

Ferndale Area School District

K4

Handbook



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Welcome

This is an exciting time for you and your child. Many changes are about to occur as your child enters the Ferndale Area School District's K4 program. Your child will be separating from home and family, perhaps for the first time. He or she will be taking the first steps toward independence and will have new experiences and will be making new friends. It is natural for your child to have some fears about beginning school, and for you to have some concerns.

The K4 staff members are state certified teachers who are prepared to handle those issues that occur when your child comes to school. Not only do these changes affect your child, but they also affect you. This is why the Ferndale Area School District's K4 program maintains the belief that parents are partners in education.

Because you are a partner in your child's learning, you will be asked to take an active role in his/her education, and in turn, will be kept up to date on his/her activities and progress.

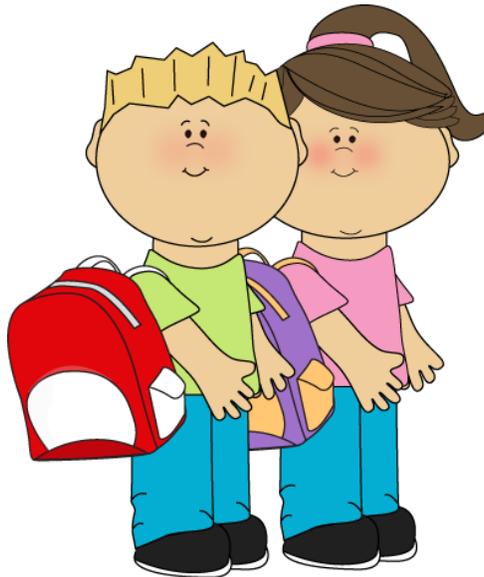
This handbook will provide you with information and procedures for our K4 program. We look forward to working with you as a team in your child's education.



Attendance/Excuses

Regular attendance is necessary for students, especially younger ones, to progress through school at a rate comparable to their peers. All students are to attend school on a daily basis. **All absences must be accounted for by a written excuse from the parent or guardian.** Please send this written excuse with your child the day he/she returns to school. The absences will be recorded as being unexcused/illegal until the written excuse has been sent to school. Written excuses must be turned in within 3 days or will remain unexcused. No child should be sent to school whenever he/she is obviously ill. This is not fair to the child or to the other children who might contract the same illness.

A pattern of unexcused absences or absenteeism will result in a **warning letter being sent to the child's parent or guardian. Continued absences will result in a medical letter, which will require that all future absences be accompanied by a doctor's excuse**, or they will be considered illegal absences. We are required by law to monitor students' attendance and must report illegal absences to the proper authorities. Substantial fines could result for the parents or guardians of a student who has excessive absenteeism. (See Elementary Handbook for more information.)



Health Services

Health services are offered to the students by our school nurse. The school nurse does much more than provide first aid in the school. She is responsible for all health records, immunizations, examinations, health related instruction, etc., which have become a part of the school program. The school nurse does not perform the duties that are the responsibility of a physician.

Daily Routine

The daily routine is designed to help children develop a variety of skills: self-help, social/emotional, cognitive, language, fine motor and gross motor.

- 8:00-8:15 **Arrival**
- 8:15-9:00 **Breakfast/Bathroom**— Students will develop increased self-reliance in self-care activities as they are introduced to the rules and routines of the cafeteria. Students will be offered a variety of healthy food choices. Students will demonstrate their independence in the bathroom.
- 9:00-9:15 **Opening Circle**— Students will develop phonemic awareness by engaging in songs and word play activities. Students will also develop math skills while participating in calendar and counting activities.
- 9:15-9:35 **Book Time**—Students will be exposed to a variety of books to develop their ability to comprehend, interpret, evaluate, and appreciate text.
- 9:35-9:50 **Small Group**—Students will take part in activities designed to develop fine motor skill, cognitive skills and language development; such counting, classifying, cutting, and drawing.
- 9:50-10:15 **Oral Language**—Students build a foundation in early literacy by developing oral language skills, print awareness, and phonological awareness.
- 10:15-10:45 **Specials** –Art, Music, Library, Computer
- 10:50-11:00 **Restroom**
- 11:00-11:30 **Lunch**—Students develop an awareness of good nutritional practices as they are exposed to and encouraged to try new foods
- 11:30-12:00 **Content Area**— Students will develop an understanding and knowledge of social studies skills through active investigations about families, homes and communities. Students will be provided the foundation for abstract and scientific thought through skills that support discovery about the natural world and the scientific process.
- 12:00-12:30 **Gross Motor**—Students will have the opportunity to exercise while participating in active movement games and activities as well as engaging in outdoor play.
- 12:30-1:00 **Quiet Time**—Students are provided down time for growth and rejuvenation. Rest is important to a child's physical and mental development. Mats are provided.
- 12:55-1:10 **Snack/Restroom**—A nutritious snack will be provided.
- 1:10-1:30 **Alphabet time**—Students will develop pre-reading and pre-writing skills by identifying upper and lower case letters, associating names of letters with their shapes and sounds, and differentiate words and letters.
- 1:30-1:50 **Math**— Students will build a foundation for basic math skills and concepts.
- 1:50-2:00 **Planning**— Students will demonstrate an awareness of self and one's own preferences by making independent choices.
- 2:00-2:20 **Work Time**—Students are provided concrete, process-oriented play experiences that encourage children to use their imagination and to experiment with new ideas and materials. Students will also learn to develop healthy relationships through positive adult and peer interaction.
- 2:20-2:30 **Clean-Up/Recall**—Students will clean up or put away materials on their own. Students contribute to class discussion as they listen and respond attentively to conversations while sharing experiences about their work or actions.
- 2:30-2:40 **Prep for Dismissal**
- 2:40-2:55 **Recess**
- 3:00 **Dismissal**

****Times are subject to change****



Arrivals/Dismissals

The K4 program begins at 8:30 and ends at 3:00. Children will be riding the bus to and from school.

Arrival

If it is necessary to drive your child to school, use the following procedure:

Students may be dropped off at the school lobby.

Plan for your child's arrival between 8:00 and 8:20 AM.

Students may not arrive earlier than 7:45 AM.

Students will remain in the lobby until they are dismissed to their classrooms at 8:00 AM. No student is permitted into the classroom before 8:00 AM.



Dismissal

If you need to pick up your child from school, use the following procedure:

Please send in a written note specifying:

- Who will be picking up your child, listing the relationship to the child
This person must be listed on the emergency card.
- The exact time that your child will be picked up
- The reason that he/she will be picked up at school

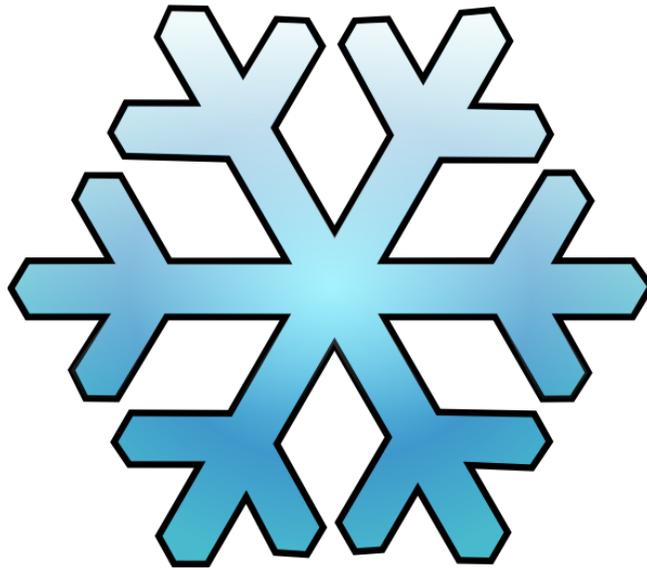
You will sign your child out in the lobby and wait for your child to be called.

School Delays/Emergency Closing/Early Dismissal

School Cancellation

If for any reason it is necessary to cancel school, delay the start of the day, or dismiss early, the information will be relayed via the *One Call Now* system and by local radio and television stations.

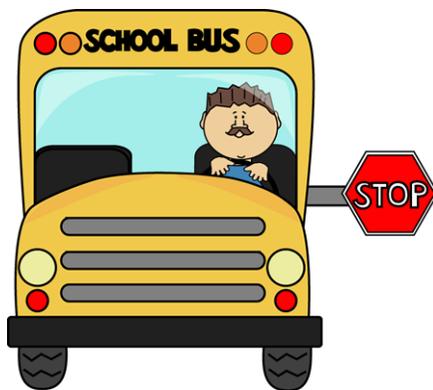
If there is a delay for Ferndale Area School District, breakfast WILL NOT be served.



Early Dismissal

Two hour early dismissals are scheduled the day before Thanksgiving, Christmas, and Easter. Refer to the district calendar for additional early dismissals scheduled for teacher in-services and clerical work.

Busing



All students will be given a designated bus stop.

It is the parents' responsibility to be at the designated stop in the morning and afternoon, at least 10 minutes before the scheduled time.

K4 students must have an approved, designated adult at the stops before and after school.

In order to ensure that K4 students are released to the designated adult, every child has been assigned a symbol. The student will be provided the symbol to wear while on the bus. Families will be provided 3 additional symbols. The adult getting the child off the bus will be required to show the symbol to the bus driver. If an adult is not present at the stop after school or the adult does not have the child's symbol, the child will not be permitted off the bus and will return to the elementary school. You will be responsible for making arrangements to come to the school to pick up your child or to send a designated substitute.

Substitutes

At the beginning of the school year, you will be asked to list three or more reliable substitutes who will be available to be present at the stop in the event you should be unable to be there. You should provide these substitutes the child's symbol which will be used to identify him/her as the designated adult.

Address/Phone Change

It is important to keep information up to date in the event of an emergency. Any changes in address or phone numbers must be reported to the Elementary Office at 535-6724,

Breakfast/Lunch

All K4 students will be served breakfast and lunch at school. Please do not send any food items to school with your child. Please refer to the cafeteria menus for breakfast and lunch prices. Those children who are eligible for federally subsidized free or reduced price for meals can apply by filling out an application provided at orientation. The breakfast and lunch programs are an important part of your child's first school experience.



When sending money to school, please follow these guidelines:

Place money or check in a sealed envelope

Label envelope with:

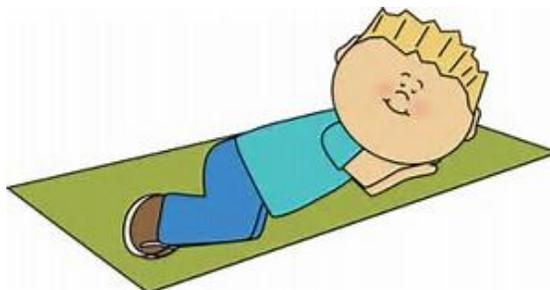
- Breakfast/Lunch money
- Student's name
- Teacher's name

K4 students are not permitted to pack a lunch.

Toys/Rest Time

We ask that students do not bring toys to school because this can create distractions and disruptions in the classroom, and may create safety problems on the bus.

For rest time, we do not allow students to bring items from home. We supply a mat for each child so that all feel comfortable.



Clothing/Backpack

Clothing

In case of an accident, such as paint or spilt milk, we ask that you send a change of clothes including a pair of socks, underwear, shirt, and pants that will be kept in your child's cubby. Place items in the bag provided, labeled with your child's name. Please send this during the first week of school.

Be sure that the items you send allow for natural growth and can be worn during any season, such as sweatpants and a t-shirt.

If your child has a tendency to be cold, please send a sweater or sweatshirt for him/her to wear. We do not permit students to wear outerwear in the classroom.

Short shirts, halters, midriff tops, tank tops, shirts or dresses with spaghetti straps, muscle t-shirts are not appropriate and are not permitted to be worn at school. Only shirts with sleeves are permissible.

Because we take part in gross motor activities every day, we require that each student wear appropriate shoes. Children should wear closed toe shoes with rubber soles (NO FLIP FLOPS OR SANDALS). If children wear inappropriate shoes, parents will be notified to bring appropriate shoes to the school.

Backpack



All children should have a backpack to allow them to safely transport items to and from school. We remind parents to check their child's backpack daily for dated or important materials. **All backpacks should be labeled with your child's name on the inside.**

Take Home Folders

Students will be provided a pocket folder. This is your child's take home folder. We check this folder each morning. Please place any correspondences (such as notes or lunch/breakfast money) or returned papers in this folder and we will be sure to get them. Please check this folder nightly and empty it.

Calendar of Events



Refer to your K4 School District calendar.

Open House is scheduled for **Wednesday, September 12, 2018**

Parent/Teacher Conferences are scheduled for Monday, October 8, 2018. During this time, we will review your child's progress.

K4 Graduation is tentatively scheduled for Friday, May 17, 2019 at 10:00 AM.

Child Abuse

Although we would like to think that childhood is the happiest time of life, we must face the reality that this is not the case for some children. Occasionally, children are abused by adults. Teachers are required by law to report suspected abuse. The law containing that requirement is Act 124, The Child Protective Services Law, and was put into effect by Governor Milton Shapp on November 26, 1975.

Communication

Written

We encourage written communication between parents and teachers. Bus information, medical appointments, absentee excuses, lunch money is vital for our routine to function smoothly. In order to transmit this information, we ask that you place your notes in an envelope and address it as follows:

TO: (intended person)

FROM: (your name)

ABOUT: (topic of message)

Phone

While we welcome phone calls, your child's teacher may not always be available to speak. If you find it necessary to speak to the teacher, and a note will not convey your message, you may call and leave a message. Your child's teacher will return your call as soon as possible.

Important Phone Numbers

Mrs. Kathy McCreery	K4 teacher	535-6724
Mrs. Laura Miller	K4 teacher	535-6724
Mrs. Rachelle Hrabosky	Principal	535-6724
Mrs. Laryssa Bremer	Guidance	535-6724
Mrs. Carole Kakabar	Superintendent	535-1507
Mrs. Lori McGough	Food Service Director	288-5757 ext. 230



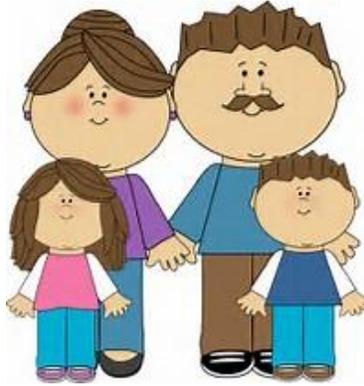
Email

To contact Mrs. McCreery: kmccreery@fasdk12.org

To contact Mrs. Miller: lmiller2@fasdk12.org

Parent Involvement

The K4 staff believes that you are your child's first teacher.



The activities listed below will give you the opportunity to become a full partner in your child's education:

School Visit Conference—We will conduct this conference at the start of the K4 school year. At this time, we will discuss the objectives of the program, answer questions, and address any concerns.

Parent Teacher Conferences—One will be scheduled during the school year. At the conference, we will discuss the progress of your child.

Take Home Activity—Each month, your child will bring home an activity for you to do with him/her. Directions and material will be included with the activity. Please take time to complete the activity with your child.

Homework—Activities will be sent home on a weekly basis. They will reinforce skills that were introduced in class. These activities should be returned the following day.

Birthday/Holiday Treats



For celebrations within the classroom, nutritious and allergy safe alternatives are highly recommended and can be purchased at cost through the school cafeteria. Nonfood options are welcomed.

However, if a parent/guardian chooses to bring in food and beverages from sources outside of our cafeteria, the following rules apply and will be carried out in every situation:

- Parties must be coordinated with the child's teacher at least 1 week in advance of the desired celebration.
- All food items must be store bought (this does not include bakeries) and individually wrapped. Nutrition information labels for these snacks must be provided on the individual wrapper or on the box/bag containing the treats. Nutrition labels must be provided for the classroom teacher to review.
- No home-bake goods

Treats that do not comply with the guidelines will not be distributed to the class and parents will be called to pick up the items from the office.

*Invitations to parties **will not be distributed in school, including entire classrooms and grade levels.**

Holidays

Holiday celebrations vary. It will be necessary for you to inform the classroom teacher if due to religious considerations, you do not want your child to participate in holiday activities.