JOHNNYCAKE ELEMENTARY SCHOOL

PRE-KINDERGARTEN HANDBOOK 2012-2013

Pre-Kindergarten Information for Parents

Teachers: Ms. Brandi Tarkovsky
Ms. Kristin Hermann

Questions/Concerns

If you have any questions or concerns about your child or the Pre-Kindergarten program, please do not hesitate to contact us. You can reach us by sending a note to school in your child's take-home folder or by calling the school at 410-887-0823 and leaving a message for us with the office. Should we have any ongoing questions or concerns about your child, we will contact you as well.

School Personnel

Principal: Lynne Palmer
Asst. Principal: Stephen Price
Asst. Principal: Bre-Anne Fortkamp

Pre-Kindergarten Session Times

Morning Class: 9:00-11:30
Afternoon Class: 1:00-3:30

Goals and Philosophy of the Program

Baltimore County's Pre-Kindergarten Program provides experiences designed to foster each child's physical, emotional, social, and intellectual growth. We plan and implement engaging lessons in language arts, math, science, social studies, art, music, and physical education. We view each child as a unique person with an individual pattern of growth and development and differentiate the program to maximize the potential of all of our students. We design interactions and activities to develop children's self-esteem and positive feelings toward learning.

Arrival and Dismissal

Morning walkers and car riders should be dropped off in the front lobby between 8:45 and 9:00, where they will line up with the Pre-Kindergarten bus riders. Walkers will be dismissed at 11:30 from the front lobby door. Parents and guardians should line up outside the door in a single file line as you arrive. Any adult picking up a child must present the dismissal card **every day**. If the person picking up the child does not have a dismissal card, he or she must go to the office and be issued a new card prior to picking up your child. Please do not come to the classroom to pick up your child.

Afternoon walkers and car riders should be dropped off in the front lobby between 12:50 and 1:00. They will be dismissed from the cafeteria doors at 3:30. Parents and guardians should line up outside the door in a single file line as you arrive. Any adult picking up a child must present the dismissal card **every day**. If the person picking up the child does not have a dismissal card, he or she must go around the building to the office and be issued a new card prior to picking up your child. Please do not come to the classroom to pick up your child.

Early Dismissal

If you are picking your child up early, you must check in at the office and sign your child out. The office will then contact the classroom teacher and ask her to send the child to the office prepared to go home. Please do not come directly to the classroom.

Changes in Transportation Arrangements

If your child is a bus rider, and you plan to pick your child up from school on a given day, **we must receive a note in order to hold him or her back from riding the bus. If you have made special arrangements for someone new to pickup your child, we must also have that information in writing in order to release your child to that person.**

If you wish your child to be dropped off or picked up at a location different from your home address, or if you wish to change a previously-approved pick up or drop off location, you must complete a Temporary Bus Pass form. This form will be submitted to the Assistant Principal, Mrs. Fortkamp for potential approval. This process takes at least three days.

Change of address or telephone number

Please notify us immediately by writing if there is any change in your address or telephone number. It is very important that we are able to reach you at all times in the event of an emergency.

Visitors

All visitors to the building including volunteers must stop at the school office, sign in and get a visitor's pass before coming to the classroom. This includes parents wishing to walk their child to the classroom at the start of the school day.

Volunteers

Volunteers are an integral part of our program. No particular skills are necessary—just a willingness to help. You can volunteer in the classroom weekly, bi-weekly, monthly or even on an as-available basis. If you are unable to come into school, we occasionally need volunteers to complete small projects at home.

All volunteers, including field trip chaperones, must attend a volunteer orientation workshop and complete the volunteer application. The workshop and application must be completed each school year. The first volunteer orientation will take place at Back to School Night at 6:00 on Tuesday, September 4th.

Breakfast/Lunch

All Johnnycake students receive **free** breakfast (AM Pre-Kindergarten) or lunch (PM Pre-Kindergarten) daily. The breakfast/lunch is served in the classroom. **It is imperative that you make the school nurse and classroom teacher aware if your child has any food allergies or dietary restrictions.**

Take-Home Folder

Please **check and empty** your child's take-home folder every day, as we will. This is our daily communication between home and school. Be sure to return the folder to school every day. If you are sending money for any reason, please place it in a clearly labeled, sealed envelope in your child's folder. The children need to bring their folder into the classroom every day.

We will not be checking backpacks, so you must place anything you wish us to see in the folder. If you are sending supplies or any other item in your child's backpack, please place a note to that effect in your child's folder.

Outdoor Play

Outdoor play serves an important function in the development of gross motor skills. Please dress your child appropriately for the weather as we will make an effort to go outside whenever possible. **For their safety, children should wear closed-toed shoes daily, preferably sneakers or athletic shoes.**

Inclement Weather

In the event of inclement weather, please listen for late openings or early dismissals on local radio or TV channels or check the Baltimore County Public School website. If schools open 1 hour late, morning Pre-K will have class 1 hour late. If schools open 2 hours late, there will be no morning Pre-Kindergarten session. If schools close more than 1 hour early, all Pre-K students should be picked up at 11:30. **There will be no special Pre-Kindergarten bus home at 11:30 if schools close more than 1 hour early.**

If schools close 1 hour early, afternoon Pre-K will still begin at 1:00, but will dismiss at 2:30 with the rest of the school. **If schools close 2 or 3 hours early, afternoon Pre-K is canceled.**

Newsletters

This Week in Pre-K, our class newsletter, will be sent home most Mondays. This newsletter contains information about upcoming Pre-Kindergarten events, units of study, and important reminders. Please read these carefully, and reinforce the targeted skills and concepts with your child at home.

The school newsletter, *The Jaguar Pawprint*, will contain important school news, including upcoming school closings and

early dismissals that might not be on the Baltimore County Public Schools Calendar.

Homework

Homework will be sent home in your child's folder on Mondays and Thursdays. Monday's homework should be returned in your child's folder on or before Thursday. Thursday's homework should be returned in your child's folder on or before Monday. Most homework activities are designed to be done with a parent, but it is important to allow your child to do as much as he or she can independently. At different intervals throughout the school year, sight words and predecodable books from our Open Court series will be sent home for your child to practice reading to you as well.

Class Birthdays

If you would like to send in cupcakes or cookies and juice as a special class treat to celebrate your child's birthday, please send a note in advance to let us know. All food items must come from a store and include a list of all ingredients. School policy does not permit the distribution of goody bags or balloons.

Parent/Teacher Conferences

Conferences will be scheduled in the fall and spring to discuss your child's progress, share the Pre-K progress report, and answer any questions or concerns that you might have. The fall conference days are Friday, November 16th, and Monday, November 19th. The spring conference day is Monday, May 13th. **There will be no school for Pre-Kindergarten students on these days.** We will send you more information and assign you a conference time prior to each date. Please feel free to call to

schedule any additional conference if you have any concerns or issues you wish to discuss.

Absences

When your child is absent, you must send a note explaining the absence. Absences for illnesses of three or more consecutive days require a doctor's note. Unexplained absences are recorded on your child's attendance card as unexcused. Excused absences include illness of the child, death in the family, and religious holidays.

If your child arrives in the classroom after 9:00AM/ 1PM, he or she is considered late. If your child is late, you must report to the office and receive a late pass before bringing your child to class. This pass will be used to update the attendance card and change a recorded absence to tardy where appropriate.

Please help your child to:

1) Learn the names of body parts.
2) Recognize and identify colors, shapes and sizes.
3) Enjoy books by reading to him/her daily.
4) Recite poems and songs.
5) Speak openly, freely, and in complete sentences.
6) Count small groups of items, such as number of people at the dinner table, cookies in a bag, or shoes in the closet.
7) Use and understand positional words such as: under, over, below, above, in, out, next to, beside, in front of, behind.

Miscellaneous

Please be sure to label your child's backpack, extra clothes, and all outerwear including hats. It is not necessary to label your child's other classroom supplies.

Toys must be left at home.

We will respond to any notes you send that require a response, but not necessarily on the days they are sent. Please understand that it is difficult to take time away from the children during class to write notes or answer phone calls. The best time to reach us on the phone is between 11:40 and 12:30. **WE ARE LOOKING FORWARD TO A REWARDING PARTNERSHIP WITH YOUR FAMILY, AND AN EXCITING AND SUCCESSFUL SCHOOL YEAR!**

Notes: