

Culpeper County Public Schools
Early Childhood Education Preschool Learning Lab
Culpeper County High School & Eastern View High School

Culpeper County Public Schools' Early Childhood Career and Technical Program offers preschool care for three- and four-year-old children. On Monday, Wednesday, and Fridays we offer care for four-year-olds. On Tuesday and Thursdays we offer care for three-year-olds. The hours are 8:05am to 12:50pm.

The preschool labs at Culpeper County High School & Eastern View High School are a unique preschool situation, planned to benefit both the preschool child and the high school student. Under careful direction and supervision, your child will experience a wide variety of activities within a carefully planned educational program. The high school student-teachers will provide one-on-one attention to the preschoolers daily. They also will have the opportunity to observe and apply various educational skills and theories as they teach and play with the children.

The daily calendar for the preschool is the following:

8:05 – 8:15: Drop off

8:15 – 9:00 Morning Work & Mini-Morning Activity or iPad time, Calendar

9:00 – 9:35: Free Play

9:35 – 10:00: Potty/Snack

10:00 – 11:30: Curriculum Time

11:30 – 11:55: Gross Motor Play/Recess

11:55 – 12:35: Potty/Lunch

12:35 – 12:50: Afternoon Activity/Closing Circle

12:50 – 1:00: Pick-Up

The focus of the CCHS & EVHS Preschools is on socialization and introducing preschool standards of learning through imaginary play, group games, structured class time, independent activities and use of technology (SmartBoard & iPads). Activities are planned to promote gross-motor skills, fine-motor skills, and the basic knowledge of numbers and letters. We also focus on listening & speaking skills, self-concept and self-control skills that help to prepare your child for a school environment.

Registration:

Both the registration form and a \$25.00 registration fee must be received for your child to be enrolled in the preschool program. The twenty five dollar registration fee is non-refundable. Those on the waiting list will be notified of any vacancies as soon as they become available. *In order to allow all community members to utilize this preschool program, preschoolers are not allowed to repeat classes (i.e. Daniel cannot be enrolled in the three-year-old class for two years).*

Requirements:

Children enrolled **must** be three-years-old by September 30th. The children also **must** be potty trained by the first day of school. **Sorry, no exceptions.** If children regress and are no longer are potty trained at any time during the school year, they may be removed from the program.

Proof of Residency:

In order to attend the CCHS/EVHS Preschool Program, students must live within Culpeper County limits. Parents should have provided proof of residency at the time of registration for the program.

Participation:

Acceptance in the Early Childhood Program is for students and parents that comply with the rules and procedures for the Early Childhood Program. Parents are expected to make the program a positive experience for the preschoolers as well as the high school students and staff. Culpeper County Public Schools and CCHS/EVHS reserve the right to discontinue a student's participation in the program. If the administration chooses to remove a family from the program, parents will receive a prorated refund.

Fees:

Tuition for the 2016-2017 school year is \$400.00. This should be paid in two installments. **A \$200.00 fee is due July 27th. The other \$200.00 installment is due in January (exact date to be announced)** Please make checks payable to CCHS/EVHS. This fee includes the cost of materials needed to care and educate your child for the school. Parents are required to pack the child's lunch and mid-morning snack. If a preschool tuition payment is not paid by the due date, your child will be dismissed from the program immediately.

Immunization Record:

A current copy of your child's immunization is necessary for enrollment. Please see the vaccination document that lists all necessary immunizations for enrollment in the program.

Clothing/Dress:

Think of your child's comfort and provide simple clothing that is free of complicated fastenings which will enable him/her to use the bathroom easily and independently. Dress your child for outdoor and active play. Rubber-soled shoes that do not come off easily are best for running and climbing.

Supplies:

A student backpack should be brought to school everyday. In addition, an extra set of clothing should be stored in your child's book bag. Please put this extra set of clothing in a Ziploc bag with your child's name on it.

Daily Feedback:

Parents will receive a small daily progress report for their child each day. This report records the theme of the week, letter of the week, and their behavior for all three student-teachers. Also, please note, we have an open door policy. If you wish to observe you son/daughter in our preschool program you are welcome to observe through our two-way mirror. Parents must check in at the main office to observe their child or to simply enter the building.

Group Snacks:

If you would like to provide a “special” snack for all children, please inform the classroom teacher *at least one week* in advance. Please keep in mind some of the children could have food allergies, so please speak with the classroom teacher *before* preparing or planning a special snack. Also, the only “special” snacks permitted should be “healthy” snacks (i.e. muffins, fruit, granola bars, etc. – not sweets).

Toys:

Please leave your child's personal toys at home. We have many interesting toys and planned activities for the children at the center. “Show and Tell” days will be announced in advance.

School Delays and Closings:

Listen to your local radio station. If Culpeper County Public Schools are closed, we are closed. If Culpeper County Public School is on a delayed schedule, we will also operate on a delayed schedule. Also, please keep in mind if Culpeper County Public Schools is observing a holiday, does not have school, or has an early dismissal, the preschool will not be open. There will also be preschool closures due to activities/special events (club days, pep rallies, assemblies, etc.) at CCHS/EVHS. Furthermore, preschool classes will be canceled due to state testing at various times throughout the school year. *Every effort will be made to notify parents of these special closures in advance - but please be aware that there may be situations when parents may be notified with short notice.*

- ⇒ Regular School Day: Drop of 8:05am – Pick Up 12:50pm.
- ⇒ One-Hour Delay due to inclement weather: Drop off 9:05am – Pick-Up 1:00pm
- ⇒ Two-Hour Delay due to inclement weather: Drop off 10:05am – Pick-Up 1:15pm

Discipline/Removal from the Preschool Program:

If the behavior plans that we implement in the preschool do not correct or control you child, you will be notified. If a child continues to act in a manner that is hurtful to him/her, other children, high school student-teachers or disrupts the learning environment, he/she may be asked to withdraw from the program.

The preschools at CCHS/EVHS have a ZERO tolerance policy for behaviors that include threatening or harming other preschoolers, high school students, or adults. If a preschooler makes violent or harmful threats, sexual references/behaviors, or any other behavior deemed inappropriate by administration, they will be asked to withdrawal from the program immediately. If preschoolers are removed from the program for behavioral issues, parents will receive a prorated refund.

Also, please note that the administration has the right to remove a child/parent from the preschool program for any reason deemed necessary without any notice. Some examples of these reasons (but certainly not limited to these) are: harassing the classroom teacher, harassing a high-school student teacher, soliciting on behalf of the preschool program, parent disagreements/conflicts that occur on school grounds, or simply causing any undue stress or strain to the Early Childhood Career and Technical Program. Parents and their children are expected to comply with the CCPS Code of Conduct and the stated procedures of the Early Childhood Preschool Program. If the administration chooses to remove a preschooler/parent from the program, parents will receive a prorated refund.

Attendance Policies

We encourage daily attendance by your child when he/she is enrolled in our program. Excessive absence interrupts the continuity of the child's learning and socialization.

Sometimes it is necessary to be absent from school due to sickness or emergency, but please try to bring you child every school day. Excessive absences or tardies may result in your child being dropped from the program.

The basic attendance policies are:

1. A child absent five consecutive unexcused classroom days may be dropped from the program.
2. A child absent for more than half of the classroom days of any given month may be dropped from the program.
3. A child who is consistently tardy (arriving after 8:15am) or picked up late (After 12:50pm) may be dropped from the program.
4. A child will be considered excused when absent because of the following:
 - a. Illness of the child (more than four consecutive days require a doctor's note).
 - b. Family emergency requiring the parent and therefore the child, to travel away from the home (school must be notified)
 - c. Court ordered visitation
 - d. Other reasons which are in the best interest of the child (and have been approved by the school).

Drop-Up:

Drop off is between the time period of 8:05 – 8:15am. As described in the attendance policy, if children are consistently tardy they may be dropped from the program.

Pick-Up:

Pick-up is between 12:50–1:00pm sharp each school day. Like our tardy policy, if a child is consistently picked up late they too may be dropped from the program.

Since the designated pick-up area is in the CCHS/EVHS student parking lot, permitting your child to run around the parking lot/grassy area is not permitted because of safety concerns. Some student drivers and other preschool parents will be maneuvering their cars during the pick-up time and allowing children to run around could lend itself to a very risky and unsafe situation. Therefore, we ask that once your child is returned to you, that you promptly leave the parking lot area with your child.

To ensure a smooth and safe transition, the afternoon pick-up system is as follows. Each child will be assigned a number and each parent will have a sign (provided) with the correlating number to place in the passenger window/dash of their car. A high school student will be located at the front of the loop and when they see the number, they will radio another student who will be located inside by where the preschoolers will sit to wait. We will call for the first 4-5 cars at a time. High school students may help the children into the car, but they are NOT responsible for buckling in children. Please wait until the car in front of you has moved to continue forward to keep children safe who might be loading on the driver's side of the car. This is the same process that children in the elementary school use and it will help the preschoolers get accustomed to the process, as well as create a smooth, safe system.

In addition, please be aware that parents will be charged one dollar for every minute they are late. Parents are expected to retrieve their child from the big helper by 12:50pm sharp. For example, if you do not arrive to pick up your child from their big helper until 1:00, a fee of \$10.00 will apply. We have networked with other preschool and childcare facilities in the county and this is their regular practice. If you happen to pick up your child late, a notice will be sent home with your child the next school day. Payment should be sent in immediately once you receive this notice.

Authorized Pick-Up

People permitted to pick-up your child should have a car number OR be listed on the authorized pick-up list. High school students are told they MUST check ID when someone new picks-up a child, even if it is a parent. This is for the safety of your child, thank you for understanding.

If someone who is NOT listed on the authorized pick-up list is going to be picking-up your child, please send a hand written note or call so we are aware and can check an ID.

Program Routines/Guidelines

Lastly, the Early Childhood program is designed to benefit the preschool child **and** the high school students enrolled in the program. Program activities, routines, or rules can be changed at any time without prior notice to the preschool parent.

Signed Agreement to Preschool Handbook

Please sign the agreement stating you have read and understand all of the above information. This can be found at the bottom of the Preschool Paperwork Check-List.