

ROSS WOODWARD
CLASSICAL STUDIES
INTERDISTRICT MAGNET SCHOOL
PRE-KINDERGARTEN PROGRAM
HANDBOOK



The Ross/Woodward Classical Studies Magnet School Pre-School Program is:

- A safe, secure, fun environment dedicated to learning and child development.
- Staffed by fully certified teachers.
- An educational preparatory program designed to prepare children for kindergarten.
- Not a day care program.

Pre-School hours of Operation:

Ross Woodward's pre-school's hours of operation are from 7:30 am to 5:30 pm. In order to support the educational environment, children enrolled in the Pre-K program are expected to be in attendance during the regular school hours which are 9:15 am to 3:30 pm, Monday through Friday. This program is not a daycare drop off and children arriving after 9:15 will not participate in all programmed activities.

Dropping off and Picking up:

Parents are asked to drop off and pick up their children in a timely manner. Parents are asked to stay in the classroom no longer than 5 minutes when dropping off or picking up their child. Parents who are accompanied by siblings of the student must follow this guideline as well. While parent volunteers are always welcome, the unplanned presence of parents, caregivers and siblings can tend to disrupt the learning environment. It is also not safe to have extra children in the room that are not part of the pre-k program and it is not the responsibility of the pre-k staff to watch or care for them.

If you would like to plan a more extended visit to the classroom, please consult with your child's teacher. If you are interested in volunteering at the school, please stop by the office for information.

Late Policy:

Children are expected to be picked up on time every day by **5:30 pm**. None of the School Staff is scheduled to remain in the classroom after 5:30 pm. If there is an emergency and you feel that you will not be able to pick up your child please contact the school so they will be informed. If a child is picked up after 5:30 three times, then after school privileges will be suspended for the remainder of the school year.

Inclement Weather:

In general, the pre-school program follows the delays and closures of the New Haven Public Schools.

In the pre-school program, there are occasionally times when the program is dismissed early because of unusual circumstances. If this occurs, each teacher will call the families of the children to notify them of the early closing and to arrange pick-up of the children. For this reason it is **very important** that we have **up-to-date, working phone numbers** for each parent or guardian.

Who is the Pre-K Program for?:

The pre-school program at Ross Woodward Classical Studies Magnet School is for both in-district and out-of-district children who meet the program qualifications and are enrolled in the pre-school program only. All siblings who also attend Ross Woodward from Kindergarten to Eighth grade are not allowed to be dropped off or go to the pre-k rooms after school is out.

Potty Training:

All children in the pre-k 3 and pre-k 4 **must** be potty trained to attend the Ross Woodward preschool program. If your child is not fully potty trained and continues to have accidents, a meeting with the principal will result and your child may be removed from the program. **WE DO NOT CHANGE DIAPERS.**

Uniform Policy:

Ross Woodward students are required to wear uniforms every day of the school year. This uniform consists of navy blue or khaki pants/slacks, skirts or jumpers and green or navy blue shirts/blouses. Shirts must be plain green: there should be no writing or pictures on them. **NO HOODIES.** Students should also wear appropriate footwear: a closed shoe or sneaker. No flip flops, sandals, open-toed shoes, clogs or high heeled boots are allowed. Please cooperate and dress your child in uniform daily.

Security Policy:

Parents must sign their child out each day. Only those on the emergency form may pick-up the student. Caregivers will be asked for ID.

Attendance Policy:

Absences:

Students are expected to attend school daily. Absences due to extenuating circumstances are listed below and will be recognized as acceptable excuses from school attendance.

A student must be in attendance at least half of his/her school day in order to be counted as present (3 hrs). Any student arriving after 11:00 am will not be allowed to stay and will be marked absent.

A record of student tardiness and absenteeism is kept by the school and placed on the students' permanent record. Letters will be sent to parents regarding students' absences and tardiness.

Excused Absences:

- Illness or injury
- Religious holidays approved by the school system
- Death in immediate family
- Family emergencies
- Educational opportunities with prior administrative approval
- Quarantine
- Court Appearance

Illness:

If your child has become sick with the following illnesses your child **must** stay home for 24 hours before returning to school and must not exhibit any symptoms from their illness. This is to ensure that these illnesses do not spread throughout the classroom to other children and staff:

- Stomach virus
- Pink eye
- Strep throat
- Fever
- Ringworm

In order to get the most out of the educational environment, parents should ensure that any sick children are kept home. Sick children tend not to be able to participate in the Pre-K program, spread the infection throughout the class, and often distract the other children in the program.

NHPS Authorization of Medication for Students:

Pre-K Teachers and assistants are not authorized to dispense any medicine to your child.

If your physician decides it is necessary for your child to receive medication during the school day, the approval and specific directions must be provided to the school. If two or more medications are prescribed for the same student, a separate authorization form must be completed for each medication. A physician's signature is required on the student's authorization form. Students are not allowed to carry medications with them at any time. **Cough drops** and **sunscreen** are considered a medication by the NHPS and should not be sent in a child's backpack and cannot be administered by your child's teacher. If you feel your child needs sunscreen please apply it before you send your child to school.

Birthday and Holiday Celebrations:

Holidays are celebrated in the classroom. Please let the staff at Ross Woodward know if you prefer for some reason that your child does not celebrate a holiday and curriculum adjustments will be made for your child.

Birthday celebrations are welcome. If you would like to celebrate your child's birthday please talk to the teacher in your child's classroom in advance.

Food:

Breakfast and Lunch is provided for your child by the New Haven School System. The pre-school rooms get one choice for breakfast and one choice for lunch. Each child will get a menu showing what is going to be for breakfast and lunch for each day in that month. If you see that there is something on the menu that you know your child will not eat it is recommended that you pack a breakfast or lunch for your child and notify the pre-k staff. Please do **not** send any items containing peanuts or other nuts. The pre-k classrooms are **peanut free**.

If you feel a change should be made to your child's breakfast or lunch choice by the New Haven School System you have to talk to the cafeteria staff directly. The pre-k teachers have nothing to do with what food is served and are unable to change a food item for your child.

If your child has a food allergy it is strongly recommended that you pack all of your child's food. This ensures the safety of your child. There is no way of knowing what ingredients are in each breakfast and lunch served by the school.