



Centerview Pre-Kindergarten Handbook



Classroom Phone: (423) 623-4947 ext. 239

www.msmichelprek.weebly.com

Table of Contents

	Page
Introduction	3
Philosophy	4
Curriculum	5
Why have centers?	6-7
Holidays	8
Daily Schedule	9
Hours of Pre-K, Attendance	10
What does my child need to bring? (Supplies)	11
Pre-K policies on tobacco, bringing/picking up your child and tardies	12
What will happen if school lets out early for snow?	13
Pre-K policies on sickness (leaving school early), parent/teacher conferences	13-14
Pre-K policies on dress code, nap, snacks, and birthday celebrations also includes information on allergies and importance of outside play	14
Pre-K policies on breakfast/lunch, naps, snacks, toys, head lice, medications, talk about touching curriculum, and volunteering as well as our behavior management policy	15-18
Pre-K Attendance Policy	18-20
Other Reminders, Pre-K Graduation and Webpage Information	20-21
Conclusion—"Children are Like a Kite" poem	22
Required Signature Page	23



HELLO!!!

My name is Mrs. Michel and I will be your child's Pre-Kindergarten teacher. Mrs. DeRidder is also another important part of our classroom. She is the pre-k teaching assistant, but as far as the children are concerned our class has two teachers. We are looking forward to getting to know you and your child. We know that starting school is an exciting time for both the child and parent(s). We hope to make this transition a pleasant one for everyone.

I have compiled several pages about some of the things that you can expect while your child is enrolled in pre-kindergarten. I am hoping that you will find the handbook very helpful.

If you any questions about the information (or lack of information) found in this handbook please do not hesitate to ask me. I can be reached at (423) 623-4947 extension 239. You can also email me at hannonm@cocke.k12.tn.us



Sincerely,

Michel Ray

My Philosophy

My philosophy is what ultimately determines how I teach my students. Several items make up my philosophy:

- I believe that young children learn best through play.
- I believe that children learn best through hands-on, active experiences.
- I believe that all children can learn.
- I believe that some children learn differently than others.



What will my child learn while in pre-kindergarten?

Each of the pre-K classrooms in the county has a curriculum that we must follow. The curriculum that we have decided to use Connect for Learning by Kaplan. This is a new curriculum we have adopted this year (2023). This curriculum integrates English language arts, math, science, social studies, art, music, and emphasizes learning through play in a developmentally appropriate manner. Social skills (getting along with other students) are also another important part of what your child will learn while in pre-k. Also, in our class your child will learn: colors, shapes (2D and 3D), letter and sound recognition, simple words, rhyming, numerals and quantities, simple addition and subtraction, days of the week, months of the year, money, time, social skills (empathy and respect are the main ones), safety, and much more.

When I asked my child what he did at school today, why does he always say he just played?

Well, as far as he is concerned it may have seemed like he just played all day. However, what he doesn't know is that while he was playing he was actually learning. For example, while Ms. Michel was playing with him at the blocks center he learned what a triangle looks like. While he was on the playground he learned that if you move the pedals on the tricycle forward he goes forward and if he moves them backward he will also go backward. Play is an important part of a preschool child's learning processes and a lot of what we do in preschool will revolve around play.



Everyday your child will have an opportunity to play in the various centers in our classroom. The centers that will be available everyday are ...

Dramatic Play

Items available in this center: dress up clothes, dolls, child-sized cooking appliances, plastic food, and utensils

Why is this center important?---In this area your child will learn how to act out the various roles that are present in his/her everyday lives. For example, the students may decide to "pretend" to be the waitress at a restaurant just like the one they saw last week while eating at Shoney's. Social skills are also improved in this center.

Fine Motor/Manipulatives

Items available in this center: play-dough, puzzles, lacing cards, beads, etc.

Why is this center important?---In this area your child will be improving his/her fine motor skills, the ability to use his hands. His hand-eye coordination will also be improved; this is the ability to use both the eyes and hands to accomplish a task. For example, using their eyes and hands to thread a string through a bead.

Library/Cozy Corner

Items available: books, puppets, stuff animals, etc.

Why is this center important?---This area allows the students to "read" books. This area also allows a quiet place for the students to go to relax and cuddle up with a good book. The ability to read is vital if a student is going to be successful in school. This center provides a great starting point for later success in school.

Listening Center

Items available: books, cassettes, cassette player, and headphones

Why is this center important?—This center allows students to hear a story on a cassette tape. This center really helps students enjoy books because it offers sound effects and various voices, which make the book come alive.

Art

Items available: paper, paint, glue, scissors, fingerpaint, glitter, etc.

Why is this center important?---This center allows the students to be creative. They can use the various art supplies to create whatever they would like.

Music Center

Items available: cds, music instruments, scarves, etc.

Why is this center important?---This center allows the students to express themselves musically. This area helps them also listen to the various beats in music and improves their ability to express themselves without fear of someone laughing at them.

Blocks

Items available: blocks, vehicles, doll house, plastic animals, etc.

Why is this center important?---In this center the students have the ability to build various structures. This center helps students learn a variety of things including cause/effect—for example, if he rolls the car down the ramp the car will continue rolling.

Computers

Items available: Ipads, headphones

Why is this center important?---In this center your child will be able to use a tablet/ipad. Our tablets has a variety of educational games, which will help your child learn about letter and numbers. We may also use the tablets to learn about the bug we found on the playground.

Science/Discovery

Items available: magnifying glasses, seashells, rocks, etc.

Why is this center important?---In this center your child will be able to explore various items found outside. This center is important because it allows various means of learning, which might include how a caterpillar turns into a butterfly.

Literacy/Writing Center

Items available: pens, pencils, paper, dictionary, etc.

Why is this center important?---In this center your child will have the opportunity to practice writing his name. This is important because learning to write his/her name is an important first step in learning how to read.

Occasionally, our class will also have additional centers that will be changed based on the themes that we are studying at the time.

At any time, if you or your family have any questions about a particular center(s) please feel free to ask us.

Holidays

Labor Day - Sept 4th

Thanksgiving

Christmas

New Years' Day

MLK Day - January 15th

President's Day - February 19th

**On these holidays school will not be in session, so that you and your family can celebrate together. **

Throughout the year, the students will also receive a:

- Fall Break (a week; October 2-6)
- Thanksgiving Break (3 school days; November 22-24)
- Extended Christmas and New Year's Break (December 18-January 3)
- Spring Break (a week; March 25-29)
- Several days for teacher in-service, several early dismissal days, and parent-teacher conferences

Please refer to the 2023-2024 School Calendar for additional questions.



Pre-K Daily Schedule



7:45-8:00 AM	Arrival, Handwashing Table Activities (Letter work, playdough, etc.)
8:00-8:15 AM	Morning Message/Group Time
8:15-8:45 AM	Breakfast
8:45-9:20 AM	Gross Motor/Outside Activities (Bathroom in main building 1st)
9:20-9:40 AM	Literacy Foundations/Large Group
9:40-10:35 AM	Learning Centers and Small Groups $\frac{1}{2}$ class on one side and $\frac{1}{2}$ on the other side Small groups will focus on literacy--Mrs. DeRidder and Ms. Michel both have literacy groups
10:35-10:45 AM	Music and Movement Cleaning tables for lunch
10:45-11:30 AM	Lunch
11:30-11:45 AM	Math Circle Time
11:45-12:45 PM	Learning Centers & Small Groups $\frac{1}{2}$ class on one side and $\frac{1}{2}$ on the other side. Small groups will focus on math--Mrs. DeRidder and Ms. Michel both have math groups
12:45-1:15 PM	Gross Motor/Outside Activities
1:15-1:30 PM	Circle Time/Large Group Activity Getting the beds ready for nap/rest
1:30-2:00 PM	Nap/Rest Time
2:00-2:20 PM	Snack
2:20-2:45 PM	Dismissal/Review of the Day Table Activities (Letter work, playdough, etc.)

Attendance

Please refer to the Pre-K Attendance Policy for more information! You received a copy when you came for your pre-enrollment visit. The attendance policy is also attached to the end of the handbook. Refer to page 18-20.

If a child misses more than 5 unexcused absences in a month, or 10 unexcused in a year, your child may be terminated from the Pre-K class for failure to follow the attendance policy. Mrs. Patricia Ellision is the contact person if you have any questions about the policy.

Please make sure to bring a doctor's or dentist's excuse to school when your child has appointments. If there is a death in the family, please bring the card from the funeral home.

Children must stay home if they have a fever, are vomiting, have diarrhea, have a rash, have Pink Eye, etc. (anything that might be contagious) for 24 hours after they are back to normal. When your child have any of these, please take them to the doctor to be treated.

If a child has head lice, he/she will be sent home, and proof of treatment must be presented before the child can come back to school.

Hours

Pre-K is a five-day a week, all day program. We expect your child to be at school everyday he/she is not sick. The doors open at 7:45 AM (not before) and all pre-k students must be picked up by 2:45 PM. This way, the pre-k students and parents will not be in the way of the buses. The law states that we must call DCS if a child is not picked up by 2:45, and no one has called to tell us that the ride will be late.

Since Pre-K starts promptly at 8:15, please have your child here no later than 8:15. If you would like your child to eat breakfast, he or she will have to be at school by 8:15 AM.

We are on the same break schedule as Centerview Elementary. If they are out of school. Then we are out of school.



Supplies/Materials

There are several things that we would like you to send to school with your child on the first full day of school.

- A small pillow
- A box of tissue/Kleenex
- A box of baby wipes
- 2 complete sets of clothing (shirt, pants, undergarments, socks) placed in a Ziploc bag labeled with child's name
- A water bottle (that is brought daily ☺)
- NO Backpacks! We just don't have the room for them.

Additional Items that we use frequently (not required but we would greatly appreciate ☺):

- paper towels
- liquid soap
- Scented pocket sized hand sanitizers (Bath and Body Works are the students' favorite ☺)
- AA batteries
- Plastic spoons and forks

www.msmichelprek.weebly.com



Here are policies that Pre-kindergarten has on ...

Tobacco and Food

Centerview is a tobacco free school. No smoking allowed within 50 feet of any of the buildings or on the playground. No not throw out our cigarette butts on our playground. The children pick these up, and it's not sanitary. Due to the healthy food and snack rules from the government, adults should not bring outside food and soft drinks into the pre-k classroom.

Bringing/Picking Up Children

All Pre-K students must be signed in and out of class everyday by an adult (someone 18 years of age or older). At the first of the school year, you will have an opportunity to fill out a transportation list. This list contains the name and number of the adults that you would like to pick up your child. Children will only be released to adults that are listed on the transportation list. No exceptions will be made.

Parents can drive up the paved road around the back of the gym and can park right in front of our building to pick up/bring their children to pre-k. Remember all pre-k students must be picked up by 2:45. ****We prefer that Pre-K students be picked up at 2:30 to ensure as few problems as possible with the buses.**

****We reserve the right to refuse to release a child to anyone who appears to be too impaired to safely transport that child.****

Tardies

Pre-K starts each day promptly at 8:15. Please try to always have your child arrive at school on time. It makes it much easier for the teachers and the child to start the day's activities. However, if your child arrives after 8:15, you child will be marked tardy.

Bad Weather/Early Dismissals

Occasionally school dismisses early because of weather. If this occurs, the pre-k teachers will notify your family and will make sure that someone is there to pick each child up.

If school is canceled because of snow/road conditions, you can find out by watching the local news or listening to the radio. Local radio stations: 92.9 FM or 1270 FM; Channels 6, 8, or 10 on TV. You can also check the school system website: www.cocke.k12.tn.us/

Sickness—Leaving School Early

If your child becomes ill at school, one of the teachers will call the parents or another person on the transportation list. When the adult comes to pick up the child he/she will have to first sign the child out of the school office. Then the child can be released from our classroom. This is school policy any time that a student is leaving early.

Open House/Classroom Visits

At the first of the school year, we will set up a visit to meet with each child's parents/guardians. These visits occur at our classroom, with the child, his/her parents/guardians, and Ms. Michel and Mrs. DeRidder. This will allow us to get to know the child and to get some paperwork to the parents. This visit will also allow you and your child an opportunity to see the classroom and ask any questions you may have. The entire visit last about 20-30 minutes and is very informal—nothing fancy☺.

Parent/Teacher Conferences

Occasionally, there will be nights available during which the parents will be able to talk with the teacher about any problems or questions they might have about their child's pre-k experience. If there is an immediate problem that needs to be discussed with us any time during the school year, please feel free to ask for a conference. We do ask that you at least give us a 1-2 day notice to ensure that the teachers will be available.

Dress Code

Pre-kindergarten follows the same dress code as the K-8 students. You will receive a copy of this dress code at the beginning of the year. Please refer to this regularly especially as the seasons change. Your child will get dirty, please send them in comfortable clothes and shoes.

Outside Play

Playing outside is an important part of being a preschooler. Our class will go outside everyday, weather permitting, for at least one hour. This policy still applies during the winter season so always make sure that your child is dressed appropriate. Our policy is that as long as the temperature is above 32 degrees and the conditions are not too harsh (raining, too windy, too humid, etc.) then we are supposed to go outside. So, it might be a good idea to always send a jacket, mittens, hats, and whatever else you think your child might need to keep warm.

Allergies

If your child has any allergies please notify the teachers. We want to make sure that no one is hurt/harmed and the best way to ensure this is by telling us any allergies your child may have. Since peanut allergies are on the rise, please help us by not sending snacks with peanuts and/or peanut butter. Even if the product is made in a facility where peanuts are used it can still be harmful to students with peanut allergies.

Lunch/Breakfast

The school cafeteria will provide a nutritious breakfast and lunch for each student. A menu will be sent home each week so you can see what your child will be eating.

If your child is a picky eater and you would like to bring his/her lunch you are more than welcome to do so. Please make sure that what you sent is nutritious and please also send your child a snack. We get the students snack from the cafeteria, if your child brings a lunch he/she will not have a snack if you do not pack one for them. So it's very important that you include one in his/her lunchbox.

Naps

Rest is very important for all young children, even preschoolers. Rest is important for their physical and cognitive development.

In our Pre-K classroom we take a nap for thirty minutes from 1:30-2 PM. Each child is provided with a cot and a sheet to cover up with. You will bring a pillow from home for your child to use at nap. Your child's pillow will be stored in your child's cubby until nap time. The children are placed throughout the classroom in various places.

Each child has his/her own cot and your child will rest/sleep in the same spot the entire year. We try our best to keep these the same it helps them feel safe.

Our nap routine is started early on so the students know what to expect during naptime. We use the restroom as a class, then we read a book together, get a drink of water, the students go to their cot, once they are all on their cots the lights are turned off and the teachers turn on the "tranquil" turtles. These special turtles play soft music and provide lights on the ceiling for those who are scared of the dark. It also projects the ocean on the ceiling 😊 Students are told they don't have to sleep just to rest, be quiet, and lay on their beds so those who are tired can sleep.

We also know that sometimes a few students will not nap/fall asleep on any particular day. No worries, we have a plan 😊 Each day we will wait til about 15 minutes into nap time, if we still have some students who are not asleep we will provide them with quiet activities they can do while laying on their bed. These activities might include: books, coloring pages, lacing cards, puzzles, beads to string, etc. These activities will be provided to those children and they will complete these quietly on their beds.

Snacks

The school will provide a snack for your child everyday. We usually save each child's fruit from lunch for our afternoon snack. However, if you would also like to send a snack with your child feel free to do so. We ask that you only send healthy snacks—a list of these will be send at a later time. If you do send a snack for your child, please write his/her name on the snack.

Birthday Celebrations

We do allow students to have a small snack for their birthday. Since there is a wellness policy that is now in place for all school there are a limited amount of approved food items that your child will be allowed to bring. We usually allow the children to bring small cupcakes (must be store made), and 100% juice boxes. Individually packaged animal crackers or goldfish crackers are also acceptable. Remember it is only a snack so simple is always better. Having a celebration/party is not required it is just something that some parents like to do and we are just giving you that option.

Students will not be permitted to open gifts at school during birthday celebrations.

Toys/Items from Home

We do not allow the students to bring toys or other items from home to school. This will help reduce the risk of another child destroying/damaging your child's toy(s). We have enough toys at school and the students should not have a desire to bring anything to school. Occasionally, we might allow the students to bring toys, and we will notify you when this occurs.

Head Lice

Head Lice is easily spread and if your child (at any time during the year) contracts head lice he or she will be asked to stay at home until it has been treated. Usually treatment includes a lice killing shampoo treatment (Rit-X) and a nit-removing comb. If the need arises, then more information will be sent out. Once a child has been sent home with head lice, he/she will not be allow to return to school until they provide proof of treatment. This is in our pre-k TN state guidelines.

Medications

We are not allowed to give medication for fever. If your child has a fever, he/she has something that is contagious and needs to go to the doctor. A child must have a normal temperature for 24 hours before returning to school. Most medications can be given before and after school hours. However, if your child has to have medication during school hours, the medication must be in the original container from the pharmacy with the child's name on it and the dosage. There are special

papers that you must sign in order for us to give your child medication. Children cannot bring cough drops to school—they are a choking hazard.

Behavior Management Policy

We use Conscious Discipline along with CSEFEL and RTI2-B. We let children be owners of the rules. We teach children what the rules are and why we have them (by reading social stories and using puppets). We teach children to be responsible for their own behavior.

If a child forgets the rules, the other children usually remind that child. We are a family, and families help each other.

However, some children have too much stress in their lives (or other reasons) which hinders their compliance with rules. We redirect those children when they are being destructive or hurtful. When this occurs a child will be placed in time out. A child can be placed in timeout a minute per year of age. For example, a 4 year old would have a 4 minute time out. Once the child has calmed down and is able to tell the teachers why their behavior was inappropriate he/she will be able to return to the group activity. We also ask them if their behavior was helpful or hurtful. If they say, "hurtful," we ask what they could have done to be helpful. And they can correct their actions, they are allowed to do so.

We do have sticker charts in our classroom as well. Each child has his/her own chart. When a child has showed empathy towards another child, followed directions without being reminded, completed family homework, etc. he/she will earn a sticker. Once a child has earned 10 stickers, he/she will receive a prize from our prize box.

Talk about Touching Curriculum

Every child enrolled in a Pre-K classroom in the state of TN are required to be taught a personal safety curriculum. The curriculum our classroom uses is the "Talking about Touching" Curriculum. This curriculum discusses the idea of "safe" touches and "unsafe" touches. Students will be taught several lessons on what is a safe touch as well as an unsafe touch. They will be taught the importance of telling adults if unsafe touches occur. The guidance counselor at Centerview, Mrs. Crystal Ramsey, will be teaching the curriculum to the preschoolers. Before the lessons occur, parents will have an opportunity to vote on the terms to use with the children. There will also be an opportunity to view the materials used and ask

questions you may have about the curriculum. Each parent is also required to view a video on talking with your child about personal safety.

Volunteering

There will be opportunities for parents to volunteer to help throughout the year. Examples of activities that parents can help with are cutting out materials, helping the teachers finish projects, etc. Parents are not required to volunteer, but some like having the option of becoming a more active part of their child’s pre-k classroom.

Cocke County Schools Pre-K Attendance Policy

Young children’s growth and development is maximized through consistent participation in a high-quality environment. Establishing consistent attendance routines in pre-K will increase students’ chances of success in all future school experiences, K–12. With this in mind, the department has adopted a pre-K attendance policy to go into effect (*August 1, 2017*). Current updated, version our county follows is listed below.

Version Date: April 14, 2023

Cocke County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date: 03/12/20
		Rescinds:	Issued:

The board may establish an early childhood education program to address the educational needs of eligible four-year old children. The program will provide educational services in accordance with state law and the policies, rules, and regulations of the state board of education and the department of education.¹

While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

EXCUSED ABSENCES

Absences shall be classified as either excused or unexcused as determined by the site-level administrator. Excused absences shall include, but not be limited to:

1. The child has a personal illness or injury;
2. The child has other ongoing health related ailments which temporarily prevent attendance;
3. The child contracts a communicable disease (virus or flu);
4. Religious observances;
5. Death in the family;
6. Limited medical/dental/therapy appointments.

UNEXCUSED ABSENCES

Students who have four (4) or more unexcused absences within one (1) month shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine the child's participation status in the program. The site-level administrator shall document all communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school personnel. The attendance plan shall:

1. Identify the reasons for the absences;
2. Include a specific plan and date for establishing regular attendance or alternative services that meet the student's educational goals; and
3. Include the documentation of services and student outcomes to determine the effectiveness of the attendance plan.

DISMISSAL

Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year without adequate excuse may be terminated from the program. The site-level administrator shall submit dismissal documentation to the Department of Education's Voluntary Pre-K director for approval.

The district shall not dismiss a student without first implementing an attendance plan, unless there are special circumstances approved by the state VPK director.

Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the vacant position.

The student may re-enter the program after a 30-day waiting period and a parent conference if there are any available vacancies.

DISTRICT VOLUNTARY PRE-K CONTACT

Cocke County Board of Education

423-623-7821

Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200

******If a new Pre-K Attendance Policy is created and/or modified from this current version, you will be given the updated one as soon as its available to us.******

Other Reminders

www.kidcentral.org is a great website for parents. You can find just about any parenting information that you need on this website.

All children under the age of 5 can get free books in the mail from Dolly's Imagination Library. If your child does not get those books, please tell me so that I can give you the paper to fill out for these books.

Pre-K Graduation

We do not have a cap and gown graduation. That is something they can get to experience in kindergarten. We do have an end-of-the-year "Cookies and Kool-Aid" celebration. The students will be performing songs we practice all year and parents will have an opportunity to watch them perform 😊 After the performance, parents and students will have an opportunity to enjoy refreshments in the cafeteria. Parents

always talk about how much they enjoy watching their child sing and dance 😊

Pre-K Webpage

We do have a webpage located at: www.msmichelprek.weebly.com
Check it throughout the year for important information 😊

If you have any questions about anything in this handbook please feel free to ask us. We would be more than happy to answer your questions.

We are looking forward to a great year in pre-kindergarten. 😊



As a final note, I thought I would leave you with this really good poem that completely sums up how you and probably all the other parents feel about their child entering pre-kindergarten.

Children are Like Kites

You spend a lifetime trying to get them off the ground.
You run with them until you are both breathless.
They crash. They hit the rooftop.
You patch and comfort, adjust and teach.
You watch them lifted by the wind and assure them that
someday, they will fly.
Finally, they are airborne;
They need more string and you keep letting it out;
But with each twist of the ball of twine,
There is a sadness that goes with joy.
The kite becomes more distant and you know it won't be long before that
beautiful creature will snap the lifeline that binds you two together and
will soar, free and alone.
Only then do you know that you did your job.

by Erma Bombeck



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By signing this paper, I acknowledge that I have been given a copy of the Centerview Pre-K Handbook. I have read and reviewed the items in this handbook. Any and all questions or concerns I have about Pre-K and the required policies mandated by the state have been addressed through the handbook or the Pre-K Staff. I also understand that I will be expected to follow the policies and requirements mentioned in this handbook.

Parent/Guardian Signature: _____

Date: _____

I also acknowledge that I have been given a copy of the Standards for School-administered Child Care Summary.

Parent/Guardian Signature: _____

Date: _____

My child receives free books through Dolly's Imagination Library.

_____Yes _____No

I would be interested in finding out how to sign my child up for Dolly's Imagination Library.

_____Yes _____No