

# ABC'S for Piedmont Early Childhood Center

## **Welcome to Piedmont Early Childhood Center!**

**Admission:** Pre-Kindergarten students must be 4 years old before September 1st to enroll. Kindergarten students must be 5 years of age by September 1st.

**Allergies:** Please make us aware of any allergies your child may have. We especially need to know about food allergies and insect bite reactions.

**Arrival:** The school building open at 7:50 a.m. All students must be in their classrooms by 8:15 a.m. Children who arrive after 8:15 a.m. will need to be signed in at the office before coming to the classroom.

Children will be dismissed at 3:15 pm. Please do not come into the school to pick up your child. Your child will be released to the people having your child's name/number card, given to them by their child's teacher, or people you designate as emergency contacts if they provide a photo I.D. If you need to check out your child early please contact the office as early as possible.

**Attendance:** Attendance is very important. Much of what your child will be learning is through social interaction and hands-on learning. Therefore, it is impossible to make up this type of work at home. Please send an email or call the office on the day your child is absent.

**Assessment:** Your child will be assessed in various ways this year. Ongoing teacher observation and informal assessments will occur daily. The teacher will also complete assessments using the district wide literacy assessments. Kindergarten report cards will be sent home 4 times a year. Pre-K report cards will be sent home 2 times a year.

**Backpacks:** Your child needs a regular size backpack without wheels. Please check your child's backpack **EVERYDAY**.

**Backpack Tag:** Backpack Tags must be attached to your child's backpack. They are necessary for your child's safety to ensure your child will be placed in the proper transportation line. If you are in need of a new tag, please contact the office or your child's teacher.

**Breakfast:** Breakfast is served from 7:50-8:10 am. Breakfast is over promptly at 8:10 a.m.. We must take roll and begin our day at 8:15am.

**Birthdays:** Birthdays are very important to children. If you choose to, you may send a special treat for the class. Please send a note ahead of time if you plan to send treats for your child's birthday.

**Car line:** Essentially, the car line is a drive thru line. Someone will help your child in/out of the car when you arrive. For the safety of all children, we ask that parents do not walk up to the front door. Please stay in your car and if you need to help your child buckle their car seats please pull around to a parking spot. The car line is slow for the first week of school, but will become very efficient once everyone is familiar with the routine. Thank you for your patience.

**Car Tag:** Car Tags must be visibly displayed until your child has been loaded into your car. This is to ensure the safety of your child. Please bring your child's car tag and I.D to the office each time you enter the building to ensure the safety of your child.

**Class Parties:** We will have class a Fall, Winter, and Valentine's party during the school year. Homeroom parent coordinators work with the teacher and parents to ensure an enjoyable experience for the students.

**Clothes for School:** Please follow the school dress code found in the online school handbook. Please send an extra pair of weather appropriate clothes in your child's backpack in case of accidents. Sandals and flip flops often cause problems for the kids on the playground. If your child can not put a jacket on by him/herself now is a great time to start practicing before it gets cold.

**Clubhouse:** Wildcat clubhouse provides on site before and after school care. Clubhouse hours are from 7:15-8:10 a.m. and 3:15-5:45 a.m. Clubhouse is available for early release days as well. Please register on [myschoolbucks.com](http://myschoolbucks.com)

**Conferences:** Two parent/teacher conferences are scheduled throughout the school year to discuss any parent or teacher concerns.

**Contact Information:** It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information, contact numbers and check-out lists updated in the event of an illness or injury.

**Curriculum:** We use a wide variety of educational curriculum to provide an excellent educational experience for your child. This covers skills in the areas of social studies, language arts, math, science, creative skills, motor skills, and thinking skills.

**Diapers:** Diapers and pull ups are not allowed unless your child is on an IEP or 504 plan.

**Early Release Days:** We have once a month district wide collaboration days. On these Fridays we will begin to dismiss 2 hours early.

**Emails:** Communication between parents and teachers are primarily done through email. Please check your emails daily.

**Emergency Procedures** – If an incident should occur, the school will contact the parents. If the parents cannot be reached, emergency contacts will be the next line of communication. Be sure to update any phone number changes as needed throughout the year by contacting your child’s teacher or the office.

**Folders:** Your child will take home a folder everyday. Please go through your child’s folder to check their work and see how they are doing. Encourage them and be proud of their work! Please return their folder in their backpack every day.

**Helping Hands:** We would love your help! If you would like to volunteer to be a helping hand please contact our helping hand coordinator.

**Homework:** All students are expected to participate in “at home” recreational reading for a minimum of 20 minutes per day. Students may be read to and with until reading skills have progressed to allow the student to read independently.

**Illness:** Your child must be fever, diarrhea, and vomit free for 24 hours without medicine before returning to school.

**Independence:** Independence is our goal for each of your students as we prepare them for their school years. You can help your child develop independence as you drop them off at school.

**Indoor Recess:** Indoor recess will be in place when the air temperature is 100 degrees or above or if the wind chill is 32 degrees or below. Remember to send the appropriate outerwear for each season.

**Joyful Learning:** Children learn best when they feel loved and are encouraged to try new things. Our classrooms build a feeling of mutual respect, being risk- takers, and supporting each other even when we make mistakes. Happy faces are so important.

**Kindness:** Students in our building are encouraged and expected to treat all people in our school with kindness and respect. Bothering others, bullying, and interrupting learning will not be permitted. The STOP-IT app is a district wide bullying prevention tool.

**Lunch:** Children may bring a packed lunch from home or purchase a school lunch. The cost of lunch is \$2.50 You can prepay on the website [myschoolbucks.com](http://myschoolbucks.com). The lunch menu will be sent home at the beginning of the month. If purchasing a school lunch your child will have the option of a hot lunch or a sandwich. **Lunchroom manners are expected and practiced.**

**Literacy:** Literacy is an important part of our Early Childhood Programs. Literacy activities are designed to build the foundation of lifelong readers.

**Library:** Children will be experiencing library check out and story time every other week. Your child will be able to borrow a book from our library.

**Lost & Found:** Please mark all lunch containers, backpacks and clothing with the name of the owner. Unclaimed items collected in Lost and Found will be given to a local charitable organization at the end of each 9 week period.

**Math:** Our mathematics curriculum includes a variety of hands on work centers and manipulatives to explore concepts such as: counting, sorting, patterning, one to one correspondence. Math is not a spectator sport.

**Medications:** The Medication Release form must be filled out in the office in order for your child to have medication administered at school. Do not send medicine to school in your child's backpack. **This includes cough drops or over the counter medicines.**

**Money:** If you send money to school with your child **please send it in a ziploc bag placed in your child's folder.** Label it with your child's first and last name, teacher's name, and the purpose for the money (lunch, breakfast fees, book club etc).

**myschoolbucks.com:** This website can be used to pay for lunches, clubhouse fees, school shirts, and Piedmont Spirit Wear. Your child will be given an ID number that you will use for account sign up.

**Name:** Your child should be able to respond to their name when it is spoken orally.

**Nap:** All full day pre-kindergarten classes nap daily. **Please send a 1 inch, vinyl nap mat.** A small thin blanket may be used during nap time.

**Office:** If you need to contact the office the number is 405-373-5190. Our school secretaries are Kristeen Westbrook and Jean Stafford.

**Opportunities:** Students are given opportunities for exploring, social interaction, cooperative activities, hands on learning, listening and oral expression.

**Party Invitations:** Birthday/Personal party invitations cannot be distributed at school.

**P.A.W.S.** Our school uses an acronym for expectations

PAWS-

Prepare for Success

Act Respectfully

Work Together

Stay Safe

**Praise:** We emphasize the positive and focus on the success of individual students!

**Potty Trained:** Your child should be potty trained and self sufficient in all bathroom needs. We realize accidents do happen. Please send a change of clothes to be kept in their backpack.

**Puzzles, Paint, Playdoh:** Please help your child experience these activities as well as, coloring and cutting with scissors, before coming to school. These are great opportunities for your child to gain fine motor skills. Puzzles help to develop spatial relationships and problem solving skills.

**Parent-Teacher Communication:** Your child's teacher will be in contact with you through notes, emails, telephone calls, newsletters, and parent teacher conferences.

**Parent Involvement:** There will be many opportunities throughout the school year that we will need volunteers.

**PE:** Children will participate in physical education. Please have your child wear tennis shoes.

**Questions?** If you ever have questions please feel free to call, stop in the office, email, or send a note.

**Quick Goodbyes:** Remember quick goodbyes leave dry eyes.

**Recess:** Students will go outside daily unless it is raining or if the wind chill is below 32 degrees. Please keep this in mind as your child selects clothing for the day, including jackets, shorts under dresses, and footwear.

**Rules:** School rules focus on the safety of your child and others.

**Read:** Read to your child daily and model good reading habits for your child.

**Safety:** Safety is our main priority. All doors will remain locked during the day. If you need to check your child out during the day, you must enter through the front doors and check in with the secretary in the office. You must have either your child's dismissal card or your driver's license for identification.

**Scholastic Book Orders:** Orders placed must be paid online or by checks payable to Scholastic.

**Snack:** Each class has snack everyday. Your child's teacher will let you know their snack procedure at the back to school meeting.

**Social Media:** Make sure to follow us on Instagram and Twitter.  
Instagram- @ECCwildcats  
Twitter- @ECCwildcats

**Specials:** Your child will have enrichment activities such as PE, Art, Library, STEM or Music.

**Speech:** If you have any concerns regarding your child's speech development, please contact your child's teacher. If your child's teacher has any concerns they will contact you with further information.

**Supplies:** Class supply list are available on the school website.

**Toys:** Children are not allowed to bring toys to school. Children become very sad when toys are lost or broken. This also includes toys on backpacks.

**Visiting Classrooms:** Parents wishing to visit the classroom need to schedule their visit or make prior arrangements with the teacher at least 24 hours in advance. If a child has forgotten an item which the parent brings to school, we will either deliver the item to the student or call the student to meet the parent in the office to receive the item.

**Wildcat Wake-Up:** Join us the first Tuesday of every month for our Wildcat Wake-Up. Wake Up will start at 8:30 a.m.

**Weather:** School closings due to weather will be broadcast on local news stations and district wide call system.

**Website:** [piedmontschools.org](http://piedmontschools.org)

**eXample:** As parents we lead by eXample. Your positive comments about school help your child feel comfortable and proud to attend school. Let your child see you excited about their progress, milestones and accomplishments.

**ZZZZZZ!:** Please make sure your child gets plenty of rest.