

**FARRAGUT
PRESCHOOL**

2005-2006

HANDBOOK



PRESCHOOL INFORMATION

ATTENDANCE

Enrolling your child into preschool is a commitment by you to strive for regular attendance in the preschool program. Regular attendance is essential for your child to learn the daily routine and therefore have a successful school year.

ABSENCES FROM SCHOOL

If your child is absent from school, please call the office to let us know. Also if you need to pick your child up early from school, please send a note or call the school.

TRANSPORTATION

Students living on a Farragut bus route may ride the bus to school in the mornings. Transportation following preschool is provided for a small fee.

GOING HOME A DIFFERENT WAY

If your child is to go home a different way or with someone else, it is important to send a note to let me know.

SEVERE WEATHER

In case of severe weather, radio station KMA at 960 as well as T.V. channels 3, 6, and 7 will list any school closings for the Farragut Preschool. In the event of a one-hour late start, students start preschool one hour late. In the event of a two-hour late start, there will be no preschool.

FIRE/TORNADO/DISASTER DRILLS

Throughout the year, students will practice fire, tornado, and disaster drills. These drills are to prepare students for a possible fire, tornado, or other disaster. Instructions are posted in the preschool classroom regarding the proper procedures. All procedures are supervised by the staff members.

HEALTH PROGRAMS

A registered nurse is on duty during the school day for children needing medical assistance. When a child becomes ill at school, the parents will be notified. It is policy that a child not return to school following an illness until the child is fever free for 24 hours.

All students entering preschool need to have the following four items on file; Social Security number, birth certificate, immunization record, and completed physical

MEDICATION POLICY

Medication shall be administered by the school nurse, or a qualified designee under the nurse's direction, to those students requiring medication during the school day, shall administer medication. In order for medications to be administered the following guidelines must be met.

- ◆ No medication will be administered without written authorization from the parent.
- ◆ Prescription medication must be brought to school in the container packaged by the pharmacist according to the doctor's orders.
- ◆ Medication will be kept in a locked cabinet in the nurse's office or elementary office.

SCHOOL SUPPLIES

The only supply that your child will need to bring to school is a box of Kleenex and a large paint shirt. Please do not send paint aprons as they do not cover your child's clothes.

SHARING

Sharing is an important part of our preschool day. Friday will be the day each week set aside for sharing. Please do not allow your child to bring more than one item to share each Friday.

SNACKS

We will have a snack during the morning each day. Each child needs to bring a box of crackers and a jar of juice each month.

BIRTHDAYS AND PARTY INVITATIONS

The children may bring treats on their birthday. If your child's birthday is in the summertime, we will celebrate their birthday on their half birthday. If you choose to send birthday invitations to school, please make sure all the children are invited to avoid hurt feelings.

HOLIDAY CLASSROOM PARTIES

This year we will have four holiday parties: Halloween, Christmas, Valentine's Day, and Easter. You will be asked to bring treats for one or more of the parties.

BOOK ORDERS

Throughout the year I will send home book orders. If you choose to order, please return the book order and money by the date due on the back of the book order form. If you pay by check, make it out to the book club.

GENERAL PLAYGROUND RULES

The elementary staff will work with the students while on the playground and teach them the general playground rules. The preschool staff will also work with the students within the classroom to help preschoolers learn and understand these rules. We will also use this time to further develop the students' social and physical skills.

Rules are as follows:

- ◆ Decisions and orders of teachers on duty are to be obeyed and respected at all times.
- ◆ Students will play in the designated playground areas.
- ◆ Students will show respect to others by not pushing, kicking, tackling, wrestling, or hurting others in any way.
- ◆ Students will help clean up any equipment used while outside.
- ◆ Students will show courtesy by taking turns, following all rules, and behaving appropriately.

INAPPROPRIATE BEHAVIOR MAY RESULT IN LOSS OF SOME RECESS TIME!!

GENERAL REGULATIONS

The success of our preschool program is dependent upon cooperation among students, parents, teachers, and school administration. High expectations are set for all of us to succeed. We will continually model appropriate behavior for the young children and help them achieve appropriate behavior styles.