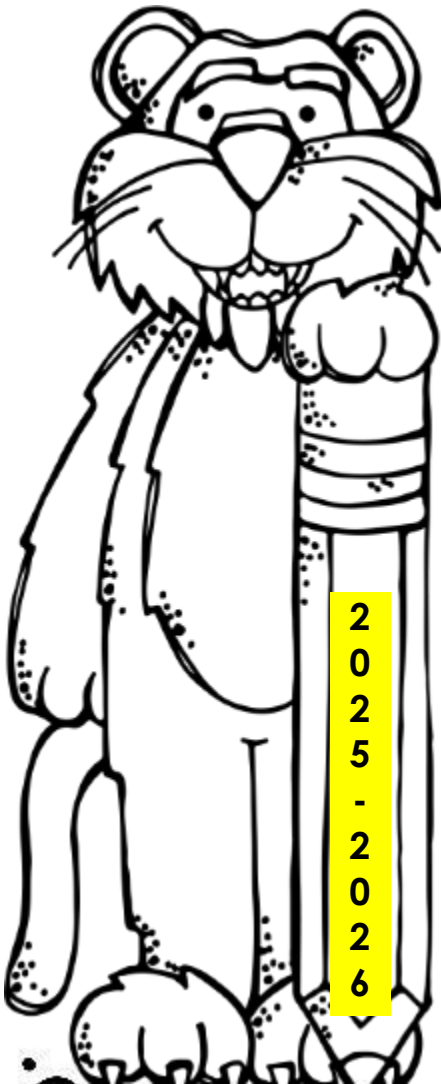


FORT PAYNE PRE-K

Parent-Student Handbook

1700 Williams Avenue
Fort Payne, Alabama
256-845-0626



2
0
2
5
-
2
0
2
6



Fort Payne Pre-K Faculty and Staff

Position	Name
Principal	Jackie Jennings
Assistant Principal	Stormy Stevens
Secretary/Translator/Bookkeeper	Gabby Salinas
School Nurse	Elizabeth White
Speech Therapist	Katie Malone

Class #	Lead Teachers	Auxiliary Teachers
Pre-K 1	Morgan Morgan	Aryan Green
Pre-K 2	Jessie Corsentino	Jessica Pope
Pre-K 3	Emma Hartline	Hailey Wooten
Pre-K 4	Sherinda Hawkins	Faith Gilbert
Pre-K 5	Katherine Barksdale	Brittney Goza
Pre-K 6	Margaret Allen Camp	Regina Traylor
Pre-K 7	Kelsey Posey	Andrea Smith
Pre-K 8	Brittany Hamilton	Tammy Smith
Pre-K 9	Jade Hawkins	Sissy Walker

OUR MISSION

At Fort Payne Pre-K we strive to establish a strong foundation for children, empowering them socially and academically to develop as lifelong learners and critical thinkers within our community.

OUR VISION

Our vision is to create an inclusive and supportive community where every child can thrive academically and socially. Our core values focus on fostering a safe and nurturing environment, embracing diversity, and promoting lifelong learning as we foster the whole child's well-being.

Fort Payne Pre-K

Policies & Procedures

Fort Payne Pre-K Faculty and Staff	1
OUR MISSION.....	1
OUR VISION.....	1
A. Attendance	3
B. Sickness.....	3
C. Arrival and Departure Procedures.....	4
D. Paw Pass.....	7
E. Early Dismissal Procedures.....	7
F. Delayed Start	7
G. Food- Breakfast, Lunch, Snack.....	7
H. Visiting the School.....	7
I. Needed Supplies	7
J. Dress.....	8
K. I.D. Tags.....	8
L. Naptime	8
M. Example Daily Schedule:	8
N. Bathroom Independence:	9
O. Fees	9
P. Field Trips.....	9
Q. Extended Day Program	9
R. Acknowledgment Forms	9

DISCLAIMER: Si quiere este document en una idioma que puede entender, por favor notifica la oficina y podemos provechar un traductor para ti.

A. Attendance

Attending school regularly is essential to students gaining the academic and social skills they need to thrive. Research shows that students who miss too many days of preschool have weaker literacy and numeracy skills entering kindergarten. The attendance rate of 95% or above is considered acceptable. Based on a 180-day school year, this calculates to missing only 9 days in a school year.

- **Excuse Notes for Absences**

- An absence excuse note is required each time a student is absent, checks-in late or checks-out early. This note can come from a parent or a doctor. Failure to submit an excuse note will result in an unexcused absence being marked.

- **Unexcused Absences**

- An attendance letter will be sent home after a student has three unexcused absences.
- A conference with an administrator will be required after the 5th unexcused absence.
- Consideration for dismissal will occur after the 7th unexcused absence.

- **Chronic Absenteeism**

- Defined as missing 10% or more days in a school year (excused and/or unexcused) which calculates to 18 total missed days.
- Parents will be asked to attend a conference with an administrator if their child becomes chronically absent. The student can be considered for dismissal.

- **Chronic Tardiness**

- Defined as late arrival or early departure on a regular basis.
- After 3 unexcused check-ins or check-outs within a 9-week quarter, parents will be asked to attend a conference with a school administrator.

If you are checking out your child in the afternoon, please do so BEFORE 1:45pm.

AFTERNOON CHECK-OUTS AFTER 1:45 PM are not permitted.

B. Sickness

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 that are sick or with a fever.

- **Your child should be symptom-free of an illness for 24 hours without medication before returning to school.**

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. Please remember, we cannot keep a seriously ill child at school around other children.

C. Arrival and Departure Procedures



- **MORNING ARRIVAL/DROP-OFF**

- Morning drop-off will begin promptly at 7:30 a.m. and end at 7:45 a.m.
 - **View map of instructions on the next page of this handbook.**
- **PRE-K STUDENTS CANNOT BE DROPPED OFF BEFORE 7:30 A.M.**
- All Pre-k students will be dropped off on Williams Avenue at the front of the school.
- Your child should not exit the car until the teachers come out at 7:30 a.m. to assist.
- **First 2 Days of School - Pre-K Parents are required to walk Pre-K students to class the first two days of school (August 6th and August 7th).**
- **3rd Day of School - On the 3rd day (Friday, August 8th), 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 when it comes to dropping 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.

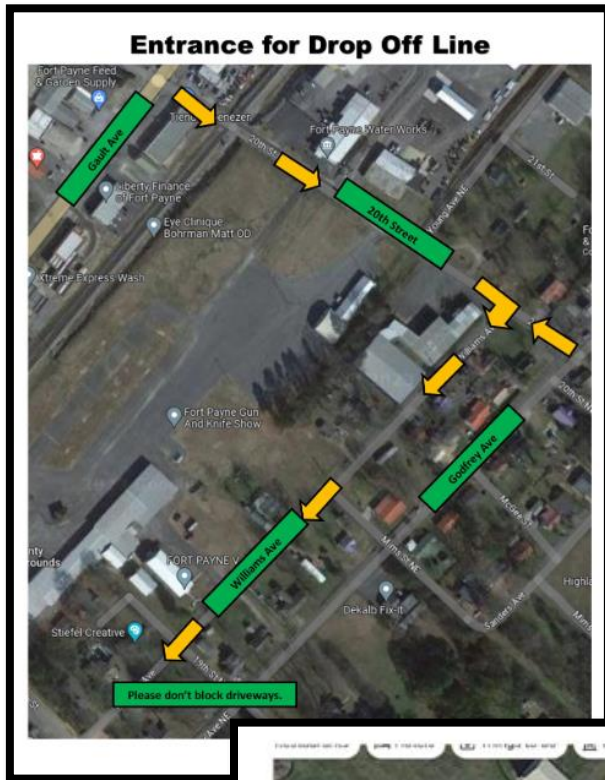
- **Breakfast** - If your child is planning to eat breakfast, he/she should be dropped off at 7:30 a.m. The cafeteria stops serving breakfast at 7:45 a.m.
- **If you arrive to drop off late**, you will need to park and assist your child into the office for check-in. Late arrival to school is considered a tardy and will need a parent excuse note to be noted as an excused tardy.

CAR LINE SAFETY

As a safety precaution, please stay off your devices and be aware of your surroundings while moving through the car line. Do not pull off while a student is walking on the sidewalk next to your car. Do not pull around a car unloading a child.

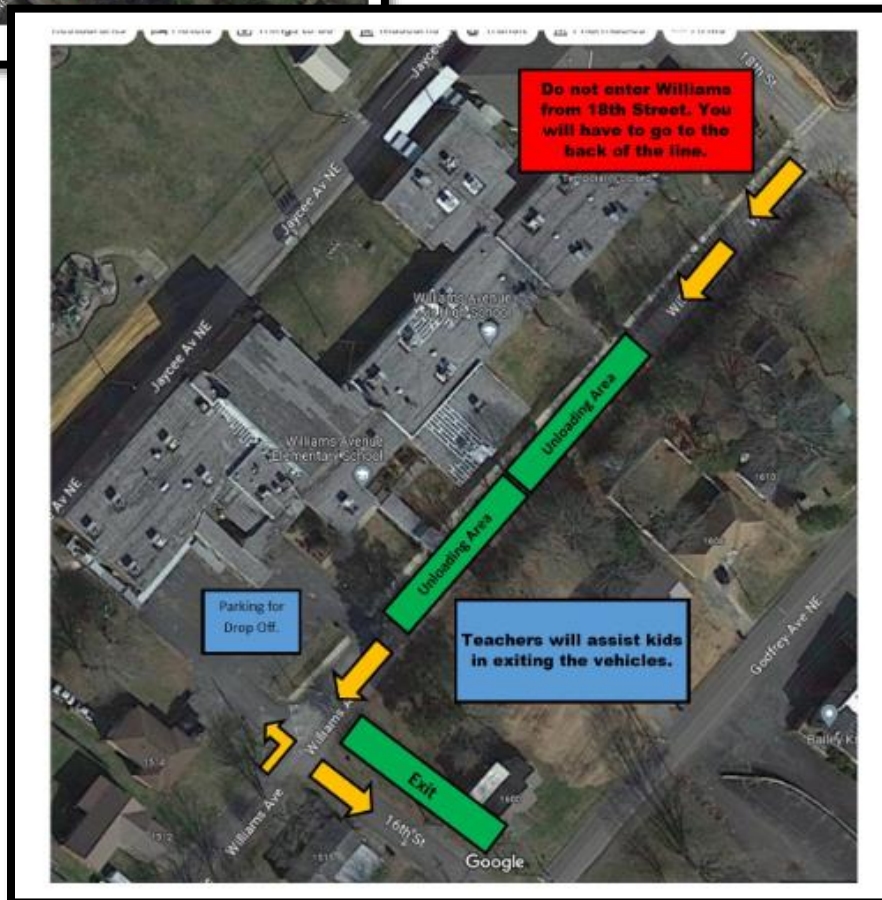
HELP US PROTECT ALL CHILDREN BY FOLLOWING OUR SAFETY PROCEDURES!

Map and Instructions for Morning Arrival/Drop-Off



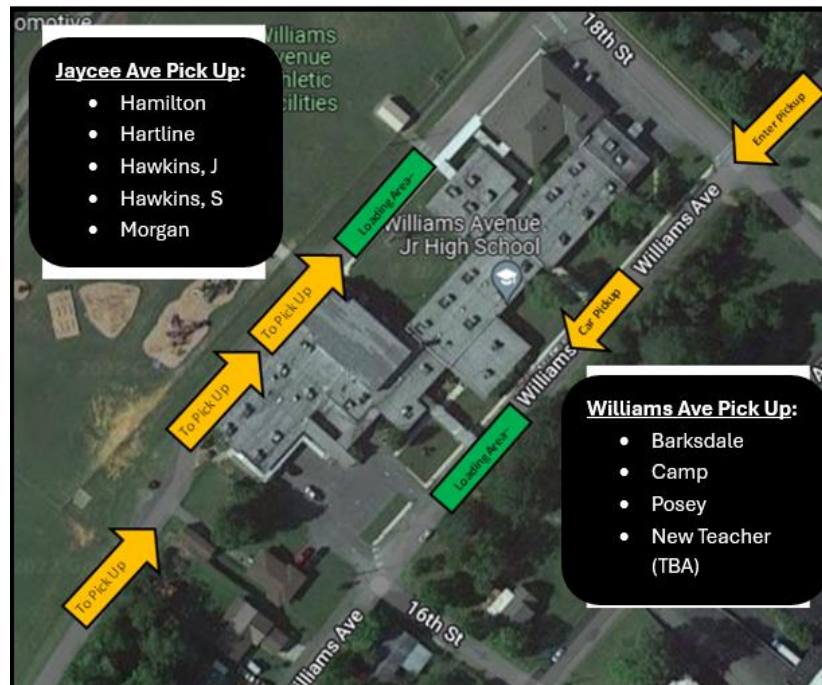
Instructions

- 1- Enter Williams Ave. off of 20th Street.
- 2- Do not block neighborhood driveways.
- 3- Drive to the front of the school and park on the right-hand curb.
- 4- Students will be assisted to exit vehicles in front of the main entrance.
- 5- After drop-off, exit by turning left onto 16th Street (one-way street) and turn left or right onto Godfrey Avenue.



- **AFTERNOON DISMISSAL/PICK-UP**

- **Pre-K afternoon pick-up will begin at 2:15 pm and all children must be picked up by 2:30 p.m.** unless they attend EDP. If you arrive after 2:30 pm, you will need to report to the front office to pick up your child.
- **Pre-K students will dismiss** to either the front of the school on Williams Ave. or the back of the school on Jaycee Ave. It is determined by their classroom teacher assignment.
 - **Afternoon Pick-Up (Two Lines):**
 - **Front of School:** Barksdale, Camp, Posey, New Teacher
 - **Back of School:** Hamilton, Hartline, J. Hawkins, S. Hawkins, Morgan
- **Follow the Map Below** - It is important that you get in the proper pick-up line as indicated on the map. All those picking up a Pre-K student **must have the PAW PASS in the window**. Your child will be brought to your car as you pull up.
- **Walk-Ups** - We do allow walk-ups to stand at **designated spots**. We will dismiss walk-ups before loading 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.



CAR LINE SAFETY

As a safety precaution, please stay off your devices and be aware of your surroundings while moving through the car line. Do not pull off while a student is walking on the sidewalk next to your car. Do not pull around a car unloading a child.

HELP US PROTECT ALL CHILDREN BY FOLLOWING OUR SAFETY PROCEDURES!

D. Paw Pass

- 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.
- The PAW PASS must be displayed in the front windshield on the passenger side of every car in the pick-up line.
- If you need more than one, just ask your teacher. They can give a total of two PAW PASSES.
 - a. Pre-K PAW PASS is light blue.
- 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.

E. Early Dismissal Procedures

- 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.
- All Pre-K students **will dismiss 30 minutes earlier than is announced** through the notification system.
- Pick up students at the same location as regular dismissal.
- Remember that whoever picks up your child will need a PAW PASS.

F. Delayed Start

- If a delayed school start is announced, the school delay will be added to the 7:30 am start time. (Example: 1-hour delay = 8:30am start time)

G. Food- Breakfast, Lunch, Snack

- 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**.
- 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.
- Snacks cost \$.50 each. Your child can either purchase a snack at school or bring a snack from home.
- Snacks that are available for purchase are: fruit roll-up, cheese curls, hot cheese curls, nacho cheese chips, cool ranch chips, Rice Krispy bar, & Cheese-Its. Drink choices are juice boxes and milk.

H. Visiting the School

- 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.
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.

I. Needed Supplies

- **Backpack** - Should be big enough to fit a regular sized folder.
 - **Small pillow** (optional)– Used for rest time and should be able to fit in backpack (travel size). Please do not send pillow pets.
 - **Change of clothes** - Please place them in a gallon size Ziploc bag.
 - **Family photo** – This will be returned at the end of the year.
 - Students are not to bring toys or stuffed animals from home except on teacher requested days.
- ** LABEL ALL BELONGINGS ****

J. Dress

- Fort Payne Pre-k follows the same dress code as Fort Payne City Schools.
- We require Velcro, closed-toed shoes. (No shoes with laces that require tying)
- We ask for shorts to be worn under skirts.
- No rain boots, umbrellas, or other accessories for the safety of students.

K. I.D. Tags

- 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.

L. Naptime

- Each child will have his/her own cot, sheet, and blanket provided and washed weekly by the school.
- You may send a small pillow (no larger than travel size).

M. Example Daily Schedule:

Below is 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. Bathroom Independence:

- 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”.
- Staff cannot change or clean a student if feces and/or urine are involved.
- The parent/guardian will be called to come change the student if necessary.

O. Fees

- There is no tuition fee for Fort Payne Pre-k for the 2025-2026 year.

P. Field Trips

- Office of School Readiness (OSR) Guidelines require that the Pre-k classes take at least one field trip.
- We will take a fall field trip and a spring field trip.
- 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.

Q. Extended Day Program

Program details will be given at orientation

- **Program Description**
 - Afterschool program for students currently enrolled in Fort Payne Pre-K.
 - Hours will be from 2:15pm to 4:30pm.
- **Cost/Payment**
 - The cost will be \$30.00 per week.
 - Payment must be made to EDP staff, not your child’s teacher.
 - 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.
- **Pick-up**
 - 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 is picking up your child must present a PAW PASS or I.D.
 - The program closes at 4:30. For this reason, you must be on-time for pick-up.
- **Inclement Weather**
 - 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.

R. 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.

<https://www.fpcsk12.com/site/Default.aspx?PageID=1803>)

DISCLAIMER: Si quiere este document en una idioma que puede entender, por favor notifica la oficina y podemos provechar un traductor para ti.