

# North Fayette Preschool



## Parent Handbook

# 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 children 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

**Ms. Darcie Almady**

3 year old class teacher

[almadyd@northfayettepa.gov](mailto:almadyd@northfayettepa.gov)

**Ms. Amy Figley**

4 year old class teacher  
AM 4-Day & PM 3-Day

[figleya@northfayettepa.gov](mailto:figleya@northfayettepa.gov)

**Ms. Kim Romano**

2 year old class teacher  
4 yr. old class teacher; PM 4-Day class

[romanok@northfayettepa.gov](mailto:romanok@northfayettepa.gov)

# 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. For the protection of the other students and staff, children will be sent home if any of the symptoms, conditions or illnesses as outlined in the chart below are displayed during class.

*Additionally, please note that the preschool staff and/or the recreation director have authority to temporarily exclude any student suspected of having a communicable disease.*

Vomiting	Fever (greater than 100.3° F)	Diarrhea	Nasal discharge (green or yellow) OR a productive cough	Conjunctivitis (pink eye)	Hand Foot and Mouth	Head Lice	Strep Throat	Rash (of unknown origin)	Ringworm
may return when they are <b>24 hours free</b> of vomiting	may return when they are fever free for <b>24 hours</b> without the use of fever reducing meds	may return when they are <b>24 hours free</b> of diarrhea	may return when signs and symptoms have greatly reduced <b>and</b> 24hrs. fever free without use of fever reducing meds	may return <b>24 hrs. after</b> treatment has started and symptoms have greatly reduced	may return when they are 24 hrs fever free, blisters/scabs are not releasing fluid and there is not excessive drooling	may return when their hair has treated and a medical professional has assessed the removal of all nits	may return <b>24 hrs after</b> antibiotics have started and they are fever free without the use of fever reducing meds	may return when a medical professional has ruled out a contagious or infectious illness	may return <b>24 hrs. after</b> treatment areas should be covered when the student returns to school

# GENERAL HEALTH & SAFETY

**HYGIENE & DISINFECTING:** The preschool staff will continue to use and promote proper handwashing techniques and encourage the use of hand-sanitizer stations throughout the community center when the in-classroom sinks cannot be used. The preschool staff will continue to practice daily disinfecting practices in class between activities, after class and between class sessions with a deep cleaning performed at the end of each week.

**FACE COVERINGS:** The preschool will not require students to wear face coverings in order to participate in the program. The use of facial coverings is at the discretion of each family.

**SHARED MATERIALS:** For all age groups, when it is necessary to share learning tools and/or manipulatives, such as in a small group lesson, the items will be disinfected after each group completes the lesson or activity. Because they utilize writing tools every class period for, each student in the PreK program will be provided an individual set of learning tools (pencils, crayons, markers, scissors, glue stick) to use for the duration of the preschool year.

**HEALTH SCREENS:** The preschool requests that families screen/observe their student's health prior to attending each class period. If a student is showing signs/symptoms of any illness\*, we request that the student be kept home and the child's teacher be notified. If the student or any member of the student's household are showing signs/symptoms of illness, we request the student be kept home and the child's teacher be notified. **\*\*please refer to the chart above for further info.\*\***

**WATER FOUNTAINS:** Although fountains are located throughout the community center, the preschool students will be encouraged to get drinks in their respective classrooms. At the classroom teacher's discretion, students may be asked to bring their own water bottle each class period or use disposable cups & bottled water.

***We are grateful for the opportunity to continue offering preschool classes as we all continue to face the impact of the COVID-19 pandemic. We feel it is of the utmost importance to provide the safest learning environment possible while referencing the guidance and regulations of the CDC, Commonwealth of Pennsylvania and Allegheny County Health Department. Please understand that the elements of our health & safety plan, as outlined above, can change at any time as the North Fayette Recreation Department reserves the right to amend its policies and procedures at any time to address COVID-19 related matters, whether based on changes made by the CDC, local or state governments or made at the discretion of North Fayette Township to best protect the health and safety of participants, staff and the community.***

# 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.

## 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 easily become soiled. Additionally, bathroom accidents can happen at any age group. For these reasons, we request that everyone please keep a **complete** change of clothing in your child’s backpack. (top, bottoms, underwear & socks)

\*\* 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 shoes 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 in addition to a complete change of clothing (see above)

**Personal Storage:** Because the gray cubby boxes we use are located in a public space of the community center, they are *not* assigned & labeled for each student. Therefore, it is important that you child be able to identify their backpack visually. You can certainly add something like a unique keychain to help with recognition in addition to labeling the interior of the bag.

## ARRIVAL

**2 year old classes:** Upon arrival, please escort your child to the far end of the lobby to store their coats & backpack in the gray cubbies. When the classroom door opens, you may escort your child to the classroom door. A quick and reassuring separation will help to complete this transition. We are fully prepared to help reassure and redirect any child experiencing difficulty during this transition; For some students it can take 5-6 class periods until acclimate and feel comfortable with the transition.

**3 & 4 year old classes:** PLEASE REFER TO YOUR CHILD'S TEACHER FOR INSTRUCTIONS

## DISMISSAL

**2 year old classes:** Dismissal will take place at the base of the lobby stairs.

**3 & 4 year old classes:** PLEASE REFER TO YOUR CHILD'S TEACHER FOR INSTRUCTIONS ON WHERE TO WAIT

Students will be walked up to the lobby level and dismissed one at a time as the teachers are visually identifying the parents/guardians.

**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)

The dismissal process is something 3 & 4 year old classes work on perfecting those first few weeks of class. Often the children are able to spot their adults much faster than the teachers. 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 walk off to meet you.

## INDOOR PLAYGROUND/TRACK/COMMUNITY CENTER FACILITIES

All community center facilities are intended to be used by persons holding memberships to the community center. The gym equipment and indoor track are **never** intended to be utilized by children.

Because our class schedules are running back to back, **ALL** time before, during and after classes is *highly* important. For the duration of the preschool year when the school is open, students **are not permitted** to use the indoor playground. We ask that students remain with their guardians until class begins. Students **will** have opportunities to play here with their class.

Please be sure to abide by the posted times. Preschool families that have memberships to the community center are welcome to utilize the facilities when availability permits.

## SNACK

A designated snack time is built into the daily schedules for each of our preschool programs. Students will take turns each month being the snack helper by providing snack for their classmates. Students with varying dietary allergies are encouraged to bring their individual snack each class period. Please refer to your child's teacher for more information.

# Discipline/Classroom Management

Preschoolers are learning to be independent and make their own choices, Sometimes those choices can cause conflicts. Our focus is to turn these situations into teachable moments where we can help the students learn to make better choices with their interactions with their peers, teachers and others.

Each classroom will be using a behavior management program that best suits their classroom structure. All classrooms will place emphasis on a positive approach to behavior management. Time is spent introducing and explaining the classroom rules and expectations. A combination of verbal and non-verbal cues will be used as reminders and positive reinforcement and redirection will be implemented to help guide students towards good choices and behaviors.

Biting, spitting, hitting and the use of profane language are unacceptable. In the event these types of behaviors are used, the student will be immediately removed from the activity and the teacher will speak with them about their behavior. Teachers will also 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.

## Teacher Conferences

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

As young children are constantly growing, learning, and changing so, too, is their progress. Instances may arise where a "check-in" may need to take place before formal conferences are held. Drop off and dismissal are good times for just such quick check-ins. However, drop off and pick up can be a chaotic time and not be ideal to discuss matters in depth. Parents may request to set up a meeting 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 as time sensitivity can be the priority.

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](tel:724-307-3725)

## 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.

Throughout the preschool year, there will be opportunities for parents & guardians to volunteer and/or attend events.

## CALENDARS

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

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

# 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.

With the exception of September's invoice being mailed out with the summer Welcome Packet, 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 are not accepted by mail and cannot be completed online. Payments can be received at the front desk of the North Fayette Community Center **OR** by sending in your child's class folder in a labeled & sealed envelope.

You may pay with: 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" and label the MEMO as follows: *child's first & last name, class day & time, month tuition is for*

**For Example:** Jon Doe 2s @ 10<sup>45</sup> Nov **OR** Jane Doe T/Th AM 3s **OR** Jane Doe PM 3-day 4s

**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.  
The fee then becomes \$1 per minute following the additional fifteen minutes.**