

Philipsburg Early Education Program (PEEP)

Pre-K Program Handbook



2019-2020

Board of Directors:

Melanie Graham-Macpherson, President

Jennifer Graham, Vice President

Crista Beattie, Secretary

Linda Graham, Treasurer

Maranda Williams, Board Member

Pre-K Teacher: Lacie DeMers

September 26, 2019

Dear Parents,

Welcome to Pre-K!

Your child will experience wonderful opportunities in the Philipsburg Early Education Program (PEEP).

Besides making new friends and participating in exciting activities, your child will be offered opportunities to grow in the following areas:

-problem-solving skills

-communication

-physical development

-creative imagination

-academic progress

Enjoy this time in your child's life as they enter the world of education!

Sincerely,

Lacie DeMers

Pre-K Teacher

Philipsburg Early Education Program

School Schedule

Class will be held Tuesdays and Wednesdays from 9:00 A.M.-11:00 A.M. We will follow the schedule of Philipsburg Elementary School for holidays and scheduled breaks. We will also follow the same schedule for weather related cancellations and delays as the Philipsburg Elementary School. Class will begin October 1, 2019 and will end May 20, 2020. In the event of a cancelled day, make-up days will be posted by the classroom teacher. Each student will get a calendar of events for each four-week session.

Enrollment

Enrollment Deadline: **October 10, 2019**

All enrollments will be conducted via an online form.

Age Requirements

PEEP will follow the same enrollment guidelines that Philipsburg Elementary School does. However, we will NOT allow for students to petition for early enrollment. All students must be four years of age as of September. If PEEP does not meet the goal of a minimum of seven students, PEEP MAY allow for enrollment of students age three years of age as of September. All students that are over the age of six years old on the start date of the program must have pre-approval from the board of directors.

Attendance Policy

Due to the expansion of the Pre-K program for the 2019-2020 school year, enrollment space has become a premium. Attendance will be strictly enforced. Although this is a voluntary program, students enrolled will be required to follow the school schedule.

Day of absence- Parents will receive a phone call.

Three absences- Parents are notified with a phone call or letter.

Five absences- Excused or unexcused, will be followed up with a phone call and letter from the board of directors.

Ten absences-Excused or unexcused, may require a meeting with parents and board of directors.

Accidents at School

Any student, staff member, or visitor injured at school is required to fill out an accident report with the teacher within 24 hours of the incident. PEEP does not provide medical or accident insurance for students.

Attendance

Enrollment in an approved participating Pre-K program is voluntary. However, once the child is enrolled, attendance must follow PEEP guidelines which allows the board of directors, teacher, and parents/guardian to dis-enroll the child if they concur that requiring further attendance for that school year is not in the best interest of the child. Once a child is dis-enrolled, re-enrollment is not guaranteed.

All attendance issues will be brought to the attention of the board of directors.

Birthday Parties

Due to food allergies of many students, all snacks and birthday party celebrations must be approved by the Pre-K teacher.

Chaperones

Parents/guardians wishing to chaperone must be approved by the PEEP Board of Directors. Please fill out the Parent Volunteer sheet that is given out at the beginning of the year. You may not accompany the students on any field trip unless approved. Only Pre-K students may attend the field trip, no siblings. School lunches will not be provided for chaperones.

Conferences

Two formal parent-teacher conference nights will be scheduled each year (see Academic Calendar for specific times and dates.) If you would like to schedule any additional meetings with the teacher, please contact her.

Discipline

Students are subject to the discipline policies of PEEP program. Staff shall ensure that the guidance, behavior management and discipline practices are constructive and educational in nature, appropriate to each child's age and circumstances, and in keeping with the Pre-K program's policies and procedures. At all times, staff members are responsible for providing positive guidance that is appropriate to each child's age, understanding and circumstances. When a behavior problem arises, qualified staff members shall refer to PAX Program:

- redirect the child to alternative behavior or other activities;
- encourage the child to control his or her own behavior, cooperate with others and solve problems by talking through the issues;
- speak so the child understands that feelings are acceptable, but inappropriate behaviors and actions are not; and/or
- take action that relates to inappropriate behavior and ensure that any action that is taken is without bias and in proportion to the child's act.

Field Trips

Learning opportunities outside the classroom can enhance routine student performance. From time to time, parents may be invited to chaperone these educational activities. The PEEP Board of Directors must approve all chaperones prior to the date of announced events. Due to liability issues and limited space, siblings are not welcome on field trips. Money for all field trips is non-refundable due to prepaid activities and transportation. School lunches will not be provided for chaperones.

Food Allergies

Please speak with Pre-K teacher regarding any food allergies.

Food in the Classroom

Pre-K classrooms are under the guidance of the Nutrition and Wellness Policy in place by the Philipsburg School Program.

In an effort to protect valuable instructional time and due to allergies, "party goodies" must be approved by the school for birthdays. Teachers may request healthy items to be sent in for a class or school celebrations. Fast food and sodas are prohibited in the classroom.

Illness

Children are to be kept home if they are running a fever over 100 degrees. The child must be fever free for 24 hours without medication before they can return to school. If a child is vomiting, has diarrhea or had reddened eyes with drainage, they need to be kept home.

Children will be sent home from school if they are running a fever over 100 degrees or have excessive vomiting or diarrhea.

Kindergarten Transitions

For information about Kindergarten transitions from Pre-K please look for information next spring for Kindergarten Screening.

Meals

No Meals will be provided at this time.

Medication

Medications CANNOT be given at school without the authorization of the child's doctor. Medication forms are available from the classroom teacher.

Potty Training/Bathroom Breaks

All students attending Pre-K are asked to be potty trained. If an accident happens at school, a parent or guardian will be required to pick child up immediately upon phone call from the classroom teacher. We will have regular bathroom breaks, however we are asking that all kids be able to go to the bathroom on their own.

Tuition

Parents will be pre-billed on a four-week plan. Cost will be \$80 per student and all payments must be pre-paid.

Families with more than one child will be given a discount of \$5 for each additional child in the program.

Sliding Fee

PEEP is working to offer both a sliding fee and possible scholarship opportunities, however this will not be available for the 2019-2020 school year.

Supplies

At this time, all supplies will be provided by PEEP/donations, however throughout the year suggested donation item lists may be posted (i.e. Kleenex, Clorox Wipes etc.).

Pick-up and Drop Off

All students are asked to arrive five minutes prior to class time and be picked up no later than five minutes after class ends. PLEASE BE VERY COURTEOUS OF THIS. If children are not picked up within 5 minutes of class time, a \$5 per minute fine will be assessed. It is very important that children arrive on time. One late student can interrupt the entire class.

Classroom Location and Entrance

The Pre-K Classroom will be in the basement of the Philipsburg Elementary Building, please access the class from the side of the building (the side between the elementary school and high school). Parents are asked to accompany their kids to class and help them with their coats and backpacks.

Parents are also asked to pick the child up from the classroom, no child will be allowed to leave the building without a parent/guardian or a person authorized to pick the child up.

Joint Custody

In the event a child has joint guardianship, the PEEP board of directions and classroom teacher will default to the custody plan put in place by the legal system. All parents will be treated equally.

Amendments

This is a new program and amendments may be made to the handbook to enhance the program at any time. All amendments will be provided to the parents.

Student Dress

Students dress will reflect good taste and adhere to sound safety practices. Sneakers should be worn to school each day because students continually participate in physical fitness activities. Sling shoes (flip flops, slide sandals etc.) are not to be worn at any time. Skate shoes and "Heelys" are also not welcome at school. We will follow Philipsburg Elementary School Dress Code Policy. All Students are asked to be dressed according to the weather (i.e. snow boots, coats and hats in the winter).

A change of clothing needs to be provided for each child and changed for the seasons. This should include a top, bottoms, underwear, and socks. These will be kept in the child's backpack and returned home when the season changes.

Weather

In case of Philipsburg School cancellation due to weather, Pre-K will also be cancelled. A text message will be sent out to all parents.

Rules and Regulations

In the event an issue is not addressed in this rule book; PEEP will default to the school handbook put in place by the Philipsburg Elementary School District.

What are the PEEP and Early Learning Standards

The philosophy of **PEEP** is that young children learn best by doing. **The PEEP** is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning. The goal of the **PEEP** is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment.

The curriculum identifies goals in all areas of development: **Social/Emotional, Cognitive, Physical and Language**. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule and interacting with the children, are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school.

The PEEP shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies-- from child-initiated learning to teacher-directed approaches-- to best respond to children's learning styles, strengths, and interests.

The curriculum for the children is based in an environment using eleven different interest areas or centers:

- House Corner
- Blocks
- Table Toys

- Art
- Sand and Water
- Library
- Music & Movement
- Cooking
- Computers
- Outdoors
- Discovery

The richer the environments, the more concrete opportunities there are for children to learn by interacting with materials and people. The teacher's role is to create an environment that invites children to observe, to be active, to make choices, and to experiment. Early Learning Rating Scale (ELRS) is the assessment system for all Pre-K students that will be given to parents three times a year to show achievements of the child in the classrooms.

PEEP BOARD OF EDUCATION

RACIAL, SEXUAL, RELIGIOUS/ETHNIC DISCRIMINATION

GRIEVANCE PROCEDURE

If you believe that you have been subjected to racial, sexual, religious/ethnic discrimination, including sexual harassment, this is what you should do:

-Speak to your board of directors, another adult in your building, or the Human Rights Officer listed below about the discrimination and/or harassment, and file a report. The report can be either oral or written.

-An investigation will take place, and a written report will be filed by the investigator detailing the investigator's findings and/or recommended consequences. A copy of this report will be presented to you, to the board president, and to the alleged discriminator(s).

-If you feel that the investigator erred in his/her findings or recommended consequences, you may appeal it to the board of directors.

CONTRACT FOR CLASSROOM VOLUNTEERS

In order to protect my own child and others, as a volunteer I agree to the following guidelines:

1. I will not discuss any child other than my own outside of the school and/or classroom. To do so is a violation of the 1972 Family Educational Rights and Privacy Act (FERPA).
2. I will not criticize the teacher or aide(s) in front of the students.
3. I will not ask for confidential information data about any student other than my own.
4. If I have a problem with something a teacher does, I can speak to the teacher privately. If I am still unsatisfied, I can speak with the PEEP Board of Directors.

I agree to the above guidelines. If I do not follow these guidelines I may be asked not to volunteer.

Signature _____ Date _____

Print name

I have read the PEEP Pre-K Handbook and understand the rights and responsibilities that I have as a parent of a Pre-K student.

Student

Parent signature

Date

Print name



