

Preschool Handbook



2020-2021

Welcome Families

We are excited about a new school year and are pleased to have your child attending our program. In order to inform you of the program policies, schedules and important information we have published this handbook.

Please take the time to read and review this handbook.

If you have any questions regarding anything you have read, please feel free to ask.

We here at Longfellow Elementary Preschool hope this will be a positive and productive school year for your child.

Longfellow Pre-K Staff

Pre-K Hours

Monday – Thursday

Remote learning day Friday

Monday/Tuesday Session: 10:30 am - 2:00 pm

Wednesday/Thursday Session: 10:30 am – 2:00 pm

The Longfellow Pre-K Program follows the same calendar as K-12. There will be some differences throughout the year. The classroom teacher will notify parents during those times.

Program Description

The Longfellow Pre-K Program is committed to partnering with children, their families, and the community to promote effective communication skills and social/emotional development for our children. We follow the New Mexico Early Learning Guidelines and FOCUS to provide a quality preschool education. These guidelines incorporate physical development, literacy, mathematics, aesthetic creativity, self, family, community, science, socialization, approaches to learning, and play to increase a student's ability to communicate, interact appropriately and excel in school and classroom environment. Students will become familiar with school expectations and routines that will help them be successful beyond preschool.

Children who have an Individualized Education Programs (IEP) which identifies speech therapy, occupational therapy, social work, and/or physical therapy needs will receive these therapies either in the classroom environment and/or pull-out sessions during the school day. The classroom teacher will also implement strategies and techniques recommended by the therapists.

Program Requirements

1. 3 Year Old Program: Must turn **3** by September 1, 2020 before 12:01 am
2. 4 Year Old Program: Must turn **4** by September 1, 2020 before 12:01 am
3. All Students Must be Toilet Trained including SLP serviced students
4. Children with an IEP may enter the preschool program the first day of school after their 3rd birthday.
5. School must have the child's current immunization records
6. School must have the child's State Certified Birth Certificate
7. Custody Orders/Court Papers (If applicable) We understand that throughout the year unfortunate do arise. In these cases, any legal paperwork **MUST** be filed with the school office in order for anything to be enforced. If there is no paperwork and there are disputes that occur on school grounds the police will be called to mediate.

8.

Arrival and Dismissal

The Longfellow Pre-K Program drop-off and pick-up will be using the back lot (next to the playground behind the building). Enter the campus by circling around Roundhouse Park via Memorial Lane.

Arrival: Drop-off will be at 10:30 am. From the Roundhouse Park route, enter the back lot and go around the shed, clockwise, and stop at the back gate. The staff will be there to greet you and screen the student(s) **before** they exit the vehicle. After the student(s) are temperature checked they will be escorted to the building by the staff only.

Dismissal: Pick-up will be at 2:00 pm. Pick-up procedure is the same as drop-off. Please use the back lot and go around the shed, clockwise, and stop at the back gate. Staff will take your student(s) to the car and put them in.

Exit the back lot by continuing around the sheds and going back onto the main parking area to exit the school campus.

Transportation

Parents of students **WITHOUT** an IEP must transport their child to and from school every day. Bus service is not available for pre-k children without an IEP.

Bus

Bus is provided for those students on an IEP receiving special services at school such as speech, occupational therapy, or physical therapy.

The preschool bus is used only for the preschool students at Longfellow and is equipped with seat belts and harnesses. A teacher or assistant is on the bus at all times with the children. You must sign-up for the bus during the parent meeting prior to the start of school. We encourage you to drop-off and pick-up your child if at all possible. If you choose to sign-up for the bus, the bus is only allowed to stop at one address per child and you must sign-up at the meeting.

Due to the length of our routes, if your child is riding the bus, we ask that you have your child ready for pick-up and you are waiting at the door for drop-off. Your child will **NOT** be dropped off unless a parent or previously named adult (on the authorized pick-up list) is visible to the assistant or bus driver. If you are not home when your child is dropped off your child will be returned to school and you will be notified to pick them up. Pick-up and drop-off times will vary depending on absences or changes in the bus route.

Bus Barn: (575) 445-9510 (the Bus Driver can be contacted here).

Attendance

If your child is not coming to school for the day, please call and let the secretary know at **(575) 445-9261**. Children are not allowed at school if they are running a fever or have a contagious illness. If your child becomes sick while at school, we will call you or your emergency contact to pick them up. If your child is continually absent, you will be called by the school.

Note: Please make sure your current phone number is on file at the office and with us in the classroom.

Abbreviated School Days

When the Raton Public Schools call an abbreviated day, there will be **NO SCHOOL** for the Morning Session. Afternoon sessions will run on schedule unless school is cancelled. Information regarding an abbreviated or cancelled day can be obtained by listening to the radio, watching the news, or on the schools Facebook page.

Arrival and Dismissal

If you bring your child to school drop you must walk them to the doors at the North End of the building. The classroom teachers and/or assistants will gather the students up all together and take them to the classroom.

When we dismiss from school we will exit out the Main Entrance doors to the East where you can wait for your child.

During bad weather the children will be kept inside the building and you can come up to the door, where the teacher will be watching for you, to pick them up.

Clothing

Children should be dressed in clothes that can be worn for active and sometimes messy play. We request all students bring a change of clothing to keep in their locker. The children play outdoors, weather permitting. Please think about the changing New Mexico weather and dress your child ready for the day. Put your child's name on all their clothes and outer wear (coats, mittens, hats, etc.)

Personal Belongings

Please **DO NOT** send your child to school with personal toys or money.

Parent and Family Involvement

The family is the most important part of a child's life. We believe that all parents want the best for their child. We also believe that every family is unique, just like every child is unique. Together we can help your child succeed and celebrate their successes! Research and many years of experience tell us that the more familiar and involved a family is with their child's program – the more the child improves. Involvement means the family members take part in program activities. Teachers will ensure that you are aware of parent/family activities that occur in the classroom or at school. If you would like to volunteer in the classroom, please contact your child's teacher.

Parents are always welcome at school!

You are actively involved when you:

- Feed, clothe and prepare your child for school
- Talk with teachers about activities you would like to do to relate to your child
- Let the teacher know when important events happen that affect your child
- Come to parent meetings or family activities
- Volunteer in the classroom

Positive Behavior Supports

Teachers use a variety of positive behavioral supports, including behavioral charts and reward systems to teach students appropriate and socially accepted behaviors at school. Each teacher maintains a classroom management plan, which includes expectations about the movement, activity, and conversation levels during various activities throughout the day.

Parent Conferences

There are at least two scheduled parent/teacher conferences held each year. In addition, either the parent or the teacher may request a conference. Talk to your child's teacher to find a day and time that works for everyone involved.

Child Abuse/Neglect

New Mexico law requires that teachers and administrators report all cases of suspected child abuse to the County Department of Children, Youth and Families (CYFD) immediately. The school social worker or teacher's job is only to report, not to investigate. Criminal penalties can and have been applied when school staff do not follow this law by reporting suspected cases of abuse.

Breakfast and Lunch

Breakfast and Lunch are provided for Free in the Raton Public Schools. If your child attends the AM Pre-K class they will receive a free breakfast every day. If your child attends the PM Pre-K they will receive a free lunch every day. Parents may choose to send a healthy sack lunch for those students attending the PM Pre-K class.

Health

Allergies/Health History

Please notify your child's teacher and school nurse of Any food or other allergies and any health risks (asthma, seizures, etc.). It is important that you let the teacher and school nurse know of any changes in your child's health.

Medications

For your child's safety, please Do Not send any over-the-counter medications (aspirin, cough drops) to school. If at all possible, it is encouraged to arrange medication to be administered at home.

Prescription Drugs

Prescription drugs will NOT be administered by school staff without a written request signed by the parent/guardian and a physician. This must be on file in the school health office. The container of the prescription medication kept in the health office must be kept in the health office must be the current, original pharmacy labeled container. The labeled container must be brought to the school by the parent or other responsible adult, and delivered to the school's Health Assistant. The parent must submit a Medication Authorization Form to the school nurse. This form requires physician and parent signatures.

Sick Child Policy

Regular school attendance is important, but a sick child needs to be at home getting well. We ask that all parents follow the "Golden Health Rule". Place yourself in the role of other parents...would you want your child exposed? Remember, a child not feeling well is not able to benefit from the type of experience gained at preschool. If a child gets sick at school, parents will be called immediately. Please keep your child at home and contact the school if he/she exhibits any of the following symptoms:

- Diarrhea
- Vomiting
- Fever (higher than 99 degrees within the past 24 hours)
- Any contagious disease (including but not limited to: Pinkeye, lice, strep throat, chickenpox, and flu)
- Symptoms or signs of possible severe illness such as uncontrolled coughing, irritability, persistent crying, unusual lethargy or wheezing

If your child is too ill to play outside or participate in normal activities, they should stay at home until they are symptom free.

Your child may return when he/she is symptom free for at least 24 hours (without medication) or when a signed doctor's note is obtained.

Note: Please remember to call the office at (575) 445-9261 if your child will not be attending school.

Emergency Procedures

In the event of a school emergency which requires the school to be evacuated or dismissed early, you will be contacted by the Pre-K teacher or another staff member.

Please be sure your telephone numbers, address, and emergency contact information on files at the school are kept up to date. If there is a change, please contact the school office with the new information.

FOOD & SNACKS

Students will be allowed to bring their own sack lunch and personal snack with them to school that they can not share with others. If they forget it at home, you will NOT be allowed to deliver it. We can not accept anything after your student enters the building.

We will also **NOT** be allowed to accept any bulk snacks, birthday snacks, or party snacks from any family. (The Raton Public School Food Service will be the only ones who can and will be delivering a daily snack for the students.)