



September 2020 – June 2021



Parent Handbook/Guide for Pre-K 2020-21 School Year

1. Arrival/Dismissal

- UPK hours begin at 8:00 a.m. and end at 2:20 p.m.
- There is a fee for care during non-UPK hours (early drop-off/late pick-up).
- Parents must call ahead and/or provide a doctor's note for any student arriving after 8:30 a.m.
- Students must be signed-in and signed-out at the time of arrival and dismissal; be sure to include parent/guardian signature and time. *We allow a (5) five-minute grace period after school begins before the child is considered late, and (5) minutes after school ends for pick-up.*

2. Uniform/Dress Code

- Our school uniform colors are blue and yellow. Uniform must be neat and clean and worn from **Monday to Thursday**.
- Our students enjoy **dress-down Fridays** when comfortable seasonal clothing may be worn.
- Girls **MUST** wear shorts/tights under skirts and dresses.
- Children **MUST** wear rubber soled comfortable shoes. **Open-toed shoes/sandals** are not to be worn throughout the school year.
- **Hygiene note:** fingernails **MUST** be cut and clean.

3. School Sickness Policy/Medical

- After 3 consecutive days of absences, parents **MUST** submit a doctor's note in order for children to report back to school.
- Some reasons to keep a child home: high fever, thick colored mucus, vomiting & diarrhea, pink eye, stomach ache etc.
- Notify school/teacher if child is going to be absent.
- All students **MUST** have a current medical report on file. If the medical expires during the school year, a renewed/updated report is needed before student can return to school.

4. Behavior Policy

- All classrooms maintain behavior logs and incident reports.
- The school will always report to parent(s) concerns regarding behavior and incidents that may occur during the school day.
- Positive reinforcements – School Reward System (Stickers/Treats/School Bucks etc.)
- Disciplinary procedure: Verbal Warning, Parent/Family Meeting.
- In the event of severe behavior that causes endangerment to self/others/property, further actions from school hierarchy will be considered.

5. Home-School Communication/Emergency Contact

- Parent email/mobile phone number pool.
- Please provide at least 3 emergency contacts. Students will **ONLY** be released to persons listed as approved for pick-up; please remember to bring proper identification. Notify school if someone other than the approved persons will pick-up your child. All authorized individuals **MUST** be 18 years or older and present proper ID at time of pick-up.
- Update contact cards if email/telephone number/address changes during the school year.
- Parent info boards will display reminders, school calendars, food menus etc.

6. Daily Schedule/Routines

- Learning Centers (blocks/science & discovery/library/dramatic play/writing/sensory areas)
- Art & Crafts
- Breakfast/Lunch/Snack
- Nap/Rest time
- Outdoor/Music & Movement
- Computer Educational Games
- Practice Writing/Math Skills during small and/or whole group settings
- Reading Workshop – Storytime
- Bathroom/Handwashing

7. Nap/Rest Time

- All students **MUST** have a clean sheet and blanket in order to be allowed to lay on a cot.
- Sheets/blankets should be sent every Monday or on the first day of the school week and will be sent home on Fridays for washing/cleaning and **MUST** be returned at the beginning of the next school week.
- **No PILLOWS** please.

8. Food Policy

- Breakfast and Lunch is provided daily.
- **ALLERGY ALERT:** Please ensure that any food borne allergies are reported to the office and classroom teacher ASAP.
- **NUT FREE SCHOOL:** No peanut butter or any other foods/snacks containing nuts will be allowed.
- A healthy snack **MUST** be sent each day in a secure lunch bag/box.
- We enjoy celebrating birthdays. However, advanced notice is required (**at least 2 weeks ahead**). Celebrations take place during Snack Time.
- If you plan to have a Pizza Party, pizza **MUST** be delivered by lunch time and **MUST** be **ONLY plain cheese pizza** please.

9. UPK Curriculum

- We follow the **Pre-K for All Interdisciplinary Units of Study**. Every month teachers will facilitate the study a new theme by using planned activities and transforming interest areas to reflect that theme.
- The curriculum supports the domains of development such as: cognitive, social/emotional, language, adaptive and physical.
- Lesson plans and activities are differentiated to meet each child's learning needs.

10. Parent-Teacher Conferences/Workshops

- Teachers will meet with families to discuss children's growth/development and/or areas of improvement.
- Progress Reports – allow parents to see where children's strengths and weaknesses lie.
- Parent Workshops provide additional information and resources to allow you to work with your child at home and extend learning from the classroom to an even bigger world outside.

11. Special Services/Screenings/Assessments

- ESI-R Screening is mandated by the DOE to be completed within the first 45 days of the school year for each child. This allows teachers to determine where each student ranks based on the age appropriate development scale. Results are reported to the DOE who follows up with suggested services to help meet the developmental needs of our students as needed.
- Referrals are sent to the DOE who will setup evaluations to get children extra help in the classroom through: Speech Therapy, Occupational Therapy and Physical Therapy, Counselling etc. If you would like your child to receive any additional help, please let us know right away.
- Meet with teachers to discuss any areas of concern you may have regarding your child's growth and development.

12. School Events/School Calendar

- UPK closings follow the DOE calendar, including snow days and any other inclement weather closures that may occur.
- The first two days of school will be half day sessions (8:00 – 11:30 a.m.), used as transition days to help children get acclimated with their teachers, friends and surroundings.
- We have noted seven major family engagement events on our school calendar and encourage all families to participate.
- Volunteers are always welcome. Speak with your child's teacher or administrators for more information on different opportunities to help-out.

13. After-School

- After-school hours are from 2:30 – 6:20 p.m. Late fees do apply.
- Students have the opportunity to participate in extracurricular activities such as: physical education, art & crafts, read aloud, music & movement and sensory activities such as playdough etc.

Thank you for choosing Little Einsteins of Canarsie to provide a safe, nurturing and positive learning experience for your child. By choosing to be a part of our school community, it is expected that you will abide by our school policies and procedures to ensure a productive school year!

“Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations.”

- Bob Beauprez