

Important Dates:

August 8th 5:00-5:30: Parent Orientation
August 12th 8:00-9:00: Meet the Teacher



Pre-K Classroom Procedures and Policies:

Please review: We will be happy to answer any questions at Parent Orientation.

Communication Between School and Home:

A daily folder will be provided. It should come to school and go home each day. The folder will contain important notes/information you need to know. It is important you look through it each day. Please send any correspondence to us in this folder.

Snack:

Daily snack should be healthy, and consist of 1 or 2 small snacks and a drink. Please no red drinks or soft drinks. No candy or chocolate. Snack must be packed/labeled separately from the students' lunch. NO PEANUT PRODUCTS. There will be a yellow bucket placed outside the front door for any items that need to be delivered during the school day. Ex. Forgotten nap mat, snack, lunch, etc.

Money:

If you send money to school with your child (i.e. lunch, fundraiser, etc.) it must be placed in an envelope/baggie labeled with your child's name and put into your child's **folder**. It should also show the amount and what the money is for. DO NOT SEND LOOSE MONEY IN YOUR CHILD'S BACKPACK.

- Student's Breakfast Cost: Full 1.75 Reduced .30 Student Lunch Cost: Full 2.75 Reduced .40
This can be done online.

Tuition:

Tuition will be sent directly to the main school office and given to the bookkeeper. It can also be paid online. Please see tuition policies in the Pre-K Parent Handbook. Do not send tuition in your student's folder.

Uniforms:

Pre-K students follow Baldwin County uniform guidelines for Elementary students.

Label Clothing:

Please send an extra set of clothing: socks, underwear, pants and shirt. Put in a zip lock bag and label the baggies and each item with your child's name. Extra clothing will be kept in the student's book bag.

Please make sure your child's jackets, sweaters, sweatshirts, rest mat, backpacks, and lunchboxes are all labeled.

Rest Time:

Provide a nap mat for your child to sleep with at rest time each day. The nap mat should fit comfortably in their backpack. It will be sent home on Friday to be laundered and returned to school on Monday. Please make sure that it will fit into the backpack.

Monthly Newsletter:

"Peek@Pre-K" is our monthly newsletter that is sent home at the first of each month. It will provide the monthly theme, activities, important upcoming dates, and any exciting news from our classroom. Please read each newsletter, as it will give you a "peek" at what your child is doing in school.

Birthdays:

You are welcome to send healthy birthday treats on your child's birthday. We will eat them during snack time that day. Please make sure they are packed individually. **There nut and egg allergies this year so please check with your child's teacher for appropriate treats.**

Personal Information:

If you have any changes to your phone number, address, email, or emergency contacts please let the office know immediately. It is critical to have current information in case of emergency.

Arrival/Dismissal:

Parents must park and walk their child into the Pre-k school building. All parents will sign-in and sign-out their child each day.

- Arrival 7:30-7:50: Students will be considered tardy after 7:50 and must check in through the main school office.
- ½ day Dismissal: 11:30, please be on time for pick up. (only for students whose IEPs designate that as their dismissal time).
- Dismissal: 2:45, please be on time for pick up.
- Indicate daily whether your child will be eating the school breakfast/lunch on the sign-in sheet by marking B=breakfast L=lunch.
- Students Breakfast Cost: Full 1.75 Reduced .30 Student Lunch Cost: Full 2.75 Reduced .40 This can be done online.
- Pre-K Students may attend Fairhope Elementary Afterschool program. Students will be walked down to ASCC by an adult.
- Pre-K students who have an older sibling at the Elementary school may be picked up through the HOV line at dismissal. Students will be walked to HOV and supervised by an adult. You will receive your HOV pass during Meet the Teacher in the Gym.

Attendance:

It is very important for your child to be at school and to be on time. If your child is sick, please send an excuse immediately upon returning to school. It is a disruption to the class and routine when a child arrives late to school or picked up late, please be on time (See Pre-K Parent Handbook for further explanation of Attendance Policies).

Check-Out:

Early check-out must go through the main school office, prior to picking up the student. You will be given a check out slip that will be given to the pre-k teacher.

Transportation:

Please send a note **in the folder** if someone other than the normal pick-up person is coming. Please make sure they are aware that they will need to show their driver's license.

If you have any questions, please feel free to contact us via the phone (928-8400) or email.

jharrell@bcbe.org, sjones@bcbe.org, adrhodes@bcbe.org

Sincerely,

Jennifer Harrell, Sarah Jones, Angel Rhodes
Fairhope Elementary
Pre-K Program