

# Hope Elementary School

*kindness perseverance responsibility*

September 6, 2018

Dear Parents and Students:

Welcome to the 2018-2019 school year. This Student/Parent Handbook is designed to give you an overview of important information regarding our Pre-K program at Hope Elementary School. Please take the time to review the contents together. It will be available through our school's website, [www.fivetowns.net/HES](http://www.fivetowns.net/HES).

The Hope Elementary School staff works diligently to provide an environment that is caring, safe and educationally sound. This handbook may not address every situation that might arise over the course of the year; for this reason I urge you to call the school and speak with Mrs. Pride or me whenever you have questions or concerns. Good communication with teachers, students and parents will help to ensure success for all. We are easily available by email. If there is a conflict between the handbook and policies, the policy will govern. We also reserve the right to make changes to the handbook during the school year.

Once again, I offer my heartfelt welcome to students and parents to the 2018-2019 school year. The staff is prepared for another educationally rich and growth-filled year.

Sincerely,

Danielle S. Fagonde  
Hope Elementary School Principal

**Danielle Fagonde, Principal**

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# Hope Elementary School Pre-K Program 2018-2019

## **Mission Statement**

To provide all 4 year olds living in the town of Hope access to a high quality, developmentally appropriate Pre-K program in order to enhance school readiness.

## **Early Childhood Philosophy**

The philosophy of the Hope Elementary School Pre-K Program is based on the understanding of research-backed knowledge that the early childhood years are key to a student's future success. Our goal is to provide a safe, healthy and enriching environment where all developmental domains; cognitive, social-emotional, language, gross and fine motor skills will be enhanced through developmentally appropriate activities and strong family involvement. We believe quality pre-kindergarten education along with active family involvement will help every child develop the self confidence and love of learning essential for personal and school success.

## **Sample Schedule AM/PM**

- Arrival
- Movement / gross motor play
- Circle-time
- Centers: math, literacy, science/exploration
- Snack
- Clean-up
- Choices: i.e. dramatic play, blocks, manipulatives
- Closing circle
- Departure

## **Attendance**

Regular attendance and participation in Pre-K activities are the keys to success in school. Plenty of rest and a healthy diet will help your child come to school prepared to learn. Once enrolled, regular attendance is encouraged. If your child will be tardy or absent, we ask that you call or email Hope Elementary School office at [HESoffice@fivetowns.net](mailto:HESoffice@fivetowns.net).

## **Nut Free / Peanut Free**

Our Pre-K building is peanut and tree nut free. Please do not send any food containing peanuts or tree nuts. If your child consumes tree nut or peanut products before coming to school, we ask that hands and faces be washed with warm soap and water before arriving to school. Please let the teacher know beforehand if you plan to bring food items to share.

### **Snacks**

Time during each session will be set aside for snack. Please send in one healthy snack and drink daily. Drinking water is always available at school. Free snack items are available to all children who qualify. Federal funds for our Title I program are determined by the number of students who qualify for free and reduced-price lunch. Parents are encouraged to fill out the federal application form that determines eligibility. School officials hold parental information provided on the federal application in strict confidentiality.

### **Extra Clothes**

We ask that you send in an extra set of clothes (including socks and underwear) in a Ziploc bag labeled with your child's name. They will be kept at school "just in case." Please supply us with a new set of clean clothes after an accident occurs.

### **Belongings**

Please label your child's jackets, sweaters, lunchboxes, water bottles, backpacks, etc. with their name so they can get all their belongings safely home each day.

### **School Supplies**

Your child will need a small backpack or tote bag to carry artwork and other materials home and an oversized button down or tee shirt to be used as an art smock.

### **Special Events and Field Trips**

Field trips may be organized from time to time. In order to participate, your child will need to return a signed permission slip to his/her teacher. Parents will be invited to chaperone.

### **Dress Code**

The Pre-K program is an active place to learn! Children paint, glue, play in sand and play outdoors almost every day. Please dress your child in sturdy comfortable clothing that can get dirty so that your child can get messy without worrying. Make sure your child's clothing are easy to pull up and down for bathroom needs. Belts are not recommended. We prefer sneakers to flip-flops or sandals. Flip-flops are not safe at school or outdoors. Please dress your child for the weather. Remember that we go outside every day unless it rains. Labeling is recommended.

### **Fridays**

Fridays are designated as teacher planning and preparation days and several Fridays are designated for family days. There will be activities planned throughout the year. We ask that parents attend these "Family Friday" activities with their child. Fridays are not intended for drop off.

### **Parent Communication**

Parent communication is strongly encouraged. Newsletters will be sent home weekly.

Our school newsletter, called Hawk's Eye, is published weekly throughout the school year and will be emailed to families on Friday. If necessary, parents may request a paper copy, which will be sent home with the youngest child in your family. Please read this publication to stay current on school information and upcoming dates. The Hawk's Eye is also available on our school website.

### **Parent Drop Off and Pick Up Procedures**

Pre-K students are to be dropped off and picked up at the main entrance of the Pre-K building located behind the main school building. Students riding the bus will be dropped off at the Pre-K building in the morning and afternoon students will be picked up at the Pre-K building and ride with a teacher to HES. A teacher will then escort your child to the correct bus in the afternoon. A HES transportation form must be completed before a child is able to ride the school bus.

### **Illness/Medications/Nursing Services**

If your child must miss school because he or she is sick please call the school by 8:30 a.m. to let the teacher know. Often it is difficult to know whether your child should come to school if he/she is not feeling well in the morning. Many times when we have to call a parent during the day to pick up an ill child, we are told that the parent suspected that the child wouldn't make it through the day. Unfortunately, the whole class gets exposed when an ill child comes to school. Please help us keep everyone as healthy as possible by checking to see if your child is running a fever when you hear complaints of "not feeling good". A fever is *one* indicator that a child may be coming down with something and might be better off staying home. Students should be fever-free, without a fever reducer, for 24 hours before returning to school. Also, if you feel that your child is too ill to go outside at recess, he/she is probably too ill to be at school.

School personnel, by Maine law, may not administer medication. Children who must take prescription medication during school hours must have a Drug Administration Form (see the back of this handbook for a blank form) on file in the office signed by both the parent and the attending physician. Medication will not be administered without this form on file. Please bring this form to school along with the medication to be administered. Students should not transport medications on the bus. All medication must be properly labeled in the original container with amounts and times of medication clearly stated. Medication will be kept in a secure place and will be administered by a designated member of the school staff. Daily records will be kept of the administration of medication. Permission may be given for the administration of Tylenol/Advil as needed. The

school will only administer medication (including Tylenol & Advil) that *you* provide. The school will not provide this medication for students.

Health records are maintained for each student and follow the student throughout his/her entire school experience.

We do have a nurse who administers our annual vision and hearing screening, reviews immunization records, update individual allergy and emergency plans, triage all students with regard to injuries and illness throughout the day, and communicate with parents to highlight a few of the school nurse's responsibilities.

### **Residency and Enrollment Requirements**

Students must be the age of four by October 15th in order to enroll in Hope Elementary School's Pre-K program. Students from other towns are able to enroll in Hope's Pre-K program without a Superintendent's Agreement as long as they do not have an existing public pre-K program in their town of residency.

### **School Closings**

In the event that school must be cancelled or closed early because of snow, announcements will be made on TV channels WABI, WLBZ2, WCSH, WVII, and their websites, and posted on the Internet at [www.villagesoup.com](http://www.villagesoup.com). The most current status will be on the central office recording at 763-3818 and [Villagesoup.com](http://Villagesoup.com). Each parent has been asked to complete an Emergency School Closure form, giving us instructions on where your child should go in the event that an early dismissal occurs during the school day. Snow days and delayed starts will also be announced to each home via our automated phone system.

### **Early Release Days**

There are a four early release days in our school calendar. Some are to accommodate Parent Teacher Conferences and others are prior to vacations. On these days there will not be an afternoon session.

### **Parent/Teacher Conferences and Progress Reports**

Parent-Teacher conferences are scheduled for October and January. Notification will be communicated through the Hawk's Eye asking parents to call school to schedule a conference with the classroom teacher(s). Progress reports will be issued three times a year.