

## Kiddie Hawk Parent Information

The Kiddie Hawk preschool will remain a 4 day week: Tuesday-Friday for the majority of the school year. The first day will be the 13th for the older students, ones going into kindergarten next year. the 14th for the other half of the class, students with birthdates after Oct 1, 2018. The second week will be Tuesday the 20th, Wednesday 21st, and Thursday the 22nd of September, with everyone attending all 3 days. The third week will be the first full week, lasting Tuesday the 27th - Friday the 30th. The length per day will be around 4 and a half hours from 7:50-12:20. We will operate as a mixed age group because of having only one class of preschoolers. If you do not feel your child is ready for 4 day weeks you are welcome to make arrangements to attend 2 or 3 days with the ability to work up to 4 days throughout the year. If an arrangement is necessary, please discuss with Mrs. Strickler. We are using the SCPS approved fee schedule for the 3 days/12 hour weeks, but altering for 4 days/18 hour weeks. We will keep our cost at \$220 for the full year. We may be posting more supplies needed later in the year and we always accept donated materials and supplies. We have some weeks that we will have holidays as well as the weeks we have exams and school specific events -- pep rallies and SOL/PSAT testing. We will follow the SCPS posted calendar as well as any adjustments they may make throughout the year.

### Drop- off and Pick-Up:

The following are the drop-off and pick-up procedures. It is important that they are adhered to in order to ensure the safety of the children and the success of the program.

#### **DROP-OFF**

1. We will be allowing children to be dropped off at preschool anytime after **7:40** a.m. We will not have our opening circle until **8:00** a.m.
2. Sign in at the podium. Please be sure to note for us if a different person will be picking-up your child. Messages may also be left under the "comments" column.
3. Buddies will help them remove their coats and put their snack bags in the wagon.

## PICK-UP

1. Pick up is 12:20-12:30 p.m.
2. Check your child's daily work cubby for any crafts or school made items.
3. Don't forget their snack bag.
4. Sign out on the daily Sign in sheet which will be found on the podium.

We will **not** release any child to a person **not** on the authorized pick up list. Persons listed will need to show a picture I.D for verification before we will release the child. If we question the validity of the person taking your child we will call you before releasing them. If an emergency arises and your pick up plans change (i.e. different person) call and speak to Mrs. Strickler. Do not leave a message with a high school student or the main office.

## Health and Safety

If your child has a fever or appears over tired in the morning we suggest keeping the child home for the day. Your child may return to school when there is no longer a health risk to your child or the other children.

If a child becomes ill or is injured during the course of the day, they will be taken to the nurse's office and parents will be notified. You will also be notified immediately if your child is exposed to any communicable diseases. We can not be held responsible for injuries a child might receive in the course of a normal school day. The school does not provide any insurance coverage for the children. This is the responsibility of the parents.

Stafford County Schools require that each child have an up to date physical and current shot record on file signed by a physician. You may use the VA School form, but you do not need the full Kindergarten VDOE physical as we just need proof your child is being seen by a physician as age appropriate.

## **MEDICATIONS:**

The center will not administer medications. Under certain circumstances the school nurse may be utilized for this purpose. Parents will need to make that contact as needed. Parents are asked to complete an Information reference card (provided by the center) to be kept available.

## **Garments and Toys:**

Your child should be dressed comfortably for the weather. Sturdy, washable clothes and shoes with non-slippery soles are best. Please put your child's name in all outer garments. We ask that each child have a complete change of clothes on hand in case of accidents or spills. Please be assured every attempt will be made to protect children's clothes, but due to the many products used in our activities and the desire for the preschoolers to experience many varied experiences they are exposed to possibilities for messiness. All products in the center are labeled washable by the manufacturers.

From past experience we have found that it is best if your child does not bring toys to class. If the child insists, please try to leave the toy in the car. We can not be responsible for any lost or broken toys.

## **Snack:**

With the change in the preschool hours we will have a break for the children to eat a snack between 10:15-11:15. Children will not share their snack with others. This is due to allergies and family practices. PLEASE NO UNCUT GRAPES OR OTHER CHOKING HAZARDS.

## **Walking Adventures outside of the classroom:**

Your child will most likely participate in spontaneous walking field trips throughout the year. Each trip will take place in school/on school grounds, weather permitting, and children will be accompanied by teachers at all times.

# Fire Drill & Emergency Evacuation Drills

Public schools are required to have fire drill and emergency evacuation procedures in place. The high school students prior to the beginning of the preschool year practice these. We will continue these drills throughout the school year and when we do you will undoubtedly be told by your child "we had a fire today". These are for the most part unscheduled to give faculty and students a feeling of urgency. When we know of scheduled drills we will alert you to them. If our departure time overlaps with one of these practices you may be stopped before coming onto the property with little or no explanation. They are very short and you will be allowed to drive around to the preschool once all high school students have reentered the building and are no longer crossing your path of travel. Our procedures are as follows:

1. Fire Drill- we line up and proceed out of our entrance door, walk straight across the road to the grass area above the parking spaces.
2. Tornado Drill- we line up and proceed to an interior classroom (#107 across the hall) where we are in a room occupied with the preschoolers and assigned high school student teachers.
3. Drug Enforcement-Dog Drills- we are in a lock down and no one is allowed to enter or exit any classroom or the building. Our preschoolers don't even know these are going on unless they see the dogs go by our hallway doors. Stafford County has a working relationship with the training facility in Quantico and they visit all of the Stafford county schools at different times to give the dogs and trainers a chance to practice together.
4. Bomb Threat Drills- we line up and proceed to the football field bleachers and remain as a group. The high school student teachers are assigned on-to-one with the preschoolers. Due to the nature of these drills they do last longer than others, but are practiced very rarely. Should this drill be lengthy (much more than the dismissal time) we will take them up to the middle school where we will call you and remain with them until all children have been released to their rides. If this were to happen the assisting law enforcement who will be holding traffic will be notified and can give you this information and the directions to the pick up area.
5. Shelter in Place- we will sit quietly together in the kitchen or bathroom area with doors locked and light off, always with teacher support. We are out of sight of the hall or outside windows.
6. Intruder Alert- Should an incident happen in the building and we are aware of the location our protocol is to choose the best method to keep children safe.

**Run-** out our back door and away from the building- continue moving to SMS.

**Hide-**Shelter in place

**Fight-**We barricade doors and throw blocks.