

# 2019 PRESCHOOL PARENT HANDBOOK



Play • Learn • Grow

*The Eufaula City Schools Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Jan Bowen or Deltonya Warren may be contacted at (334) 687-1100 or in writing at 333 State Docks Road, Eufaula, AL 36027 or email [jan.bowen@ecsk12.org](mailto:jan.bowen@ecsk12.org) or [deltonya.warren@ecsk12.org](mailto:deltonya.warren@ecsk12.org).*

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**MISSION STATEMENT** The mission of the Eufaula Early Learning Center is to ensure that children are healthy, self-confident, enthusiastic learners who have the skills necessary for success in life. This will be accomplished by a committed, highly-qualified staff in a safe, nurturing, and stimulating environment which fosters exploration, creative learning, and problem solving through the use of real-life experiences, integrated language and hands-on learning activities.

**VISION** The vision of the Eufaula Early Learning Center Preschool Program is to prepare our children to enter kindergarten with a solid sense of security, positive self-esteem, and a love for learning.

### **Eufaula Early Learning Center Staff Office Staff:**

Deltonya Warren, Principal/Director  
Samantha Weathers, Administrative Assistant  
Patrice Griglen, Secretary  
Carly Wilbourne, School Nurse

Deltonya.Warren@ecsk12.org 334-687-1100 ext. 131  
Sam.Weathers@ecsk12.org 334-687-1100 ext. 116  
Patrice.Griglen@ecsk12.org 334-687-1100 ext. 144  
Carly.Wilbourne@ecsk12.org 334-687-1100 ext. 160

#### **Parents As Teachers Staff:**

Adrienne Jackson Coordinator  
Alma Bludsworth, Home Educator  
Marielos Medina, Home Educator  
Shantel Jackson, Home Educator  
Rashema Warren, Home Educator

Adrienne.Jackson@ecsk12.org 334-687-1100 ext. 150  
Alma.Bludsworth@ecsk12.org 334-687-1100 ext. 152  
Marielos.Medina@ecsk12.org 334-687-1100 ext. 152  
Shantel.Jackson@ecsk12.org 334-687-1100 ext. 152  
Rashema.Warren@ecsk12.org 334-687-1100 ext. 152

#### **Teachers:**

Miss Cindy cindy.irvin@ecsk12.org  
Miss Julie julie.salter@ecsk12.org  
Miss Lisa B. lisa.burnham@ecsk12.org  
Miss Hunter hunter.salter@ecsk12.org  
Miss Christi christi.green@ecsk12.org  
Miss Lisa S. lisa.salter@ecsk12.org  
Miss Courtney courtney.green@ecsk12.org

#### **Auxiliary Teachers**

Ms. Shantia shantia.williams@ecsk12.org  
Ms. Jeanette jeanette.anglin@ecsk12.org  
Ms. Rose rose.crawford@ecsk12.org  
Ms. Nancy nancy.shirley@ecsk12.org  
Ms. Kianna kianna.bouyer@ecsk12.org  
Ms. Destinee destinee.mahone@ecsk12.org  
Ms. Peggy peggy.richardson@ecsk12.org

#### **Learning, Emotional, Academic and Play Strategies (L.E.A.P.S) 3 & 4 Year Olds Staff:**

Rosie Jackson, Lead Teacher rosie.jackson@ecsk12.org  
Dillya Davis, Paraprofessional dillya.davis@ecsk12.org

#### **Child Nutrition Program Staff:**

Bonnie Wilson Lunchroom Manager Bonnie.Wilson@ecsk12.org  
Terri Jennings Lunchroom Angel

#### **Custodial Staff:**

Lucy Woods  
Tommy Self

# Arrival Procedures

Arrival Procedure Parents will enter the parking lot off of State Docks Road at the (1st entrance) “Enter” sign in the Pre-K parking lot. Please exit the parking lot at the (2nd entrance) “Exit” sign and turn right to exit down Randolph street. Parents will not be allowed to turn left back onto State Docks Road after exiting the parking lot. When parking, please be respectful of other parents and do not block people in. Please refrain from using the designated handicap parking spots without the proper placard or tag issued for your use. On rainy mornings please remember to bring an umbrella for the walk from the parking lot to the covered walkway that leads to the ELC main office. Our doors will open at 7:15 a.m. each morning for parents to begin entering the main office hallway to take their child to their classroom and sign them in on the classroom sign in sheet. Once children have been signed into the classroom, parents should exit the doors at the end of the pre-k hallway closest to the parking lot. NO ONE will be allowed to enter these doors in the mornings or afternoons. They will be used for exiting the building only.

The first bell rings at 7:45 a.m. and the tardy bell rings at 7:50 a.m. Once the tardy bell rings, parents or their designee will be expected to report to the ELC office to sign in and get a picture ID badge before proceeding to the child’s classroom to sign them in on the daily sign in sheet.

Under no circumstances should a pre-k child be dropped off at any point on the campus and expected to walk into the building ALONE. All entry points to interior doors are enclosed by gates and ALL doors will remain locked throughout the school day. The only access into the building is through the office.

Breakfast and lunch times are prime opportunities to work on social and academic skills. Therefore, all pre-k students will eat breakfast together each morning beginning at 7:45 a.m. in their classroom. Breakfast ends at 8 a.m. and our regular school day begins.

# Dismissal Procedures

Dismissal begins at 2:30 p.m. and ends promptly at 2:45 p.m. As a safety measure, parents or designees picking up children in the afternoons will follow the same procedure that we follow in the mornings by entering through the main office hallway. There will be staff members posted at the entrance to check dismissal tags. During orientation, each family will be given 2 dismissal tags. Additional tags may be purchased by parents or guardians only for \$3.00. For the safety of all students and staff, adults must have the child’s dismissal tag (which will have picture badges of the individuals approved to pick up children). In the event someone different is picking up the child, they must be listed on the emergency card and have a state issued identification in order for the ELC staff to allow them to sign a child out. When signing the child out the individual should sign his/her full name on the sign-out sheet located in the classroom.

If you utilize the services of one of the local day care centers for afternoon pick up or morning drop off, please make sure that you give them one of your child’s dismissal tags. We will only dismiss the students to individuals who are listed on the Emergency Card and who have the dismissal tag. Remember, safety is our number one priority during these crucial transition times.

Once the doors are re-opened, you will be taken to the late pick-up location to sign your child out and to pay the \$7 late pickup fee. Once our records indicate you have been late picking up

your child 3 times, a conference with one of our administrators will be required. If on any day your child is assigned to the late pick up location and you do not pay the late pick up fee, you will be required to meet with one of the administrators before taking your child to the classroom the following school day.

### **Late pick-ups:**

We realize that there are extenuating circumstances from time to time that may cause parents to be late picking up their child. It is important that parents make arrangements for their child to be picked up daily by 2:45 p.m. if they are not registered for extended day. We must maintain a safe student to teacher ratio in extended day and for this reason we will be unable to allow “drop-in” services in our extended day program.

If you see that you will not be at school by 2:45, call the office at 687-1100, ext 144. Once you have contacted the office, a determination will be made as to an appropriate plan for your child.

At 2:50, we will close the entrance to the ELC in order to transition children safely to the after-school care program or the late pick up area. If you are late, you will be expected to kindly wait outside until all of our children have transitioned. Please understand this is strictly for the safety of our students. The process may take as long as ten minutes.

Administration will require a conference with the parent or guardian if chronic absences or tardiness arises. This will include being late to school, excessive checkouts, or more than 3 late pick ups in the afternoon. At the conference, the administration reserves the right to consider the possibility of dismissal from the program. This is always a last option for our staff as our desire is to keep all of our students in school until the end of the school year. We will make every effort to work with any family who has evidence of extenuating circumstances.

### **Extended Day:**

We are excited to serve you and your child/children in our after-school extended day care. This service will begin on August 12th and will be provided from dismissal time until 5:15 p.m. every FULL day school is in session with the exception of the last day of school. Services will NOT be provided on the days students dismiss earlier than 2:30. Your child will be provided a snack and a drink, a learning time, and free play.

The registration fee is \$15.00 and the weekly fee is \$35.00. The weekly fee is due whether children attend all week or not. Fees must be paid each Friday for the upcoming week. Weekly fees not paid by the closing of the first day of the week will incur a \$5 late fee, per day, thereafter. If weekly fees are not paid by the following Friday, your child/children will not be allowed to return to the program until your account is paid in full.

### **Student Check Outs:**

All students will have rest time from 1:15 until 2:00 p.m. Most of our students use this time to sleep. Please understand that when we use the intercom to call for students it disrupts the entire classroom. Therefore, if your child has an afternoon appointment or needs to be checked out please do so by 1:00 p.m. **Check-outs for any reason are not allowed after 1:00 p.m.** We begin normal dismissal at 2:30 p.m.

# Safety

Your child's safety is first! They are as precious to us as they are to you. We kindly ask for your cooperation in adhering to the following:

- While on campus which includes the parking lot, please do not use your cell phone. Morning arrival times and afternoon dismissal times are crucial transition times and require your full attention.
- When you are visiting our campus, we must ask that you respect the privacy of other families and children and not use your phone to video or photograph children.
- No tobacco, alcohol, or weapons are allowed on our campus.
- Always report to the office first when you visit our campus to get a visitor's pass. You will need your driver's license or state issued identification to obtain a visitor's pass EACH time you enter the ELC.

## Pre-K Discipline Plan

Teachers and staff of the Early Learning Center model and support children in the process of learning to solve their own problems and conflicts using redirection and self regulation techniques by:

1. Acknowledging the conflict and the feelings of the children
2. Allowing each child to speak and explain his/her perspective
3. Helping the children decide on and implement a solution and plan different ways to behave in the future.

Teachers and staff establish routines and procedures for all aspects of the Pre-k day which increases the likelihood of success for all the children in the class. Teachers are proactive and provide clear expectations and use effective methods to prevent and redirect challenging behaviors by fully planning and preparing for the Pre-K day with materials readily accessible. Effective verbal acknowledgement that describes a child's appropriate words and actions is given rather than only addressing the negative behaviors and actions. Time-out or isolation, threats, and/or loss of playtime all lack the reflection and follow-up needed to bring about change in behavior and are not utilized at the ELC.

Specific consequences for incidents of aggressive behavior may be used. In these situations the teacher may provide a space and materials that will help a child regain control of emotions, words, and actions. When the child is calm, the teacher will facilitate a discussion with the child to give him the opportunity and support to discuss his feelings and how to handle such situations differently in the future. No form of physical or mental punishment is permitted. The belief and practice of the ELC is that children should always feel safe and valued. All teacher interactions with children should support the child's development of trusting relationships and sense of security in their surroundings.

Occasionally, chronic behavior problems may persist. In cases where challenging behaviors (tantrums, physical aggression, bullying, biting) pose a risk to the child or to others, the family is expected to meet with the teacher, ELC/ECS administration, and other appropriate professionals

(guidance counselor, school psychologist, school nurse, and/or mental health professionals). This team will make decisions based upon what is in the best interest of the child and may choose to develop a behavior intervention plan.

## Parent Responsibilities

I understand that as a parent of a pre-k student enrolled in the ELC, I will:

- ✓ Attend orientation at the beginning of the year.
- ✓ Provide proof of residency prior to the start of school.
- ✓ Walk my child to the classroom each morning and sign him in before 7:50 a.m.
- ✓ Walk to my child's classroom between 2:30 and 2:45 p.m. to sign him out.
- ✓ Check child out before 1:00 p.m. in the event of an afternoon appointment, understanding that nap time is 1:15-2:00 p.m.
- ✓ Avoid Chronic Tardiness which is defined as a late arrival or early departure more than 2 days per week.
- ✓ Avoid Chronic Absences which is defined as missing more than 4 days per month without medical or other reasonable explanation. This could also be defined as an established regular attendance pattern. (Late every Monday or absent every Tuesday or leave early every Friday for example)

In such situations, parent conference with administration will be required, the regional monitor for the Department of Early Childhood Education will be consulted, the truancy office for Eufaula City Schools will be consulted and possibility of dismissal from the program will be considered.

- ✓ Attend two parent conferences per year.
- ✓ Meet with your child's teacher or designee in your home or at school if requested.
- ✓ Complete 12 hours of parental involvement this school year. Six hours of parental involvement must be completed by December 20th to be eligible for preschool services the second semester.
- ✓ **Notify the child's teacher or office staff of address changes or phone number changes during the school year.**
- ✓ Answer and respond to the safety call that you will receive each day that your child is absent.
- ✓ Send a written excuse for every absence. After 2 days or 48 hours, if no note has been received, the child is considered unexcused.
- ✓ Keep children home from school for at least 24 hours or until they are fever free for 24 hours without medication and free from virus symptoms such as diarrhea and vomiting.
- ✓ Check and return my child's folder/reading bag every day.
- ✓ Assume responsibility for my child's conduct.
- ✓ Work cooperatively with my child's teachers and other school personnel.

**Extra Clothing**

Please send a complete change of clothes including underwear and socks to be left at school.

**Toileting Accidents/Potty Training**

Please note that children must be completely potty-trained when entering Pre-k. This includes being able to clean themselves following toileting. Faculty and staff are not allowed to change and/or to clean children for pottying accidents or toileting needs. If a child wets his/her pants staff can offer baby wipes and coach them on getting cleaned up and changing the wet underwear and clothing. However, if a child has a BM in their pants, parents will be called to come to school and change their child's clothing.

**Breakfast**

All children will have breakfast in their classroom each morning beginning at 7:45 and ending at 8 a.m. This time is one of our daily learning experiences and it is very important for your child to be here on time to benefit. Breakfast is served at no charge.

**Lunch**

We are participating in the Community Eligibility Program. There is NO charge to students for lunch. If you choose to send a lunch from home, we encourage you to send a healthy lunch and ask that you do not send candy, sodas, or glass bottles. You are welcome to come have lunch with your child at anytime. The price for a visitor's lunch is \$3.75.

Fast food restaurant breakfast or lunch may not be brought into the school lunchroom or classroom. Teachers are not allowed to refrigerate or to heat up foods for students.

**Snack**

Please send a snack and a drink for your child each day. We encourage you to send healthy snacks and ask that you do not send candy, sodas or glass bottles. Also, water bottles are permitted and are encouraged especially in the warmer/hotter months. Please be sure to label them with your child's name.

**Too Sick for School**

As mentioned in the parent responsibilities, if a child has a fever, diarrhea, vomiting, pink eye or any illness deemed contagious by our school nurse or a physician, parents should keep the child at home until they are symptom free. In the event that Nurse Carly calls a parent to come and pick up a child for any of the above symptoms, the child will not be allowed to return to school for 24 hours.

**Dress Code**

Preschoolers may not wear spaghetti strap shirts or halter tops. Tennis shoes must be worn to P.E. and outside playtimes. We strongly encourage you to consider purchasing tennis shoes with Velcro. Further information on the dress code may be found in the Eufaula City Schools' Code of Conduct Handbook.

**Money**

Any money that is sent to school should always be placed in a sealed envelope, labeled with your



child's name, teacher's name, and purpose for the money. Money for separate purposes should be placed in separate, labeled envelopes. Unlabeled and/or loose money could get lost or sent to the wrong place. Money envelopes should be placed in the daily folder—this is where teachers will check each morning. Please do not give your child money to keep in his/her pocket. Children of this age use money as a toy and it distracts them during our learning activities. More importantly, coins can be a choking hazard.

### **Daily Folders**

Your child will be provided with a folder for class work, notes to and from school, and money. Anything you send to school (notes, money, etc.) needs to be in their folder. A two way communication sheet will be included in the folder. Please make notes on this sheet to communicate with your child's teachers.

Folders are checked daily. Please note that we do not check book bags. It is also important that you check the folder each day for notes from school.

Should you damage or misplace your child's communication folder, you will need to purchase one from our office for \$5.

### **Messages**

Oral messages brought by your child cannot be accepted by the teacher. Please send written correspondence only. These should be put in your child's daily folder.

### **Rest Time**

Preschool students do have 45 minutes of rest time each day. Parents are asked to send a towel each Monday. These will be returned on Friday to be washed over the weekend. If your child has a cot cover or small child-sized blanket, feel free to send this instead of a towel.

### **Toys**

Please do not send toys to school with your child. Toys can get broken, are difficult to share, and may get misplaced. Occasionally, we will have special days when children can bring an item that pertains to what we are learning. Also, no lip gloss or lip balm as these tend to be passed around and shared.

### **Parties**

Each class may have several parties during the school year. Your assistance, as requested by the teacher, is appreciated. Let your child's teacher know in advance if you are going to celebrate your child's birthday at school. Birthday snacks may be served at snack time on your child's birthday. Please do not send party invitations to school unless you send one for each child in the class. Also, gifts, flowers or balloons should not be delivered at school to students.

## **Progress Reports**

Progress reports are given each nine weeks for Pre-k students. The first progress report will be given to parents during the mandatory parent conference in the Fall. The final Progress Report will be given to parents during the mandatory parent conference in May. The progress report will show how your child is progressing academically, socially and developmentally. The ELC staff

will make every effort to schedule your conferences during a time that is convenient for you.

Assessments Teaching Strategies GOLD is the on-going yearly assessment system used by all Pre-k teachers. Students are observed and anecdotal notes are recorded daily to give a summative report at three checkpoints on student growth. Work samples are also collected along with checklist and reports. Do not be alarmed if samples are not in the folder weekly as they may be saved in a journal to show parents at conference time.

## **Hands-on Learning**

Young children learn by interacting with people and things, working with their hands, and being creative. While we do some paper-and-pencil activities in pre-k, you will not see your child writing rows of letters or doing other worksheets at school. The children will learn to identify and to attempt to write letters, and this will be accomplished in a manner that is meaningful to them. If your child does not bring home any paper activities, this means we did activities involving learning manipulatives. For example, children will be taught to identify letters using a set of letters they can touch and move around, using an alphabet bingo game, through morning message, and other methods. Children will learn to count using objects, such as counting bears or buttons in addition to so many other developmentally appropriate activities!

### **The Preschool Curriculum**

The core of the curriculum is designed around the Thematic Teaching. In order to ensure that our instruction is rich and meaningful several resources are used when planning units: The World of Wonders Curriculum, Creative Curriculum, and HighScope Curriculum. This approach promotes active learning, allowing children the opportunity to search, explore, and reflect on learning.

Daily activities are based on the following key experiences:

### **Creative Representation**

- Recognizing objects by sight, sound, touch, taste, and smell
- Imitating actions and sounds
- Relating models, pictures, and photographs to real places and things
- Pretending and role playing
- Making models out of clay, blocks, and other materials
- Drawing and painting

### **Language and Literacy**

- Talking with others about personally meaningful experiences
- Describing objects, events, and relations
- Having fun with language; listening to stories and poems
- Making up stories and rhymes
- Writing in various ways: writing storybooks, signs and symbols, one's own writing

- Dictating stories

### **Initiative and Social Relations**

- Making and expressing choices, plans and decisions
- Solving problems encountered in play
- Taking care of one's own needs
- Expressing feelings in words
- Participating in group routines
- Being sensitive to the feelings, interests, and needs of others
- Building relationships with children and adults
- Creating and experiencing collaborative play
- Dealing with social conflict

### **Movement**

- Moving in non-locomotor ways (anchored movement: bending, twisting, rocking, swinging one's arms)
- Moving in locomotor ways (non-anchored movement: running, jumping, hopping, skipping, marching, climbing)
- Moving with objects
- Expressing creativity in movement
- Describing movement
- Acting upon movement directions
- Feeling and expressing steady beat
- Moving in sequences to a common beat

### **Music**

- Moving to music
- Exploring and identifying sounds
- Exploring the singing voice
- Exploring melody

### **Classification**

- Exploring and describing similarities, differences, and the attributes of things
- Distinguishing and describing shapes
- Sorting and matching
- Using and describing something in several ways
- Holding more than one attribute in mind at one time
- Distinguishing between "some" and "all"
- Describing characteristics something does not possess or what class it does not belong to
- Comparing attributes (longer/shorter, bigger/smaller)
- Arranging several things one after another in a series or pattern and describing the relationships (big/bigger/biggest; red/blue/red/blue)
- Fitting one ordered set of objects to another through trial and error (small cup-small saucer/big cup-big saucer)

- Seriation (organizing in a series or in rows)

## **Number**

- Comparing the number of things in two sets to determine “more”, “fewer”, “same number”
- Arranging two sets of objects in one-to-one correspondence
- Counting objects

## **Space**

- Filling and emptying
- Fitting things together and taking them apart
- Changing the shape and arrangement of objects (wrapping, twisting, stretching, stacking, enclosing)
- Observing people, places, and things from different spatial viewpoints (the amount of space between)
- Experiencing and describing positions direction, and distances in the play space, building, and neighborhood
- Interpreting spatial relations in drawings, pictures and photographs

## **Time**

- Starting and stopping an action on signal
- Experiencing and describing rates of movement
- Experiencing and compare time intervals
- Anticipating, remembering, and describing sequences of events

# Parent Responsibilities

I understand that as a parent of a pre-k student enrolled in the ELC, I will:

- ✓ Attend orientation at the beginning of the year.
- ✓ Provide proof of residency prior to the start of school.
- ✓ Walk my child to the classroom each morning and sign him in before 7:50 a.m.
- ✓ Walk to my child's classroom between 2:30 and 2:45 p.m. to sign him out.
- ✓ Check child out before 1:00 p.m. in the event of an afternoon appointment, understanding that nap time is 1:15-2:00 p.m.
- ✓ Avoid Chronic Tardiness which is defined as a late arrival or early departure more than 2 days per week.
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In such situations, parent conference with administration will be required, the regional monitor for the Department of Early Childhood Education will be consulted, the truancy office for Eufaula City Schools will be consulted and possibility of dismissal from the program will be considered.

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- ✓ Meet with your child's teacher or designee in your home or at school if requested.
- ✓ Complete 12 hours of parental involvement this school year. Six hours of parental involvement must be completed by December 20th to be eligible for preschool services the second semester.
- ✓ **Notify the child's teacher or office staff of address changes or phone number changes during the school year.**
- ✓ Answer and respond to the safety call that you will receive each day that your child is absent.
- ✓ Send a written excuse for every absence. After 2 days or 48 hours, if no note has been received, the child is considered unexcused.
- ✓ Keep children home from school for at least 24 hours or until they are fever free for 24 hours without medication and free from virus symptoms such as diarrhea and vomiting.
- ✓ Check and return my child's folder/reading bag every day.
- ✓ Assume responsibility for my child's conduct.
- ✓ Work cooperatively with my child's teachers and other school personnel.

I have attended pre-k orientation and read the pre-k handbook. I understand and accept the parent responsibilities required of this program.

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Parent/guardian's signature

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date

## Responsabilidades de los padres

Entiendo que como padre de un estudiante pre-k inscrito en el ELC, voy a:

- Asistir a la orientación a principios de año.
- Proporcione una prueba de residencia antes del inicio de la escuela.
- Acompañar a mi hijo al salón de clases cada mañana y firmarlo antes de las 7:50 a.m.
- Camine al salón de clases de mi hijo entre las 2:30 y las 2:45 p.m. para cerrar la sesión.
- Echa un vistazo al niño antes de la 1:00 p.m. en el caso de una cita por la tarde, entendiendo que la hora de la siesta es de 1:15-2:00 p.m.
- Evite la tardanza crónica que se define como una llegada tardía o salida anticipada más de 2 días por semana.
- Evite las ausencias crónicas que se define como faltantes más de 4 días al mes sin explicación médica u otra explicación razonable. Esto también podría definirse como un patrón de asistencia regular establecido. (Tarde todos los lunes o ausente todos los martes o salir temprano todos los viernes, por ejemplo)

En tales situaciones, se requerirá una conferencia de padres con la administración, se consultará al monitor regional del Departamento de Educación Infantil, se consultará la oficina de ausentismo de las Escuelas de la Ciudad de Eufaula y se programa será considerado.

- Asistir a dos conferencias de padres por año.
- Reúnase con el maestro o designado de su hijo en su casa o en la escuela si se le solicita.
- Completar 12 horas de participación de los padres este año escolar. Seis horas de participación de los padres deben completarse antes del 20 de diciembre para ser elegibles para los servicios preescolares el segundo semestre.
- **Notificar al maestro del niño o al personal de la oficina de cambios de dirección o cambios de número de teléfono durante el año escolar.**
- Responda y responda a la llamada de seguridad que recibirá cada día que su hijo esté ausente.
- Envíe una excusa por escrito para cada ausencia. Después de 2 días o 48 horas, si no se ha recibido ninguna nota, el niño se considera injustificado.
- Mantenga a los niños en casa desde la escuela durante al menos 24 horas o hasta que estén libres de fiebre durante 24 horas sin medicamentos y libres de síntomas de virus como diarrea y vómitos.
- Revise y devuelva la carpeta/bolsa de lectura de mi hijo todos los días.
- Asumir la responsabilidad de la conducta de mi hijo.
- Trabaje en cooperación con los maestros de mi hijo y otro personal de la escuela.

He asistido a la orientación pre-k y he leído el manual pre-k. Entiendo y acepto las responsabilidades de los padres requeridas de este programa.

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de firma del padre/tutor

Fecha