisor. The Supervisor shall meet with the person filing the complaint within ten (10) working days after the complaint has been filed. Such persons may be accompanied by a representative, if desired, and shall be permitted to present evidence.

A decision resolving the complaint shall be provided to the person filing the complaint within ten (10) working days of the conclusion of the hearing.

The decision may be reviewed by the Policy Council Grievance Committee upon written request by the person filing the original complaint within ten (10) working days of the original decision. The person filing the complaint shall be advised of any proposed solutions, and if not accepted, a final appeal of the Grievance Committee's decision may be made to the full Policy Council within ten (10) working days prior to the next regularly scheduled Policy Council meeting.

Conscious Discipline



Conscious Discipline is used as our guide for classroom management. Important aspects of Conscious Discipline include:

- Each child is part of the “school family.”
- Every day your child will have a job (table helper, kindness recorder, line leader, etc.).
- Children will learn how to take care of their own needs and care for others.
- Children practice deep breathing to calm down and regulate their feelings.
- Children learn how to solve problems through talking.

Parents and staff are provided with training throughout the year on Conscious Discipline.

Early Childhood Education

One of the program's primary goals is the education of your child. Children learn when they participate in experiences that help their cognitive, physical, social, and emotional development. The HighScope curriculum used is specifically designed for your children to develop these skills. **It is very important that children attend school every day on time, except when ill.**

Teachers will provide you with ideas of activities that you can do at home to help your child gain the necessary skills for kindergarten. The best activity is reading to your child every day.

Using the curriculum, teachers develop daily lesson plans that provide a variety of hands-on experiences. Lesson plans are posted weekly in each classroom.

Sample Daily Schedule:

(full day class)

Morning		Afternoon	
5-10 mins	Arrival/Greeting	60 min	Worktime
5-10 mins	Brain Smart Start	20-30 min	Lunch
15-20 mins	Breakfast	60 min	Rest
5-10 mins	Toothbrushing	10-15 min	Literacy Circle
10-15 mins	Large Group Instruction	30 min	Worktime #2
10-15 mins	Small Group Instruction	Dismissal	
30 min	Outside Play		

Learning Activities:

If you look around a classroom you will see children playing in small groups, large groups, or one-on-one with another child or the teacher. It is how they learn to think, speak, and use their bodies. Children play in activities such as art, drama, block building, matching, sorting, writing, and reading.

Play is children's work.



Examples of materials and activities children use to build learning and development are:

EXAMPLES OF MATERIALS AND ACTIVITIES	SKILLS
Puzzles, matching and memory games, shapes, and colors	Cognitive (Thinking Skills)
Storybooks, picture cards, flannel boards, talking with friends, dramatic play	Language
Tricycles, playground, apparatus, dance and exercise	Gross Motor (Large Muscles)
Lego blocks, scissors, crayons, beads, pegboards, puzzles, play dough, drawing	Fine Motor (Small Muscles)
Personal hygiene, family-style meals, practice with fasteners (zippers, snaps, buttons and shoelaces)	Self-Help
Group games play areas for blocks and trucks, dolls and dress-up clothes	Social Skills

Assessment:

Children's skills are evaluated by observing them during learning activities. Children are assessed on an ongoing basis and children are formally assessed three times a year in math, science, physical development, approaches to learning, social/emotional development, and literacy. Information about these assessments is shared at parent/teacher conferences.

In addition, prior to kindergarten, students who have reported a language other than English in the Home Language Survey when registering, are assessed to determine their English proficiency level."

Emergency Cards

Only people listed on the Emergency Card can pick up your child from school.

- ✓ Any changes in authorized people require a **24-hour notice** to ensure all staff will have the most current information.
- ✓ When picking up your child at the school, office staff will ask to see a valid photo ID.

All parents, including those with joint custody who do not live in the household, have the right to pick up their child, unless it is prohibited by a court order.

It is important that we have current and correct information in case of an emergency. **Report all changes for:**

- ✓ address,
- ✓ phone number or
- ✓ authorized persons

Notify the teacher and/or your Family Service Worker as soon as possible.

Emergency Situations

The safety of children and staff is a top priority for PWCS. Read more about the Crisis Management Plan and security measures in place on the [PWCS Crisis Preparedness website](#).

PWCS shares information about emergencies with parents via email, text, phone and on www.pwcs.edu.



Family Service Workers

The Family Service Workers (FSW) serve as a link between the family, the school, and the community. The FSW is an advocate and resource to ensure children have access to necessary services.

FSWs are responsible for:

- ✓ Completing applications with interested families
- ✓ Assisting parents in the enrollment process
- ✓ Reviewing documents to keep records up to date
- ✓ Monitoring student attendance
- ✓ Providing needed referrals

FSWs conduct home visits

or conferences with each family. During visits, families have an opportunity to:

- ✓ Review family strengths and needs in a confidential manner
- ✓ Discuss family goals
- ✓ Ask for community referrals (such as food, clothing, medical care, and adult education).
- ✓ Receive a Community Resource Guide

Families are encouraged to contact their FSW with any questions or concerns.

Translation:

The FSW team is bilingual in English and Spanish. The school division provides translators for other languages.

Confidentiality:

Children's records are considered confidential. Parents and volunteers are prohibited from reviewing any records other than those of their own children. Files are open only to staff and specialists on a "need-to-know" basis.

Family Engagement

Parents are an important part of the preschool program. Research shows the more families are involved; the better children perform in school.

There are many ways to be involved in preschool!

Do you want to learn how to help your child at home?

- Volunteer in the classroom and see the early childhood education program in action. Many activities in the classroom may be done at home with materials found around the house.
- Attend Conscious Discipline training, offered throughout the school year. Join other parents and learn about techniques that teachers use in the classroom that you can use at home!

Do you want to share a skill with others or learn something new?

- Share information about your family traditions or culture with the children in the classroom. Share your favorite collection, a skill or talent, or help the teacher with a class project.
- Attend some of the many trainings and meetings that are offered (nutrition classes, parent meetings, parenting classes, etc.).

Do you want to make your community better for all families?

- Represent your child's classroom as a classroom officer on Policy Council, or any of the many committees that serve this program. Policy Council meets once per month. The

committee is made up of parents and community representatives who make decisions about the program (how money is spent, program options, and discuss ways to improve the program).

- Get involved in the PTO/PTA at your child's school.

Field Trips

When a field trip is scheduled, each child must have a signed permission slip prior to participating in the field trip. Children without a signed permission slip will not be allowed to participate.

If your child is unable to participate or you do not want your child to go on the field trip, he/she **must stay home on that day.**

Parents are encouraged to attend the field trip with their child when space is available, **but we are unable to allow other children or siblings to attend the field trip if they are not enrolled in our program.**

Gifts

Our program does not allow teachers and staff to accept gifts or gratuities from anyone who receives services from the program.

Teachers may not provide gifts to the children and exchanging gifts between children in the classroom is also not permitted.

Thank you for your understanding.

Health Requirements

Healthy children attend school more often and are more likely to succeed in school. To help your child stay healthy, the Preschool program requires the following:

- 1. Physical Examination**

A complete physical examination is required on a “School Entrance Health Form”. The exam includes hemoglobin/hematocrit, blood lead level, blood pressure, height and weight, immunizations, and TB Screening.

- 2. Dental Examination**

Initial dental exam for cleaning and fluoride treatment, routine and treatment follow-ups every six months.

Screenings completed by the program:

- 1. Developmental Screening**

Screening is completed within 45 days of enrollment. Referrals will be made to Child Find, as appropriate.

- 2. Speech, Hearing, and Vision Screening**

Screening is completed within 45 days of enrollment. Referrals will be made as appropriate for children who need further follow-up.



Medical Treatment Plans:

Any child with a diagnosed condition of asthma, food allergies, seizures, diabetes, or needing daily medication or treatment for a medical condition will be required to have a written statement from a licensed physician or licensed nurse practitioner.

It is required that all students with any of the above-mentioned conditions provide the [correct forms to the school](#).

You may reach out to your Family Service Worker or Health Team to obtain any needed forms. **The signed form and medication must be brought to the school nurse before the child may start school.**

Medications:

Parents should make every effort to administer needed medications to their child at home. In the event medications need to be administered at school, parents will:

1. **Transport medication to and from school.** Under no circumstances will students be allowed to medicate themselves or be in possession of medication at school or on the bus.
2. **Sign written authorization for school staff to administer medication.**
3. **Provide doctor instructions** regarding type of medication, reason for medication, required dosage, time intervals, and duration of administration. A pharmacy label is sufficient.
4. **Provide medication in the original container** and ensure it is not expired.



Please remember:

- If medication requires refrigeration, parents should check with the school to see if refrigerated storage is available. Health Department rules do not permit the storage of medication in food service refrigerators.
- The school will not be responsible for lost or spilled medications.
- All medications to be administered at school shall be kept in a locked area. Only the people designated by the school principal shall administer medication to students. Under no circumstances shall students be allowed to get their own medication from the locked area.
- All notes from parents or guardians, as well as physician's written orders, shall be kept on file at the school until the end of the school year.

Read more about PWCS Student Health Services, Health Requirements, Medical Treatment Plans, and Medication policies on the [PWCS Student Health Services website](#).



Sick Policy:

When your child is sick, please call the school and ask that the teachers be notified of your child's illness. **Please send your child to school every day unless he/she has had the following within the last 24 hours:**

- **Fever (100° or more taken by mouth)**
- **Diarrhea (2 loose stools in a row)**
- **Vomiting**
- **Nose mucous changing from clear to green**



If your child has a fever, vomiting, or diarrhea, they will need to be symptom-free without medication for 24 full hours before returning to school. Read more about when to keep children home from school on the [PWCS Attendance website](#).



Your child should visit the doctor and be cleared before returning to school if:

- They had contagious illnesses such as pink eye, strep throat, ringworm, or impetigo.
- They had surgery (including same-day surgery). Or
- They were admitted to the hospital for any reason.

Doctor's notes should clearly state:

- Medical problem or condition
- Treatment
- Level of activity allowed
- Date child may return to school

Staff and volunteers will follow the same sick policy as stated above.

Home Visits & Conferences

Teachers complete home visits and conferences throughout the year. Depending on current guidance given by state and local officials, some visits may take place virtually. The teachers will visit you before your child starts school to meet your child in an environment that is familiar to them.

During the school year, there are two additional conferences and one additional home visit to discuss your child's progress. The scheduled meetings will take place:

- November, Parent/Teacher conference at school
- January to February, Teacher home visit
- April, Parent/Teacher conference at school



The Family Service Worker will also schedule one visit to discuss family goals and help with any concerns. Family Service Worker home visits are scheduled during July to November, or as needed based on family situations.

Please try to keep all appointments or give 24 hour-notice to reschedule visits.

Mandated Reporting of Child Abuse and Neglect

Virginia Law 63.1-248.3 states that, "...any teacher or other person employed in a public or private school...who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately" [to the local Department of Welfare]. Virginia Law 63.1-248.3 further states, "...failure to do so shall result in a fine."

School Board Regulation 771-1 states that abuse or neglect may be suspected if the parent or person responsible for the child has:

- Attempted, or threatened, to kill the child;
- Inflicted, or threatened to inflict, a serious bodily injury;
- Deprived the child of proper medical care or of the necessities of life;
- Abandoned the child;
- Committed, or allowed to be committed, sexual acts on the child; or
- Emotionally abused the child.

If your child gets any bruises, scratches, or burns at home from playing, or an accident, please report this to the classroom teacher immediately.

If you suspect a child has been abused or neglected, you may also contact the **Virginia Child Abuse Hotline at 1-800-552-7096**. Reports are taken 24 hours per day and may be left anonymously.

Review child supervision guidelines to make sure that your child is always under appropriate supervision.

Child Supervision Guidelines

Age	Time Limit
0-8 years	May not be left unsupervised
9-10 years	No more than 1.5 hours alone
11-12 years	No more than 3 hours alone
13-15 years	May be left alone all day
16-17 years	May be left alone all night or over the weekend

Babysitting Guidelines

Age	Time Limit
13 years	May babysit children for up to 4 hours
14-15 years	May babysit over 4 hours (not overnight or weekends)
16-17 years	May babysit children overnight or over weekend

When age-appropriate, children who are left alone or care for other children should know how to reach a responsible adult if needed. They also need to be trained in self-care techniques such as knowledge of how to deal with:

- ✓ Emergencies
- ✓ Conflicts with friends/siblings
- ✓ Handling loneliness/boredom
- ✓ Personal safety
- ✓ Simple first aid
- ✓ Fear

The Department of Social Services assesses each situation individually.

Nutrition

Breakfast and Lunch:

- ✓ Children are offered meals at school
- ✓ Menu items selected by the Nutritionist are low in sugar, salt and fat, based on the PWCS master menus
- ✓ Preschool menus are nut and pork free
- ✓ Meals are free for all Head Start students
- ✓ Parents of VPI students **MUST** complete the online Free-Reduced Meal Application and may qualify for free or reduced meals

Packed Meals:

- ✓ Parents may pack meals for their children (breakfast and lunch)
- ✓ Children should be sent healthy foods; candy or sodas are not permitted.
- ✓ Students may bring a water bottle and refill at school when thirsty
- ✓ **No foods or beverages are allowed to be brought into the classroom to share with others.** This includes treats for birthdays or holidays. Talk with the teacher about other ways to celebrate birthdays.
- ✓ Please do NOT send snack items, as the preschool schedule does not include snack time.



Food Allergies:

Individual menus are written when a child has **food allergies or a specific medical condition.**

To help ensure the appropriate staff have the information necessary to keep children safe and healthy, parents are responsible for:

- ✓ **Submitting a Food Allergy Action Plan**, completed by the doctor, **at least 5 days PRIOR** to starting school
- ✓ Giving the necessary medications to the school nurse **PRIOR** to starting school

Family Style Meals:

Children eat meals in the classroom “family style.” Meals are served in large serving bowls and children, with the direction of teachers, learn how to:

- ✓ Set the table
- ✓ Serve themselves
- ✓ Clean up

All children are encouraged to try the foods offered; however, they are never forced to eat.

Parents at Mealtime:

Parents are welcome to eat with their children.

- ✓ Parents need to purchase their meal
- ✓ Parents may bring a healthy meal from home, check first with the teacher about food allergies in the classroom.
- ✓ Food from restaurants is not allowed because ingredients cannot be verified
- ✓ Other children are not allowed in the classroom

Nutrition Assessments:

Healthy nutrition is important for children's brain and physical development. All children's growth patterns, heights, and weights are assessed by the Nutritionist.

Healthy eating classes for parents are offered during the year as well.

If you have any questions regarding your child's growth or eating habits, please contact the Nutritionist.

Tooth Brushing:

Children brush their teeth each day as a small group activity.

- ✓ Teachers direct tooth brushing because children under the age of 8 need adult supervision while brushing their teeth.
- ✓ The children learn to brush all areas of their teeth and tongue.
- ✓ Toothbrushes are sanitized daily and replaced periodically during the year.

School Closures and Delays

If school is closed or delayed for any reason (inclement weather), follow the procedure for **the school district**. Listen to your local T.V. or radio station or check the [school website](#), for more information.



Two-Hour Delay Procedures:

When there is a 2-hour delay,

- ✓ AM half-day classes come 2 hours later than normal and are sent home 1 hour later than normal
- ✓ PM half-day classes come 1 hour later than normal and are sent home on time.
- ✓ Full-day classes come 2 hours later than normal and are sent home on time

Early Dismissal:

During an early dismissal, there will be no afternoon classes held.

Virtual Learning:

Virtual learning may be used when schools are closed for an extended period of time. Families should expect the following in the event of virtual learning:

- ✓ A list of learning activities to complete at home
- ✓ A short virtual session with the preschool teacher

School Supplies

- ✓ **A backpack large enough to fit a folder is the only school supply needed.**
- ✓ All other materials are provided by the program.

Check your child's backpack daily. Teachers send home information, and parents may send notes to the teacher via the school folder.

Do not send toys, electronics, tablets, devices, or cell phones from home to avoid damage or loss. The school is not responsible for items sent being lost, stolen, or damaged.



Social-Emotional Health

The Preschool Program has Social-Emotional Specialists who:

- ✓ Observe children's social-emotional development in the classroom.
- ✓ Use interventions to help children manage their behavior and emotions.
- ✓ Offer parents free workshops on Conscious Discipline interventions so they too can assist their children at home in identifying emotions, building positive relationships with peers and adults, and developing healthy coping skills to replace unwanted behaviors such as biting, hitting, or yelling.

- ✓ Provide home visits and referral services, such as counseling, support groups, and community resources, to families via phone, email, zoom, and in-person meetings at the central office or school locations to help meet their needs.

In the classroom, the program uses the Second Step and Conscious Discipline curriculums to teach children how to identify and express their feelings in a safe manner. These interventions equip children to self-regulate and make safe choices.

Special Education and Developmental Screenings

Preschool screenings are conducted in the areas of:

- ✓ Development
- ✓ Hearing
- ✓ Speech
- ✓ Vision

Results are shared with parents, and if the results indicate a concern, staff discuss concerns and possible referrals for further testing, when recommended.

If you have a concern regarding your child's speech or development, or if you suspect your child has a delay, contact your child's teacher.

At least 10% of available enrollment is reserved for children with disabilities.

The Parent Resource Center provides support, training, and information to parents and teachers of children with special needs. It is located at the Kelly Leadership Center.

Volunteering

Parents are encouraged to volunteer in the classroom.

Volunteers are required to provide proof of the following to the Preschool Office, prior to volunteering:

- ✓ Signed Volunteer Responsibility form
- ✓ Negative TB test or screening is encouraged (given within the last year)

Please remember the following when volunteering:

- ✓ **Volunteers are not permitted to bring other children into the classroom.**
- ✓ Volunteers must be 18 years of age and listed on a preschool child's emergency card.
- ✓ Community volunteers must receive prior approval from the school and preschool office.
- ✓ All school visitors must report to the school office, sign in, and present a valid photo ID.
- ✓ When arriving in the classroom, all volunteers sign in to record volunteer time.
- ✓ Volunteers must be healthy and free from any communicable disease.
- ✓ Information about classroom staff or students is considered confidential and may not be shared.
- ✓ Volunteers should refrain from using cell phones while volunteering.

- ✓ Pictures or videos of children other than your own are prohibited.
- ✓ All schools and school events are smoke, alcohol, drug, and firearm free zones.
- ✓ Those who volunteer for 15 or more hours per week are required to complete the PWCS Human Resource process for volunteers.
- ✓ Volunteers are not left alone with children.
- ✓ Classroom discipline is the responsibility of the teacher. Children are never to be pushed, hit, pinched, jerked, or yelled at.
- ✓ Volunteers should inform teaching staff if there are concerns with a child's behavior.
- ✓ All PWCS staff and volunteers are mandated reporters of suspected child abuse or neglect.

Review the Volunteer Handbook and Volunteer Training for more information.



