

# North Fayette Preschool



2020-2021

Parent Handbook

# COVID-19 AMENDMENT PAGE

The following modifications will be implemented for the 2020-2021 preschool year to remain aligned with the COVID related guidelines issued by the CDC, Pennsylvania Department of Health, Pennsylvania Department of Education and the Allegheny County Department of Health. These modifications will be followed in conjunction with the regular handbook policies OR in place standard policies where applicable.

**Masks** are required to enter and exit the building and in all common areas such as hallways and stairwells. Masks are required in the classroom **any time** the child is not seated either at a table equipped with a sneeze guard table divider or seated otherwise at least six feet apart.

If your child is unable to wear a mask, please contact the Recreation Director.

**Arrival** for the 3 & 4 year old students will be a Kiss and Drop. Guardians will pull into the circle in the front of the building. A preschool teacher will come to your car to take your child's touchless temperature which **must be less than 100.4** degrees. The preschool staff will escort your child into the building and to class.

Two Year Old Program students and supervising adults will have touchless temperatures taken before entering the building and **must be less than 100.4** degrees.

**Dismissal** for the 3 & 4 year old classes will occur outside at the circle. Parents/Guardians will exit their car and come to the front door to pick up their child. Parents/Guardians should remain socially distanced while waiting to come to the front door. The children will be lined up inside the building with all their belongings with their preschool teachers.

**Parent Involvement** at the preschool will not be taking place this preschool year. All classroom parties and events will be run by the preschool teachers. This is set in place to limit the number of people coming in and out of our classroom environments.

**Backpacks** should be the **only** item to come to preschool with the student. Backpacks should contain a complete change of seasonally appropriate clothing, the student's folder **and 2** extra masks in a ziploc baggie.

**Snack** will not be taking place this preschool year. Parents/Guardians should ensure that the students have eaten enough prior to arriving at the preschool. A drink break will be given daily.

**Class Times** will be temporarily adjusted to accommodate the staggering arrivals and dismissals of students **and** to provide time for teachers to clean and sanitize the classroom space/materials between & after classes.

## **Daily Screenings will be required of every teacher, student and supervising adults for the Two Yr. Old Class.**

- All students and teachers will be required to have a temperature check upon arrival at the facility and periodically during the Preschool period as deemed necessary by the Recreation Director. Those whose temperatures are greater than 100.3 degrees will be denied entry and participation.
- All teachers and parents/caregivers of students are required to report any symptoms of illness prior to gaining access to the facility. Those with symptoms of illness will be denied entry and participation.
- All temperatures (whether elevated or not) and all reported symptoms will be recorded by Preschool staff on a daily log sheet. The log sheet will be secured by the Recreation Director to avoid exposure of medical information to unauthorized persons.
- If, after entry and participation are granted, a student develops symptoms of illness or is found to have a fever greater than 100.3 degrees, he/she will be isolated from other participants and the parent or caregiver will be contacted immediately. Appropriate arrangements and pickup of the participant must be completed within one hour. Failure to pickup the participant within one hour may result in suspension from the program.
- If, after entry and participation are granted, a teacher develops symptoms of illness or is found to have a fever greater than 100.3 degrees, he/she will be required to leave the facility immediately.
- If a student or teacher is denied entry and participation, or is sent home because of suspected illness, he/she **must be** fever-free without the use of medication for no less than 72 hours prior to becoming eligible to participate once again. The township reserves the right to require documentation from a professional healthcare provider that return to Preschool is recommended.
- The Township Manager will be notified immediately if any student or teacher is denied entry and participation **or** is sent home due to suspected illness. The Township Manager will determine if further steps are necessary after consultation with the Recreation Director.

# Welcome to the North Fayette Preschool!

Our purpose is to provide the highest quality preschool education in a secure, nurturing and stimulating environment. We will provide a fully integrated preschool program to foster the child's social and emotional growth in addition to their physical and mental development. Our goal is to provide each child with the academic and social readiness skills needed to be successful in their successive schooling experiences.

We will meet these goals with our age appropriate curriculum, qualified teachers and ongoing communication with parents and caregivers. Our curriculum is a combination of large and small group activities where the child can learn from each other. Curriculum areas include:

- Art, music & movement
- Letter & letter sound recognition
- Gross & fine motor skills
- Number sense & identification
- Socialization development
- Writing skills
- Language development
- Pre-reading skills

## Preschool Contact Information

### Phone:

724-307-3725

### Mailing Address:

North Fayette Preschool  
**ATTN:** (insert teacher's name)  
580 Donaldson Road

<b>Ms. Darcie Almady:</b> 3 year teacher	dalmady@north-fayette.com
<b>Ms. Amy Figley:</b> AM 4yr 4-day teacher	afigley@north-fayette.com
<b>Ms. Kim Romano:</b> PM 4yr 4-day & 2yr teacher	kromano@north-fayette.com

# Absences

If your child will not be in school, we ask that you please call the school to notify the teacher directly or leave a message. **PHONE: 724-307-3725**

# Illness

We work hard to maintain a clean learning environment. Children that become ill at school will be sent home. For the well being of both your child **AND** the children in our preschool, we ask that you *please* keep your child home if you are observing any of the following symptoms:

Nasal discharge that is yellow or green	Eyes that are pink and/or puss producing	Productive cough
Severe sore throat	Complaints of ear pain	Diarrhea
Vomiting	Fever* >100.3	

**\*must be fever free without the use of medicine for 72 hours from the time fever**

## Restroom Policy & Breaks

### NORTH FAYETTE PRESCHOOL RESTROOM POLICY:

- The staff of the North Fayette Preschool are, under no circumstances, permitted to enter the bathroom **OR** assist students with any dressing/undressing or wiping.
- The staff of the North Fayette Preschool will always accompany students to and from the bathrooms.
- All students enrolled in the 2 year old program *do not* have to be toilet trained in order to attend class.
  - An adult *is required* to remain within the premise of Donaldson Park & the Community Center in order to provide assistance with diapering, pull-ups or bathroom breaks.
- All students enrolled in the 3 year & 4 year programs **MUST BE** toilet trained. This includes:
  - Attending the duration of class without the aide of pull-ups/diapers
  - Being able to notify the teachers when they need to use the bathroom
  - Undressing/dressing themselves independently in the bathroom
    - Please consider dressing students in clothing they can easily manage
  - Wiping themselves independently
- In the event of an accident or if a student is unable to clean & change themselves independently, the parents will be called to provide assistance.
- In the event that a student is having repeated/frequent accidents, attendance in the program is subject to a reevaluation.

**Restroom Breaks:** Students are permitted to use the bathroom during scheduled breaks in the classroom schedule **and** as needed when they notify the teachers. We do ask that you please have them try to go prior to the start of class. Frequent breaks can “catch on” with the other children and become disruptive.

# Arrival

Upon arrival, please check in at the front desk to scan your preschool keytag. Please assist your child in storing their backpacks and/or coats in the gray cubbies at the far end of the main lobby and getting their class folders ready. Classroom doors will open at the start of class. Please escort your child to the classroom door. At this time, a quick and reassuring separation will work best during this transition. The teachers will all work quickly to calm any nervousness or tears that may happen.

# Dismissal

The dismissal process is something 3s & 4s classes work on perfecting those first few weeks of class. Your patience and understanding during those initial weeks will be greatly appreciated as we try to reinforce to the students that they must wait for the teacher to call their name before they take off to meet you.

**3 year old classes:** Dismissal will take place at the track level. Teachers will call the students one at a time as they visually identify the parent/guardian.

**4 year old classes:** Dismissal will take place at the rear end of the main lobby. Students will be asked to walk in a single file line up to the lobby. Students will be called one at a time as the teacher visually identifies the parent/guardian pickup person.

If the pickup person is someone other than the parent, please notify the teacher **directly** with:

- A brief conversation at drop-off
- A direct phone call - **724-307-3725**
- Written notice in your child's folder
- Email notice (at least one class period in advance)

## Indoor Playground/Track/Community Center Facilities

The indoor playground is often a favorite spot for the children to play before and after class. Direct supervision is required when children are utilizing this equipment. Children are expected to follow basic rules while on the indoor playground. This includes, but is not limited to:

- Using an indoor voice (no screaming)
- Taking turns on the equipment
- No kicking, hitting, pushing, shoving, biting

The indoor track and all community center facilities are intended to be used by community center members.

- Children are not permitted to walk or run on the track unless they are in the direct company of their parent/guardian who is also walking or running on the track.
- Children are not permitted to use the workout equipment located on the lower level.
- Access to the gymnasium is only permitted for members of the community center during "open gym" times on the schedule.

# Parent Involvement

One of our goals is to build a growing relationship between the families and the preschool so that we can better meet the needs of each child. Your participation is very important to the happiness and well being of your child and creates a special link between school and home.

Some of our classroom parties and/or events are open for all parents/guardians/relatives to attend.

Some classroom parties will only require a handful of parent volunteers to run activities. In these instances, any potential volunteer will be required to have up to date clearances on file with the preschool.

## School Attire

**Clothing:** Students should wear comfortable, weather appropriate clothing that is suitable for school activities. We exercise, play on the floor, paint, color, eat and drink while in class. Clothing can become soiled. Additionally, bathroom accidents can happen. For these reasons, we request that everyone please keep a **complete** change of clothing in your child's backpack.

\*\* for comfort & modesty, it is recommended that girls wear play shorts under skirts & dresses

**Shoes:** Students should wear comfortable and weather appropriate shoes suitable for school activities. We also recommend shoes that cover toes for safety.

- When rainy/snowy weather happen, please bring a change of shoes. **For Safety Reasons:** Boots & umbrellas should be left by the cubby boxes at the rear of the main lobby.
- We visit the gymnasium almost every class period. Please send your child in shoes that are suitable and safe for running **OR** send a pair in their backpacks to change into before large motor activities and play.

**Backpacks:** Please provide a backpack or tote bag to be used throughout the preschool year. This will be used to transport their classroom folders to & from school.

Additionally, we request that a **complete** change of clothing be stored in the student backpacks to be used in the event of an accident with snack, art or in the bathroom.

Cubby boxes are not assigned to each student. Therefore, labeling the bag with the child's name is strongly recommended.

## Calendars

Each month you will receive a calendar . These are important because it will provide you with pertinent information including:

- School closures
- Snack person
- Birthday celebrations
- Upcoming events
- Content focus (letters, numbers, colors, words, etc)

# Discipline/Classroom Management

Preschoolers are learning to be independent and make their own choices, Sometimes those choices cause conflicts. Our focus is to turn these situations into teachable moments with an emphasis on being positive. We want to help the children learn to make better choices in their interactions with their peers, teachers and others.

Biting, spitting, hitting and the use of profane language are unacceptable. In the event these behaviors are used, the child will be immediately removed from the activity and made aware that his/her behavior is unacceptable. Teachers will discuss these matters with the parents to enlist their cooperation and support. Continued use of these types of behaviors can be grounds for removal from the program.

Each classroom will be using a behavior management program structured closely to the "I Can Manage Myself" behavior program used by many school districts. Similar to a traffic light, colors will be used to represent student behavior. Students will begin each class period on green/ready to learn. A combination of verbal cues, non-verbal cues will be used as warnings when an unwanted behavior is performed followed by a reminder of the classroom rules and expectations. If repeated, the student will begin to move on the behavior chart to yellow (slow down, think about your behavior) and then to red (stop your actions, removal from activity).

In the event students are demonstrating the behaviors mentioned above in paragraph 2, students will be immediately moved to red and removed from the activity.

Students are *always* given the opportunity to earn their way back to green/ready to learn by demonstrating efforts for positive choices and behaviors.

## Teacher Conferences

Communication between parents and teachers is very valuable and important. Formal conferences are scheduled for the 3 & 4 year old classes during the school year to review a skills checklist, view work samples and discuss student overall progress.

Drop off and dismissal are good times for a quick check-in with the teachers, but they can be chaotic times to discuss matters in depth. However, parents may request to meet with their child's teacher at any time to discuss progress, concerns, etc. Additionally, your child's teacher may request to meet with you at any time to discuss progress or concerns.

If you ever have questions or concerns throughout the school year, please contact your child's teacher to set up a meeting. **724-307-3725**

Ms. Darcie.....3 year old classes.....[dalmady@north-fayette.com](mailto:dalmady@north-fayette.com)

Ms. Amy.....AM 4 year old class.....[afigley@north-fayette.com](mailto:afigley@north-fayette.com)

Ms. Kim.....PM 4 year olds & 2 year olds.....[kromano@north-fayette.com](mailto:kromano@north-fayette.com)

# Tuition Policy

The North Fayette Preschool continues to run on an advanced tuition policy where tuition is paid by the 15<sup>th</sup> of the month in advance of attendance. **For example, October's tuition is due on or by September 15<sup>th</sup>.** Families will be required to submit tuition payments on or before the 15<sup>th</sup> day of each month beginning in August and ending with the final payment on or before April 15<sup>th</sup>, for the month of May's classes. Outstanding balances are subject to a \$15 late fee.

Each family enrolled in The North Fayette Preschool will be given a special key tag from the Community Center which will be used to track and record tuition payments. Outstanding balances will scan as expired and students will not be permitted to attend until all balances and/or fees are paid in full.

Monthly invoices will not be mailed out so it will be *the sole responsibility* of the parent/guardian to remit all payments by the 15<sup>th</sup> of each month for the duration of the preschool year.

Failure to pay outstanding tuition balances can result in expulsion from the program. Additionally, the township reserves the right to turn over unpaid balances to third party collection agencies which may result in additional fees.

Payments will **only** be accepted at the front desk of the North Fayette Community Center.

You may pay with: exact cash, money order, check or credit card (2.5% fee for credit payments)

**For payments made via check:** Please make payable to "North Fayette Township". Please clearly label in the "MEMO" your child's first & last name, class and what month the tuition is for.

**PLEASE NOTE:** It is not possible to receive refunds or credits for extended absences due to vacation, illness, or other circumstances. If, for any reason, you choose to remove your child from the preschool program, written notice to the classroom teacher is required in order to close your account and avoid accruing additional fees.

All questions concerning tuition and/or payments can be addressed with Darlene Hildebrand, Director of Parks & Recreation 724-307-3725.

## Late Pick-Up Policy

Teacher planning and preparation times are essential. Please make every effort to be prompt when picking your child up from class.

We understand that emergencies arise. In the event of an emergency, please call the school at **724-307-3725** so that we can reassure your child as they can become restless or upset when they've seen all their classmates be picked up.

In the event that your child is frequently being picked up after the scheduled dismissal time, the program's **Late Pick-Up Policy**, as noted in your program agreement, will be implemented and a late fee(s) will be added to your child's tuition balance.

**This fee is \$10 for the first fifteen minutes upon the conclusion of class.**