



Fort Payne Pre-K

2024-2025 Parent/Student Handbook

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Fort Payne Pre-K Policies & Procedures

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A. Attendance

1. The attendance rate of 95% or above is considered acceptable attendance. Based on 180 days, this is 9 days total for the entire school year.
2. Each time a student is absent, checks-in late or checks-out early, the parent must provide a written excuse (parent note or doctor note). Failure to do this will result in unexcused attendance issues.
3. Unexcused Absences
 - a. You will receive a letter after the 1st unexcused absence.
 - b. You will be required to attend a conference after the 2nd unexcused absence.
 - c. Consideration for dismissal after the 3rd unexcused absence.
4. Absences (cumulative excused and/or unexcused)
 - a. If your child obtains 9 or more days absent, you will be required to attend a conference.
 - b. If your child obtains 18 or more days absent, the student will be considered for dismissal.
5. Chronic Tardiness
 - a. Defined as late arrival or early departure on a regular basis.
 - b. After 3 unexcused check-ins or check-outs within a 9 week quarter, parents will be required to attend a conference.
 - c. Dismissal will be considered for chronic tardiness.

B. Sickness

- a) It is the responsibility of each parent to monitor his/her child daily for signs and symptoms of sickness. Students should not be sent to school sick.
- b) **Your child should be free of fever and/or vomiting for a minimum of 24 hours before returning to school.**
- c) If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided during parent orientation. Please remember, we cannot keep a seriously ill child at school around other children.

C. Arrival and Departure Procedures: Please pay close attention to drop-off/pick-up map.

1. Morning Arrival
 - a. Morning drop off will begin at 7:30 a.m., and will end at 7:45 a.m. **PRE-K STUDENTS CANNOT BE DROPPED OFF BEFORE 7:30 a.m.** Due to the age of pre-k students and issues ensuring proper supervision, they will not be allowed to be dropped off until 7:30 a.m., when all pre-k staff are on duty. Your child should not exit the car until the teachers come out at 7:30 a.m. to assist them. Pre-K teacher assistants will be waiting inside the building for students. Please place your paw pass in the window during drop off in order to assist the teachers in quickly recognizing pre-k students.
 - b. **Students will be dropped off on Williams Ave. Pre-K Parents are required to walk students to class August 7th and August 8th. Beginning Friday, August 9th, all students should be dropped off in the car rider line. We understand that some children will have a hard time at the beginning of the year in the mornings when it comes to drop off. During the first few weeks of school, if your child is crying and doesn't want to get out of the car, you can pull into the parking lot and walk your child to the door to help ease the transition.**

- c. If your child is planning to eat breakfast, he/she should be dropped off at 7:30 a.m. The cafeteria stops serving breakfast at 7:45 a.m.
- d. Drop-off ends at 7:45 a.m. The bell rings at this time and the doors are closed/locked. If you arrive for drop off late and the teachers have already gone inside, you will need to bring your child to the front office to sign them in. The child will be considered tardy. Please write a parent note.
- e. Map-
 - 1. Enter Williams Ave. off of 17th Street.
 - 2. Drive to the far end and park on the right-hand curb.
 - 4. Exit through by turning left at traffic light onto Godfrey Ave.

2. Afternoon Pick-Up

- a. Afternoon pick-up will begin at 2:30 p.m. All children must be picked up by 2:45 p.m. If you arrive after 2:45 p.m., you will need to pick your child up in the office.
- b. Enter the pre-k afternoon pick-up line as indicated on the map. All parents must have your PAW PASS in the window. Your child will be brought to your car as you pull up.
- c. We do allow walk-ups to stand at **designated spots**. We will dismiss walk-ups before cars. All parents must have your PAW PASS in hand if you walk-up. We will walk students across the street. Please do not cross the street to us. This is the safest way.
PLEASE HELP US PROTECT YOUR CHILD BY FOLLOWING OUR SAFETY PROCEDURES.

d. Map-

- 1. Two Lines:

Hamilton, Sharp, Posey, Davis: enter Williams Ave. off of 17th Street (Fairgrounds side). Stop at front door awning.

Morgan, Cyrus, Hartline, Hawkins, & New Teacher: enter Jaycee Ave off of 14th Street. Stop at fence next to police entrance. Gates will be opened just before 2:30 pm.

3. It is important that you get in the proper pick-up line as indicated on the map.

D. Dress

- 1. Fort Payne Pre-k follows the same dress code as Fort Payne City Schools.
- 2. We do recommend closed toed shoes. We also encourage velcro fastening.
- 3. We also recommend shorts to be worn under skirts.

E. Early Dismissal Procedures

- 4. In the event that school is dismissed early (such as bad weather conditions), you will be notified through the Fort Payne City School System automated call-out/notification system.
- 5. All students will dismiss at that time through regular drop off procedures.
- 6. Remember that whoever picks up your child will need a paw pass.
- 7. Delayed starts to school will added to the 7:30 am start time. Example: 1 hour delay= 8:30 start.

F. Fees

- 1. There is no tuition fee for pre-k this year.

G. Field Trips

- 1. Office of School Readiness Guidelines requires that the pre-k classes take at least one field trip.

2. We will take a fall field trip and a spring field trip.
3. Each child will have to be transported by his/her own parent. There will be no additional fee for students for the field trip(s). Parent admission may apply.

H. Food- Breakfast, Lunch, Snack

1. Breakfast and lunch will be provided through the Fort Payne City Schools Child Nutrition Program. A monthly menu will be provided to you. You can also access this menu online at www.fpcsk12.com under the **CNP Department**.
2. If your child will not eat the lunch provided on any given day, please send a lunch to school with them. We are unable to warm lunches that are brought to school.
3. Snacks cost \$.50 each. Your child can either purchase a snack at school or bring a snack from home. Snacks available for purchase are: fruit roll-up, cheese curls, hot cheese curls, nacho cheese chips, cool ranch chips, rice krispie bar, & cheeze its. Drink choices are: juice boxes and milk.

I. I.D. Tags

1. An I.D. tag is placed on each student backpack at Fort Payne Pre-K on the first day of school. Please do not remove this tag. If your child changes backpacks, please make sure the tag is moved to the new backpack.

J. Naptime

1. Each child will have his/her own cot and sheet. You may send a small pillow (no larger than travel size). We have a cot sheet and thin flannel blanket for each child that is washed weekly.

K. Bathroom Independence:

1. Students entering Pre-K programs show independence and self-care skills, specifically in the area of toileting. It is considered age appropriate behavior upon school entry to expect "toileting independence".
2. Staff cannot change or clean a student if feces and/or urine are involved.
3. The parent/guardian will be called to come change the student if necessary.

L. Paw Pass

1. Each parent will be given a PAW PASS at orientation. You will need this in order to pick your child up from school each day.
2. The PAW PASS must be displayed in the front windshield on the passenger side of every car in the pick-up line.
3. If you need more than one, just ask your teacher. They can give a total of two PAW PASSES.
4. Pre-K PAW PASS is light blue.
5. If you do not have a PAW PASS, you will be required to go to the office and present an I.D. in order to pick up your child.

M. Example Schedule: Below are the type of activities your child will participate in every day.

- **Morning Drop off / Breakfast/Enrichment**
- Welcome/Pledge/Moment of Silence
- Bathroom/Unpack/Sign-in
- Morning Meeting
- Music/Gross Motor Activities
- Whole Group/Read Aloud
- Small Groups/Center Play
- PE
- Bathroom/Wash Hands
- **Lunch**
- Center Play / Intervention/Intentional Play
- Story Time/Whole Group Read Aloud
- Rest Time/Teacher Planning
- Bathroom/Wash Hands/Snack
- Wrap Up/Pack Up
- Free Play
- **Dismissal**

N. Needed Supplies *Please label all belongings.*****

1. Backpack- should be big enough to fit a regular sized folder.
2. Small pillow for rest time- no pillow pets; should be able to fit in backpack (travel size). This is not required- some children do not prefer to rest/nap on a pillow.
3. Change of clothes. Please place them in a gallon size Ziploc bag.
4. We also suggest students to not bring toys or stuffed animals from home except on special days.
5. Baby picture and family photo that will not be returned until the end of the year.

O. Visiting the School

1. If you need to enter the school anytime, whether to drop off an item or to set up a conference with a teacher, you must go to the office first. This policy is for the protection of our students.
2. If someone enters the building without a visitor's pass they will be stopped and told to report to the office. Your cooperation in this matter is greatly appreciated.

P. Extended Day Program **details of any changes to this program will be given at orientation**

1. Program Description
 - a. Afterschool program for students currently enrolled in Fort Payne Pre-K.
 - b. Hours will be from 2:30pm to 4:30pm.
2. Cost/Payment
 - a. Cost will be \$30.00 per week.
 - b. Payment must be made to EDP staff, not your child's teacher.
 - c. Anytime you write a check as payment, check must have all the information on it that Fort Payne City School Board policy requires: name, address, work phone number, home (cell) number, driver's license number and the correct date the check is presented for payment.

3. Pick-up

- a. All students must be picked up by 4:30pm each day by an authorized person. Please make sure that you have given us the name of anyone who may pick up your child. Your child will not be allowed to leave with anyone who is not on his/her registration form. Anyone who picks up your child (including yourself) must present a PAW PASS or I.D.
- b. The program closes at 4:30. For this reason, you must be on-time for pick-up.

4. Inclement Weather

- a. If there is inclement weather and Fort Payne City Schools are dismissed early, afterschool care will be closed. Your child will need to be picked up at the time of early dismissal.

Q. Acknowledgment Forms

You can view any of the acknowledgement forms signed during the online enrollment process by going to the FPCS Code of Conduct found on the Fort Payne City Schools website.

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