

Dr. Susie Dopico  
Executive Director

Mr. Leslie Castro  
President

Ms. Alexa DeFalco  
Director

Ms. Patricia DeFalco  
Office Manager

Dear Parents,

Welcome to the world of your child's formal educational experience. Your child is entering a loving and technologically rich environment that is warm, secure and challenging; a place in which to grow socially, physically and creatively. We are looking forward to the opportunity to be part of your child's life and will work closely to maximize your child's preschool experience. This handbook is one way to bring the parents, teachers and students of Pre-Tech Academy together. Only together can we accomplish a well-rounded education for our children.

Our staff is outstanding and as a "family" unit, parents and teachers will work together to provide a wonderful education for our pre-school students. Pre-Tech graduates will be provided the tools necessary for a smooth and successful transition into Kindergarten.

We know that children learn in a variety of ways and at different rates. Therefore, we provide experiences taking these differences into consideration while fostering a love of learning and of self. Young children question the obvious and see mystery in the commonplace. We know that the remarks of children have meaning and reveal modes of reasoning and judgment based upon their developmental abilities. Our child-centered classroom environment promotes thinking and learning. The emphasis is on the child as a "thinker-in-action." Our students are encouraged to be active participants in the learning process. Our program will guide the students to seek out, select essential learning opportunities in an exciting school environment.

Our centered approach allows students to maximize their abilities in an active environment. Students will visit the Computer Lab, the Language Arts/Reading Lab, the Math Lab, Science and Social Studies Lab as well as interact with outdoors in many exciting learning opportunities. Our students deserve our best effort.

We accept the challenge and responsibility of a positive start in your child's educational process and look forward to a stellar new year!

Sincerely,  
Your Pre-Tech Family

## Philosophy of Pre-Tech Academy

L.2.E

All of us at Pre-Tech Academy work so well together because we share the same philosophy and beliefs about what our school should be like.

- We believe that teaching and learning is a very serious business, but it should be exciting and fun.
- We believe that along with reading, writing and mathematics you should learn many other things, such as art, music, Spanish, science and social studies.
- We feel that you should begin to learn about yourself as a person; about how terrific and special you are, and can be.
- We believe you must learn to get along with people of all ages and all backgrounds; you must learn to respect others and to earn the respect of others as well.

## School Mission

Pre-Tech Academy's mission is to prepare our students to excel as young leaders of tomorrow by providing a challenging curriculum tailored specifically for young children where academic excellence, character development, and individual growth are nurtured in a safe, technologically rich class environment. The Academy offers programs in the core subject areas of Language Arts, Reading, Writing, Mathematics, Science and Social Studies as well as creative learning opportunities in Music and Art in a technologically-rich environment. "Our school is a place where children enjoy learning, teachers enjoy teaching and parents are expected to be a key part of the educational process."

- We believe that each child comes with a unique learning style. Therefore, the academic design for each student at Pre-Tech Academy is based on his/her own unique style.
- We believe that all children live up to the expectations set for them. Thus, Pre-Tech Academy sets high academic and behavioral expectations for all of the students.
- We believe that learning can – and should – be fun. Therefore, teachers at Pre-Tech Academy provide students with joyful learning experiences.

Placing emphasis on  
Respect and Learning  
Enriched by  
Technology and  
Education for  
Children meeting the  
Highest Educational Standards

## Professionalism

At Pre-Tech Academy we believe in professional development. In order to enhance the quality of education of our staff, we offer in-house trainings at the beginning of each school year. In addition, as learning opportunities become available, we register our staff to attend those special workshops. Also, monthly meetings are held to share the knowledge and materials gained from the workshops with the rest of the staff.

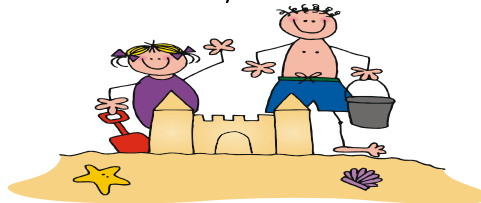
## School Curriculum

Just as each student learns differently, each teacher has his or her own unique style of teaching. Therefore, our curriculum encompasses elements of whole language and phonics instruction, as well as whole group, small group, and cooperative group activities. Our teachers and administrators work daily to develop the curriculum, as all of the members of the Pre-Tech Academy team are integral facilitators of knowledge.

Our school utilizes *The Creative Curriculum for Preschool* and *The Creative Curriculum for Toddlers & Twos* as the foundation of our Academic Program. *The Creative Curriculum* (Diane Trister Dodge, Laura J. Colker, Toni S. Bickart, Sherri Rudick, Kai-lee Berke and Cate Heroman) is designed for early childhood programs serving children from infants to age 5. It rests on a firm foundation of research and defines the vital role of the teacher in connecting content, teaching, and learning for preschool children.

Five Components of *The Creative Curriculum*:

- Foundations
- Interests Area
- Literacy
- Mathematics
- Children Develop and Learn



## Theory and Research

There are several major theories behind developmentally appropriate practices and *The Creative Curriculum*.

- Maslow's Hierarchy of Needs
- Erick Erikson's Theory of the Eight Stages of Man
- Piaget: Logical Thinking and Reasoning
- Vygotsky: Social Interaction and Learning
- Gardner: Multiple Intelligences
- Smilansky: The Role of Children's Play in Learning

## Learning Styles

- Auditory Learners – “Listening Learners”
- Visual Learners – “Looking Learners”
- Kinesthetic Learners – “Touching Learners”

## Computers

Computer play promotes development. The Computer Lab is a place where children can have fun while exploring the many exciting things that computers do. Children use computers to investigate questions, solve problems, and explore and manipulate objects on a screen. The work supports development in all areas.

- **Social/Emotional Development** – Computers are a way for children to demonstrate self-direction and independence. At the same time, they offer children opportunities to work with other children to solve problems, as they jointly maneuver their way through a program. For some children, becoming computer “experts” provides them with a valued leadership role in the classroom.
- **Physical Development** – Children work on fine motor skills as they use a keyboard, or put a USB in the drive, and coordinate the cursor with the movement of the mouse. In fact, every action on a computer involves fine motor development and hand-eye coordination.
- **Cognitive Development** – Computers contribute to children’s intellectual development, and bridge the gap between concrete and abstract thinking. As children explore cause and effect, create patterns, solve problems, and discover solutions, they learn to do on a screen what they have already mastered through hands-on learning. Creativity flourishes as children create art, arrange objects in unique ways, and experiment with graphics.
- **Language Development** – As children learn to identify and use computer related terms such as icon, cursor, or mouse, they gain technical vocabulary. With practice, they begin to identify the letters of the alphabet on the keyboard and in programs. As they use software that they can read and highlight spoken text, they make connections between speech and print.

(Dodge, Colker and Heroman, 2002)

## Stages of Learning a Second Language

- **Home Language Use**
  - Children use only their home language with teachers and other children.
- **Non-verbal period**
  - Children limit (or stop) the use of their home language as they realize that their words are not understood by others. Children may use gestures or pantomime to express their needs.

- **Early Speech**
  - Children begin using one- and two-word phrases in English and name objects.
- **Conversation**
  - Children begin to use simple sentences in English like the ones they hear in their environment. They may begin to form their own sentences using the words they have learned. Like all young children, they gradually increase the length of their sentences.
- **Use of "academic" language**
  - Children begin to acquire English associated with specific content knowledge while they continue to develop social language.

## Curriculum Content

- **Literacy**
  - Vocabulary and language, phonological awareness, letters, words, print, comprehension, books and other texts
- **Mathematics**
  - Numbers, patterns and relationships, geometry and spatial awareness, measurement, and data collection, organization and representation
- **Science**
  - The physical properties of objects, living things, and the earth and the environment
- **Social Studies**
  - How people live, work, get along with others, shape, and are shaped by their surroundings
- **The Arts**
  - Dance, music, dramatic play, drawing and painting
- **Technology**
  - Tools and their basic operations and uses
- **Process Skills**
  - Observing and exploring; problem solving; and connecting, organizing, communicating and representing information.
- **Outdoor Play**
  - Engaging in loco-motor skills, following directions, cooperative play, and physical exercise. Promoting the importance of daily outdoor activities as a contribution to their health and well-being

## School Hours

The academic day begins at 8:30 a.m. for our preschoolers. Please make sure your child arrives to school on time to avoid interruptions to the learning environment. The academic school day will end at 3:00 p.m. After this time students will be involved in activities to further reinforce concepts and skills in a fun way, through our after school care "T.E.C.H.I.E.S." Program.

All students must be signed-in and out daily in the front office and the office will notify the teacher. Additionally, all parents must sign-in at the office when volunteering or visiting the school. Your child is precious to us and their safety is of the utmost importance.

The Academy between the hours of 11:00 a.m. – 1:00 p.m. are at lunch and naptime, therefore, we ask that you try not to pick up students during this time in order to minimize disruptions. Students may not be dropped off after 11:30 a.m.

## Before School Care

Before-School care will be available from 7:00 a.m. – 8:30 a.m. at no additional cost to parents.

## After School Care

After-School Care "T.E.C.H.I.E.S." Program will be available from 4:30 p.m. – 6:00 p.m. at a cost of \$50.00 a month. Students must be registered at the beginning of the school year and space is limited. Once the program is filled to capacity, students will be placed on a waiting list. Students who are not enrolled in after school care and are not picked up from school by 4:30 p.m. (1 hour after dismissal) will be placed in our after school program at a cost to the parents or guardian of \$1.00 per minute. Please call the school in extreme emergencies that interfere with picking up your child.

## Food Service Program

**Breakfast** – Cereal and milk will be provided for students arriving between 8:00 a.m. – 8:20 a.m. at no additional cost. At 8:20 a.m. our breakfast program will end. Please make sure students arrive with sufficient time if they want to have breakfast.

**Lunch** – Students are required to bring in their lunch in the morning or purchase catered lunch on a monthly basis. It is the parent's responsibility to make sure that children have lunch every day. School lunch may be purchased on a monthly basis by pre-paying \$60 for lunch the month before. Menus will be provided on a monthly basis. Students who do not bring lunch or pre-order lunch will be provided cereal and milk and the parent will be contacted.

The cost of school lunch (\$60) is to be pre-paid on a monthly basis.



## Registration Policies and Procedures

- Copy of Birth Certificate
- Copy of Social Security Card (optional)
- Health and Immunization forms (blue and yellow forms)
- Completed registration packet
- Signed Tuition Agreement

## Discrimination Policy including students with disabilities

1.2.P/1.2.Q

Pre-Tech will not discriminate against gender, ethnicity, religion, income/marital status or disability for an enrollment decision. It is our mission to ensure that all children are treated equally. Giving all students the opportunity to achieve a high quality early childhood education.

## Child Abuse and Neglect Policy

1.2.O

All employees of an Early Childhood Facility are Mandatory Reporters of any suspected Child abuse and neglect. It is a legal requirement that any indication of child abuse and neglect be reported.

## Open-Door Policy

1.2.I

Communication and trust is an essential part of a child's success. All parent or legal guardian of a child has the right to inquire about their child with administration and teachers; however, verbal communication and meetings are not to take place during the educational day. If needed, a day and time will be arranged.

## Family Rights and Privacy

The revised Family Rights and Privacy Act became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child's records.



## Attendance

1.2.C/1.2.M

Please make every effort to have your child attend school every day. Students must be in class before 8:30 a.m. All authorized adult to pick-up your child must be listed on their enrollment form and have their fingerprint registered in our system. The parent or legal guardian must use their fingerprint to sign their child in and out daily. Your child will not be released to anyone not listed on the form. A written note from a parent or guardian must be sent to the teacher anytime a child returns from an absence. The note should include the date and the reason for the absence. A telephone call may not be made to the school in lieu of a note. If a student is absent due to an illness that requires medical attention we ask that the child remains home until they have received a Dr's clearance. You can return to school with the medical clearance from your doctor.

## Tardy Policy

Promptness is a habit that is encouraged. All students who are not in their classroom rooms at 8:30 are marked "TARDY". The tardy policy has been established to ensure minimum interruptions in the educational process. Parents should assure that children arrive on time. Students may not be dropped off after 11:30 a.m.

## Change of Address or Emergency Contact Information

It is vital that the school office be notified of any change of address and/or telephone number immediately. There are times when an emergency requires the Academy having an exact address or phone number.

## Release of student exemption Policy

1.2.N

The safety of our students is priority. Pre-Tech holds the right not to release your child to an individual who appears intoxicated or impaired in any other way.

## Illness

Please notify the office of any contagious illness your child may acquire. In addition, please notify the school of any chronic condition or allergies your child may have. Also, please remember to avoid spreading any illness; we discourage pacifiers and/or Sippy cups. In addition, all items pertaining to your child must be labeled with their first and last name. Pre-Tech Academy takes the utmost care in regards to the safety of your child. We follow all CDC and DCF guidelines and sanitize and disinfectant the building regularly. If your child experiences fever or vomiting they will not be allowed in school. Pre-Tech Academy is not responsible for the transmission of any infectious diseases such as but not limited to, lice, flu, common cold, coronavirus, norovirus, rotavirus, etc.

## Dispensing of Medication:

School personnel may not administer any medication. If your child is taking a special medication which must be given during their school day, please make arrangements to visit the center. Only the parent or guardian will be allowed to administer the medication.

## Accidents

Parents will be notified immediately in case of illness or an accident. In case a parent cannot be located, the school will use the name and telephone number of your emergency contact. PLEASE make sure the emergency numbers are accurate. You are requested to notify the office of any accident or injury, which your child has had coming to, or going from school or during school hours if you have not been informed by his/her teacher. An accident report will be filed by the teacher or other personnel witnessing the accident.

## Classroom Placement

Proper class placement of each student is articulated on an ongoing basis. The one word, which might best explain this approach, is "individualization". Each child is an individual, and is placed in a classroom community where he/she can reach their fullest potential. This is both a formidable task and a weighty responsibility. Each child is dealt with separately and in depth. The staff considers test scores, past performance, personality, and development.

## Progress Reports

Individual Progress Reports are issued a minimum of three times in the school year. Please feel free to consult your child's teacher regarding his/her school progress at any time.

## Assessments

Our school uses teacher created assessments to monitor comprehension on a weekly basis for all students. In addition, we use the Voluntary Pre-Kindergarten Assessment for VPK students, and the Ages Stages Questionnaire Assessment from Child Development Services. You will receive a parent consent to test form prior to assessing your child for VPK or ASQ.

## Home Learning Assignments

Home Learning Assignments are a very important part of learning. Developing the habit of nightly study requires parental help and guidance. This is another way to reinforce what was learned in the classroom and a means of allowing the parents to be a part of our curriculum goals.

Parents can help by:

- Showing a sincere interest and providing your child with quiet place which is conducive to studying and learning.
- Showing an interest in all work that your child does. Inspiring him/her with words of encouragement while reviewing the work done.
- Resisting all temptation to do the work for him/her or giving "too much" direction.
- Reading books, as a family, is an important part of home learning.

Here are some very important things about Home Learning Assignments:

1. It is the student's responsibility to do Home Learning Assignments themselves. Students may ask parents for a little explanation sometimes, but they must do their own work. Some projects may be family assignments.
2. If there is a problem in understanding how to do a Home Learning Assignments, do the very best job you can or email your child's teacher or the Academy.

## Volunteer Requirements, Options and Guidelines

I.2.F

Parents can help in many ways. Here are some ideas:

- Lend a helping hand in the classroom during special projects. You must contact your child's teacher.
- Assist in cutting or preparing an art project in class or at home as deemed necessary by your teacher.
- Participate and help out during a holiday or birthday party.
- Donate needed school supplies (i.e., for the kitchen, art materials, books, pencils, etc.)
- Assist during a cooking project, if asked by your teacher.
- Share information about your profession with your child's class during career week.
- Read a book to the class. Please see your child's teacher.
- Attend parent meetings or student programs in the evening.

## Parents at Work (PAW)

I.2.F

Pre-Tech PAW Association will be the parent organization for the Academy. All efforts support the faculty and administration in their efforts to improve educational and extracurricular activities in the school.

Volunteering will not take place during the first month of school. This allows for students to acclimate to the new school environment. Although parental involvement is encouraged, it should not interfere with the operation of the classroom and your child's adjustment. Parents must sign in as a volunteer at the school office prior to going into the classroom.

When volunteering in a classroom, please follow the School Volunteer Policies and Guidelines and remember two vital things:

1. Please *do not* engage in conversation with the teacher when he/she is working with the students. The teacher's job in class is to be with the children. Arrange for a conference at a time when he/she is not needed in the classroom.
2. Please do not interfere with the discipline of the class (even if your own child is involved). Do not approach a child in the class on a discipline issue. Please refer to the teacher at all times for conflict resolution. It is best for all concerned that you act as a passive observer and not a participant unless you were called upon to help in an activity. Under no circumstances should a parent directly reprimand another child.

Only individuals with pertinent business are permitted on school grounds. For liability reasons, volunteers/visitors must leave children not registered in the school, at home. Anyone who fails to identify themselves or does not have a valid reason to be at the school will be considered a trespasser.

## Birthday Celebrations

Although birthdays are a special occasion, parents wishing to "celebrate" their child's birthday at school must check with the classroom teacher first. Birthdays will be celebrated during the scheduled lunch time. Please keep birthday "celebrations" simple (cupcakes and juice). Notify the teacher if you are planning to bring outdoor lunch, in order to properly notify the parents involved in your child's class.

## Field Trips

All trips planned by the school are for specific educational purposes. Field trips take place at the center to ensure the safety of all students. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. All outstanding school fees must be paid for student participation.

## Lost and Found

Each year many articles of clothing are lost and remain unclaimed. When these items are turned in they are placed in the Lost and Found area in the classroom. Please place *your child's name* on everything he/she brings to school. This will minimize the amount of items in the Lost and Found. All items are placed in a bin. Items that are not claimed by the end of every month and cannot be identified will be donated.

## Code of Student Conduct – Conscious Discipline

**1.2.H**

A classroom community is a safe place, where children know that no harm will come to them physically or emotionally. Therefore, a classroom needs basic rules that create a safe community.

Ten "To Do's" for Discipline



1. Tell children what to do

Principle: What you focus on, you get more of.

Application: Instead of saying, "No pushing, you know better than to push your brother, pushing is not nice," say, "When you want your brother to move say, 'Move please.' Tell him now." Focus on what you want your children to do!

2. Give children useable information, especially when you are upset.

Principle: When you are upset you are always focused on what you don't want.

Application: Instead of saying, "Why isn't this homework done? Do you want to fail? How many times do we have to go over this?" you could say, "You can start with your math homework or reading. Which is best for you?"

3. Help children to be successful instead of attempting to make or get them to behave.

Principle: The only person you can make change is yourself.

Application: How often have we attempted to make a child try new foods or a growing child eat their vegetables? There is a better way. Instead of asking yourself, "How am I going to get my child to stay in bed," ask yourself, "How am I going to help my child be more likely to choose to stay in her bed?" The first question will give you manipulative, coercive answers. The second question will give you creative, cooperative solutions.

4. Use your children as resources to solve their own problems.

Principle: Two heads are better than one.

Application: Instead of you trying to figure out what needs to be done, ask your children for input. You could say, "What would help you finish your homework by 8:00 p.m.?" Help children solve their problems themselves.

5. Put your children on your "to do list" and spend time enjoying them.

Principle: The motivation to behave comes from being in relationship with one another.

Application: When a child says, "I don't care," she is really saying, "I don't feel cared for." Cooperation comes from connection. If your child chronically refuses to listen or tells you they don't care, then you must start by rebuilding your relationship and rekindling family rituals.

6. Encourage your children during wonderful times and tough times. Do not attempt to get children to feel bad in order to behave better.

Principle: Encouragement empowers.

Application: Be your children's cheerleader. Constantly tell them, "You did it," "Way to

go," "Look at you," or "Good for you." When your children are struggling you might say, "I believe in you, you can do this."

7. **Take back your power. You are in charge.**

Principle: Whoever you believe to be in charge of your feelings, you have placed in charge of you.

Application: Instead of saying, "Don't make me have to pull this car over," say, "I'm going to pull this car over until the seatbelts are fastened and everyone is safe." Instead of saying, "You drive me nuts," say, "I'm going to take a few deep breaths and calm myself down. Then I will talk to you." When children refuse to do what you ask state, "I'm going to show you what I want you to do." Then help them be successful.

8. **Become the person you want your children to be.**

Principle: We must discipline ourselves first and our children second.

Application: Instead of screaming, "You better get control of yourself right now," take a deep breath and calm yourself down. Be a S.T.A.R. (Smile, Take a deep breath, And Relax). Become what you want your child to be. If you want calmness, demonstrate how to be calm.

9. **Do not save your children from the consequences of their actions.**

Principle: Psychological pain is a signal to make changes in your life.

Application: Help your child handle disappointing choices. Offer empathy instead of lectures after poor choices. Instead of saying, "I told you not to take that picture to school. It's your own fault it got torn in half. That is what you get for not listening to me," say, "How disappointing for you. I know how important that picture was to you." Empathy allows children to take responsibility for their actions, while lecturing allows them to blame you for their distress.

10. **Teach children how to handle their conflicts instead of punishing them for not knowing how.**

Principle: Conflict is an opportunity to teach.

Application: When one child comes to you tattling on the other, use these moments to teach life skills. When one sibling says, "He pushed me," you say, "Did you like it?" The child will likely say, "No!" At this point you can say, "Go tell your brother, 'I don't like it when you push me.'" Use these intrusive episodes as a way to teach assertiveness skills to your children.

Become conscious of the intent behind each of your interactions. Your intent is more powerful than any words. Most importantly, have fun! There is no right or wrong way - it is a journey.  
-Becky Bailey

Conscious Discipline is specifically designed to teach the following:

- Anger management
- Helpfulness (pro-social skills)
- Assertiveness



- Impulse Control
- Cooperation
- Empathy
- Problem solving

Disruptive conduct may include:

1. Dishonesty
2. Acting in a manner as to interfere with the educational process
3. Abusive language between or among students
4. Failure to complete assignments or carry out directions
5. Vandalism
6. Theft
7. Disrespect
8. Violation of dress code
9. Striking or injuring a student or staff member

### Items not permitted in school

- Toys or Electronic Games (unless authorized by teacher)
- Pets
- Large amounts of money
- Dangerous items or Toys
- Gum or Candy
- Rolling book bags
- Portable DVD/CD/MP3 players/Phones

The school will confiscate any items not permitted in school until the end of the school year. Please check your children's book bags to assure compliance. The school is not responsible for any lost or stolen items of value.

Pre-Tech Academy students are expected to show respect for themselves, for other students, and for their teachers. Each room has a climate in which optimal learning can take place. Students are expected to behave in ways that are acceptable to classmates and conducive to learning.

Teachers and students must foster a mutual respect for one another. Teachers will never use corporal punishment or offensive language toward a student. According to the Code of Student Conduct, methods of positive reinforcement/rewards and/or loss of privileges are utilized. Administration will make the final decision on disciplinary actions and will utilize the extreme clause of removing student from the Academy at their discretion.

### Uniforms

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. Pre-Tech Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these



guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

Hair must be neat, clean and away from the face. No hats or bandanas are permitted.

- Boys' haircuts must be above the collar and above the ears. They may not wear braids or pony tails or color their hair in any way. Please do not wait for a teacher to contact you to trim your child's hair.
- Girls may wear permitted hair accessories in red, white or blue.

Student's not complying hair policy will be issued a referral two days from the time of the warning. Reminder, after three referrals of any kind, the student will be dismissed from the Academy.

**Jewelry:** Girls may wear modest simple earrings (no hoops permitted for safety reasons). Resemblance of tattoos will not be permitted.

**Tops:**

- Shirts must be purchased from All Uniform Wear and have school logo
- Shirts must be tucked in at all times
- School T-shirts can be worn ONLY on fieldtrip days or casual Fridays

**Bottoms:**

- Pants and shorts must be worn at the waist
- Uniform bottoms must be purchased from All Uniform Wear
- Bottoms are dark blue or khaki

**Shoes:**

- Girls are to wear Mary Jane shoes in black or blue
- Boys may wear sneakers (Velcro) Please adhere to school colors
- No Skate Sneakers (Heelys), slip-on sneakers, or sneakers with "lights" will be permitted, except on casual Fridays
- No sandals, "ballerinas," open toe, or platform shoes will be permitted

**Cold Weather Days:**

● Navy blue jackets, sweaters and sweatpants are allowed during cold days. Winter wear will be available for purchase at All Uniform Wear.

Please write student names on all clothing tags and items.

Students out of uniform will be sent to the office, and their parents will be contacted to bring the official uniform. If a parent does not bring the uniform, a warning will be given. After three warnings a formal note will be placed in the child's file.

Parent/guardian cooperation regarding dress code is appreciated. Students should have enough uniform tops and bottoms where laundry issues should not interfere with the uniform policy.

**Change of Clothes:**

Please send a change of clothes labeled in a plastic Ziploc bag in case of a bathroom emergency. This change of clothes will remain in the student's cubby and will be used if an accident occurs. Please send a new change of clothes as needed.



**\*\*All students attending the Academy must be fully potty trained prior to registration. No pull-ups or Pampers will be allowed. Additionally, please refrain from pacifiers at the center for sanitary reasons.**

### Napping:

Students will have lunch, naptime and snack between the hours of 11:00 a.m. - 1:30 p.m. and will need to purchase from the school a nap set. Sleeping cots will be provided by the school. The nap set will be sent home at the end of each week and must be washed and returned the following school day.

### School Communication

1.2.M

Please notify us if:

1. Your child has developed a communicable disease or any other illness that may cause excessive absences from school.
2. There is a change in the home that may affect your child's behavior.
3. Your emergency contact information has changed.
4. You wish to change or add an individual to the authorization for release of students from school section.
5. There is a change in transportation of a child. Written notification must be provided of any change in transportation. If there is a change in the person who is to pick up your child, the school requires that this person must be on your child's registration information as authorized. The office will check all individuals for proper ID (Florida Driver's License). Students will not be released to anyone that does not have a proper ID.

### Parent to Teacher Communication

1.2.G/ 1.2.I

Parent-teacher conferences are an important part of the school program. These conferences promote a feeling of cooperative spirit and a friendly parent-teacher relationship.

Please make appointments for conferences by telephoning the office or writing a note to the teacher. Once you have met with the teacher, if you have any additional questions or concerns, please make an appointment with the Director. Anonymous letters will not be acknowledged.

Please refrain from:

1. Calling teachers during school hours.
2. Holding a conference in the parking lot or at a social event.
3. Conferencing during class time.

### Safety and Security

#### Accident Reports:

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member. In addition, a significant number of our staff members are first aid and CPR certified.

## Emergency Readiness Plan

**1.3.L**

Our School has an emergency plan in place. The plan is activated as soon as a weather or local emergency is encountered. Teachers maintain a binder with all of the students information with them along with battery operated walkies to communicate amongst each other. In case students need to remain in their class for an extended period of time, each class holds an emergency bin which contains the following: battery operated flashlights and radios, first aid kits, gloves, wipes, band-aids, two gallons of purified water, cups, plastic bags and maintain a fresh box of snacks. The Director and Office Manager remain vigilant at all times and maintain the teachers and parents updated.

### Code Yellow/Code Red/Fire Drills:

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school director announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff exists within the school (Code Red) students, faculty, and staff will comply with all procedures and remain in a lockdown until a school director makes an "All Clear" announcement. Monthly fire drills will take place.

### Closing of School:

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of the Director. Please note that in case of a natural disaster such as a hurricane, the school will follow the direction of the public school system. If public schools are closed so will our Academy.

## Photography and Video Taping

Pre-Tech Academy uses Pre-Tech Live, a camera security system to record classrooms, hallways and exterior areas of the school. Additionally, photographs of students will be taken throughout the school day and may be used in any advertising and other media such as power point presentations and yearbook.

## School Calendar

**1.2.J**

Pre-Tech Academy will follow the public school calendar. Additionally, the Academy will send home a monthly calendar with all activities and events. Please see attachment of Holiday closing dates.

## Internet Use Policy

**1.2.L**

We recognize that, while the Internet has the potential to provide vast resources and tremendous learning opportunities for our students, searching the Internet can expose your child to inappropriate material. We have a content filter and will do our best to make sure children are not exposed to any inappropriate content. Many of the instructional games will also be on a server without using the internet to access. Although, this is just a precaution, the Academy would like to keep parents informed of the potential danger of internet use.

## Classroom Technology

1.2.1

Technology is an essential part of our curriculum. We have IPADs and tablets. All computers use age appropriate educational games and interactive programs your children can use. In addition, our teachers engage in interactive web sites with the students through the use of smart boards. Classrooms are monitored for appropriate use of technology and it is solely intended for educational enrichment

## CHILDREN LIVE WHAT THEY LEARN

If a child lives with criticism, he learns to criticize.

If a child lives with hostility, he learns to fight.

If a child lives with fear, he learns to be apprehensive.

If a child lives with pity, he learns to feel sorry for himself.

If a child lives with ridicule, he learns to be shy.

If a child lives with jealousy, he learns what envy is.

If a child lives with shame, he learns to feel guilty.

If a child lives with encouragement, he learns to be confident.

If a child lives with tolerance, he learns to be patient.

If a child lives with praise, he learns to be appreciative.

If a child lives with approval, he learns to like himself.

If a child lives with recognition, he learns to set goals.

If a child lives with sharing, he learns about generosity.

If a child lives with honesty and fairness, he learns what truths and justice are.

If a child lives with friendliness, he learns that the world is a nice place in which to live.

If you live with serenity, your child will live with peace of mind.



Pre-Tech Academy, Inc.  
A Technology-Rich Learning Academy  
For Young Minds



Parent & Student Handbook for Pre-Tech Academy, Inc.  
Parent/Guardian Acknowledgement

By signing below, the parent/guardian acknowledges that he/she has read and understands the Parent & Student handbook and all of the policies and procedures.

The parent/guardian understands that the Parent & Student handbook sets forth the written policies and rules which govern Pre-Tech Academy, Inc.

**Student Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_