USD #257 and Windsor Place

Age -to -Age
Preschool

Parent Handbook

2014-2015
USD #257 Age to Age Preschool @ Windsor Place

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Location:

Windsor Place of Iola
600 E. Garfield
Iola, KS 66749

Classroom Phone: 620-228-2803
Board Office Phone: 620-365-4700
Principal: Angie Linn: 620-365-4711

Email: heather.wools@usd257.org

Classroom Teacher: Mrs. Heather Wools
Classroom Para: Miss Stacie Smail
Windsor Place Liaison: Windsor Place Staff
Principal/ Curriculum Director: Mrs. Angie Linn
Superintendent: Mr. Jack Koehn
Welcome Information

Welcome and About the Program:

As we begin the year together, there are a few pieces of information I would like to provide you with, in hopes to keep our school year running smoothly. Following is an overview of the Age-to-Age Preschool program.

Age to Age Preschool is part of USD #257. We follow the same schedule and requirements as the rest of the district. Mrs. Wools is the classroom teacher, Miss Stacie is the classroom Para, and Windsor Place employees work with us when we are interacting with the residents.

By following the district's Pre-K curriculum and state standards, we teach pre-kindergarten academics, as well as social skills. We use Animated Alphabet for our main Reading curriculum; this teaches each letter with a character, story, song and action. McGraw-Hill My Math, is the curriculum used to teach math skills. These curriculums will lead directly into those that the children will use in Kindergarten.

Our goal is to prepare the students for Kindergarten, both socially and academically. In our classroom, we attempt to teach students necessary skills, while appealing to all learning styles. We hope to create a fun, friendly, learning environment where students can grow and develop, as well as learn acceptance and respect for others.

A special aspect to the Age-to-Age Preschool is our interaction with the residents of Windsor Place. The "Grandmas and Grandpas" spend time in the classroom, and the students spend time in the nursing home. Our goal is to not only prepare the students for Kindergarten, but to also create strong bonds between the elderly and youth.

We thank you all for participating!!
**The First Three Days:**

First of all, I would like to tell you how excited I am to have your child in class! As the first day of school approaches, I know we are all getting excited, and maybe a little bit nervous! For some, this will be your child’s first experience away from home for much of the day. For this reason, **the first three days of school** you are welcome to bring your child into the classroom, help him/her put away his/her belongings and get settled. However, since we are preparing our young ones for Kindergarten, **after the first three days**, we will follow the regular arrival and dismissal policy.

**Arrival and Dismissal:**

**A.M. Students arrive- 7:45**  
**P.M. Students arrive- 11:45**

To ensure your child’s safety, a teacher will be awaiting the children’s arrival. We will line students up, help them find their nametags, check their backpacks for any returned papers/notes from parents, and bring them into the building.

Please park in a parking spot, and walk your child up to the teacher. This helps us to know that all of the children have made it into the building safely. Unless we have previously made special arrangements, please do not drop your child off before 7:45/11:45, as it puts him/her at risk of being in the building unsupervised. Please never leave your child unattended. We must also remember to park in a parking spot, making sure to leave the drive clear for the school bus and nursing home van.

**Dismissal A.M. 11:15**  
**Dismissal P.M. 3:15**  
**P.M. Wednesdays- 2:40**

Dismissal will be handled in the same manner as arrival. The children will all be in the waiting room by 11:15/3:15. As you arrive, park in a spot and come in to get your child. Please wait for us to dismiss your child to you; this helps us make sure your child is safely where he/she belongs.

*In the event that your child will be absent, or if somebody new will be picking him/her up, please call or email me.*
**Breakfast and Lunch:**
Breakfast is served to all A.M. students.
Lunch is served to all P.M. students.
We do discourage the students bringing their own meals, in an effort to keep things as fair as possible.
* Billing information can be accessed on Powerschool.
* You may also contact Marcie at the Board Office for information. 365-4700.

**Art Folders:**
Each student will have a large folder that we will send home on Fridays. The folders will contain students’ artwork, newsletters, homework, and any other information coming home. *Please check folders and return Monday.*

**Newsletter:**
We will send home a newsletter every Friday that will contain the important information for the following week. It will tell what the students are learning, as well as any special events. *Please read the newsletter.*

**Homework:**
We will eventually send homework activities home on Fridays. The homework is to reinforce the information we are teaching in class, and helps students excel. Please return the homework in your students’ bag/folder by the following Friday.

**Language and Speech:**
During the year, the students will be evaluated by a Speech and Language professional. Those who qualify for help will have the opportunity to work with her to improve their skills.
You will receive more information about this throughout the year.

**Powerschool:**
You will be provided Powerschool information. Meal balances may be accessed here.
**Discipline Policy**

Our goal is to help the students learn, in a friendly and positive environment. We will work hard on teaching academic skills, but also focus a great deal on social skills and positive behaviors.

We will work on teaching self-awareness, positive peer interaction, how to take turns, share, solve arguments, help others, etc.

Throughout the year, we will implement a variety of positive behavior management strategies. While we do understand that everyone has “bad days”, there are some behaviors that will require consequences.

In the event that a student is mistreating peers or adults, the following discipline method will be used.

1. The student will be redirected/encouraged to make positive choices.
2. The student will be given an appropriate amount of chances to correct behavior, depending on the situation.
3. The student will be removed from situation.
4. If necessary, the student will be given time to calm down and reconsider their behavior.
5. When ready, the student will rejoin the activity. If necessary student will be asked to apologize/finish any refused classwork.

In the event that the student’s behavior is disruptive to others’ learning, destructive, or harmful to others/self, **parents will be called and the student will be asked to leave for the day.**

Examples of behaviors that may require consequences:  
Physically hurting others    Foul/hurtful language    Defiance
Emergency Weather Cancellation:

If you ever need to find out about school cancellation:

1.) If the radio (KIKS 101.5) or Chan.7 news announces USD 257 is cancelled, this includes the preschool.
2.) Call KIKS’ cancellation hotline at (620) 365-3151.
3.) Check KIKS’ website www.iolaradio.com.
4.) You should be on a calling list for the school which lets you know when school is cancelled. If you are not on the list, please contact the board office. 365-4700.

Supply List

Please send your child with a:

1.) Spare change of clothes to be kept in his/her backpack.
2.) Re-usable water bottle with his/her name on it to be kept in the classroom.

If you would like to donate items such as: large boxes of tissues, Lysol, tape, school supplies, etc. to the classroom; that is always greatly appreciated!

Field Trips

We will take a variety of local field trips throughout the year. I will put information regarding these trips in the newsletter and website. We will also take, at least one, field trip out of town. I will send home information and necessary permission slips for these prior to the trip.
**Facebook**

The preschool does have a Facebook page, which we hope you can all "friend". It is kept as private as possible. We generally only add parents and family members, and we can not allow photos of students to be tagged, unless we have permission for all students in the photo. We will use the page to post photos of what the students are doing at school and reminders for the parents.

Since the new district website offers much of the same access, the way in which we use the Facebook page may change throughout the year. We will let you know any changes that occur.

**USD #257 district website**

The district has made changes to the website in order to make it more interactive for families! We are just learning how to create and manage the website, but we are excited about the possibilities! Parents will be able to view newsletters, the handbook, student photos, E-note, teacher announcements, contact information and much more! This will be a convenient tool for families to keep informed on what your child is doing at school, so we encourage you to check it out! As we familiarize ourselves with the website, we will be adding more information for you! I am excited about this new tool to communicate with you; however, this is our first year with this, so please be patient as we learn together!

**Instructions:**

1. [www.usd257.org](http://www.usd257.org) (This brings you to the district home page.)
2. Select the "SCHOOLS" tab (Towards the upper/right corner.)
3. Select WINDSOR PLACE PREK (This brings you to the Preschool home page.)
4. Select "FACULTY&STAFF" (Tab towards the top/middle.)
5. Select "PREK"
6. Select "Heather Wools" (This brings up the interactive Preschool website.)
7. Use the navigation tools on the left and right sides to view areas of interest.

* Note- In the Heather Wools Navigation box located in the upper right corner, there are links to different pages, which you can use to access information. For example, the NEWSLETTERS link will bring up the page to access weekly newsletters. This navigation tool may also be found on the bottom of the "Heather Wools" home page.

* With E-Note, teachers can send information to parents via emails/texts
Daily Schedule

7:45/11:45  Arrival
8:20/ 12:20  Breakfast/lunch
8:20-8:45/ 12:20-12:45  Restroom/Sign In/Greeting
8:45-9:05/ 12:45-1:05  Circle Time
9:05-9:35/ 1:05-1:35  Table Time/ Structured Activity
9:35-9:55/ 1:35-1:55  Recess/Drinks
9:55-10:10/1:55- 2:10  Circle Time
10:10-10:50/ 2:10-2:50  Centers
10:50-11:00/ 2:50-3:00  Clean Up/ Backpacks
11:00-11:10/ 3:00-3:10  Story Time
11:10-11:15/ 3:10-3:15  Dismissal

Wednesday= P.M. Dismissal 2:40
Medication Forms

(return only if needed)
Return To Teacher!
Permission Forms (return to teacher)

Child’s FULL Legal Name:_____________________________________________  

First                          Middle                        LEGAL Last Name

Relationship to Student:______________________________________________

Date:________________________

I allow my child to be pictured on the USD 257 Preschool’s Facebook page.

Yes:_______         No:________

I allow group photos (such as class photos) with my child in them to be "tagged" by other parents.

Yes:_______         No:________

I allow my child’s name and photo to be pictured in the newspaper.

Yes:_______         No:________

Windsor Place would also greatly appreciate your permission to post photos of your child interacting with the residents on their Facebook page, and in newsletters. Please sign below if you approve of your child being pictured.

Yes:_______         No:________

Parent/Guardian Signature:____________________________________________

Thank you for your cooperation!!
**Address Information (return to teacher)**

One of our goals is to teach the students their address and phone number before they reach Kindergarten. We will practice this at school, but they learn it much faster if you are able to practice it at home as well!

Since many students have multiple homes and phone numbers in their lives, it is sometimes confusing which ones they need to learn.

Please list the address and phone number that you would like your child to practice this year.

If this address or phone number changes, please inform me and provide me with the new information. Thank you!

**Address:** *(Is this Mom’s, Dad’s, Grandparent’s, etc.? Physical or Mailing?)*

**Phone:** *(Is this Mom’s, Dad’s, Grandparent’s, etc.?)*

**Child’s Name:** __________________________________________
Transportation Information (return to teacher)

Child’s Name: ________________________________________________________________

Does your child ride the bus home? ____________________________________________

Name and number of person who will *normally* pick him/her up?
________________________________________ ...................................................

Please list any others who have permission to pick up your child:

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

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________________________________________ ...................................................

________________________________________ ...................................................

Please list anyone who is NOT allowed to pick up your child:

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

* legal documentation needs to be given to the school stating that the above mentioned
person/people are not allowed to pick up your child.

Parent Contact Information:
(Please list the number where we will MOST likely be able to contact you!)

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................

________________________________________ ...................................................
Child Questionnaire (return to teacher)

Name Child USES: __________________________________________________________
Ex: Chris vs Christopher, Last name that differs from legal last name, etc.

Parent/Guardian____________________________________________________________

Child’s Birthday____________________________________________________________

Does your child have any health concerns? (ex: asthma)________________________
If yes please explain________________________________________________________________________

Does your child still have restroom accidents? How often?
________________________________________________________________________

Students need to be potty trained prior to attending school.

Is your child: Left Handed______ Right Handed ________ Undetermined ________

Please tell me 1-3 things your child is interested in?
1.
2.
3.

Is there anything additional I should know about your child?
Ex: Does he/she play well with others? Is this his/her first experience away from home?
Does he/she have trouble following directions? Are there any changes at home he/she is struggling with?

What is your goal for your child this year?

Thank you! I look forward to getting to know you and your child this year!
E- Note Sign Up

E-Notes is a tool I can use to inform you of upcoming events or important reminders, by sending you an email and/or text message.

Example E-Notes I may send would include: Picture day reminders, Field trip reminders, Party/Event reminders, Conference Reminders, etc.

I am excited about this new tool to communicate with you; however, this is our first year with this, so please be patient as we learn together!

If you would like to subscribe to E-notes, please fill out and return the form below. If you are unsure, you may also subscribe yourself by entering the information in the E-Notes section of the website, on the right side of the page.

Name:_____________________________________________________________

Cell Number (to receive texts):_______________________________________

Cell Phone Carrier: ________________________________________________

Email Address (to receive emails): ____________________________________

Name:_____________________________________________________________

Cell Number (to receive texts):_______________________________________

Cell Phone Carrier: ________________________________________________

Email Address (to receive emails): ____________________________________