



Early Beginning Preschool Program Parent Handbook

Welcome to the Early Beginnings Preschool Program at Rainbow!

2022-2023

We are excited to have your child at Rainbow! We are so glad that we get to make your child's first school experience memorable and meaningful. Our little ones learn and grow so much in Pre-K. The preschool years are a very special time in your child's life. He/She is learning many new skills: academic skills, self-confidence, communication skills, social-emotional skills, motor skills, and much more. In fact, the years before kindergarten are some of the most important to your child's development. We are excited to partner with you to help your child achieve his/her highest potential socially, emotionally, and academically.

We are looking forward to working with you this year, as we help your child experience all the joys of learning in Pre-K. We are ready and willing to help you in any way we can. The best way to directly contact your child's teacher is via email. If you need to communicate with us about an emergency during the school day, please call the Rainbow front office at (256) 824-8106.

The first few weeks of school will be a period of adjustment for all of us. The students need time to settle into the rules and routines of a new environment. We appreciate your patience and understanding as we establish routines, get to know each other, and iron out the rough spots.

We are looking forward to a FANTASTIC school year!

Our Pre-K Teachers!

Crystal Cagle: cccagle@madisoncity.k12.al.us

Kimberly Core: kbcore@madisoncity.k12.al.us

Tracie Dulin: tkdulin@madisoncity.k12.al.us

Melonie Ybarra: mjybarra@madisoncity.k12.al.us

Pre-K Policies and Procedures:

Pre-K Hours are 7:40-2:10. We begin our day promptly at 7:40. It is very important for your child to arrive on time each day. Our little ones are able to learn the most first thing in the morning. We do our best to maximize instructional time before our students rest in the afternoons.

Car Line Procedures:

- Drop off begins at 7:25 and ends promptly at 7:40.



Morning Drop off will be conducted at the front of the school building. Once you enter the parking lot you will follow the lane all the way around to the front of the school. You will need to stop at the first sidewalk before the main entrance. This sidewalk and door will be used for the carline. However, the carline cannot begin until all buses have been unloaded and left. Once all buses have moved through the front you may pull up to the first sidewalk and stop. If you get in the carline before all buses have arrived you will have to wait until the buses have unloaded and left to be waved through and sent back around to unload your child.

From 7:25 am until 7:40am your pre-k teacher/aide(s)/nurse will be outside our wing in the carline to assist your child into the building. We will have several classes that will be coming in so we ask that you follow these specific instructions:

- A carline tag will be provided at Open House. Please hang the carline tag on your rearview mirror in the morning and afternoon. Carline tags are used to call students for dismissal. Anyone picking up your child must have a carline tag AND be listed on your child's "Pick-Up List." No one will be allowed to pick up your child without providing an appropriate photo ID. Parent/guardian permission must also be provided to the Rainbow Front Office.

Safety Protocols for Arrival:

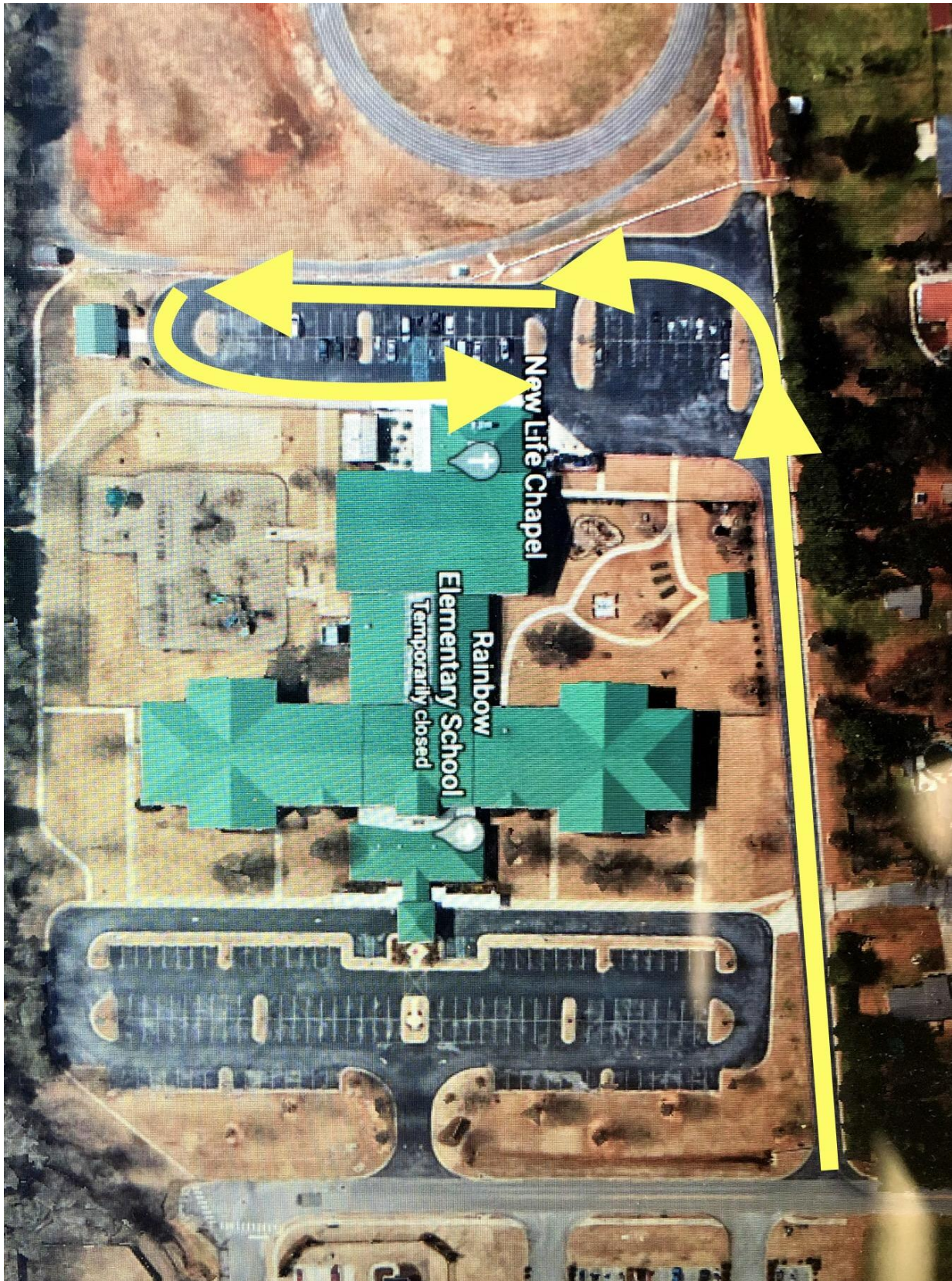
- A Pre-K teacher or aide will walk to each car to help each child out of the car.
Children need to stay in the car until the teacher or aide opens the door to get the child. Please, do not let your child get out of the car until a teacher or aide comes to your car. This is extremely important in ensuring the safety of all students.
- All buckling and unbuckling will be done by the parent or child, due to liability.
- Your child needs to be able to exit on the passenger side of the car.
- **If a teacher or aide has not come to your car, do not let your child exit the vehicle.**
Teachers and aides will move as quickly as possible in order to get everyone in the building safely. If a teacher or aide is not available when you pull up, someone will be with you ASAP. Thank you for your patience.
- If you arrive after 7:40am you must come into the Front Office and sign your child in.

Car Line:

Afternoon Pick up:

Afternoon pick up will be conducted in the rear of the school. The Early Beginnings car line follows along the fence on the outside of the rear parking lot. Do not enter the car line that goes around the track. The car line will begin after the buses have been loaded and leave.

Afternoon Pick Up car line: 2:10pm-2:25 pm



Safety Protocols for Dismissal:

- o Dismissal times for Pre-K are 2:10-2:25

- Please, be prepared to provide photo ID for the first few days of school. We will need to check everyone's ID as we get to know everyone.
- Please have carline tags hanging when you arrive in the carline with the printed side turned toward the windshield.
- We will bring your child to your car. Please stay with your car.
- Parents/guardians must buckle all car seats or other seat belts. Teachers and aides are not able to buckle due to liability.
- Thank you for being patient during the first few days of school. Carline takes a little practice for everyone. Things will run more smoothly after the first week.
- If you need to talk with your child's teacher, please email her to set up a time. This helps us keep the carline moving smoothly and without delays.
- The First Class Pre-K carline begins immediately after our carline closes. We are not able to extend the carline past 2:25. Thank you for being on time! We know that emergencies pop up and you may have a rare occasion that you will be late to pick up your child. If this is the case, please call the Rainbow Front Office ASAP to let us know.

From 2:10pm until 2:25pm there will be a teacher/aide outside who will radio in the carline number from your car tag hanging on your rearview mirror. It is very important you have this tag every time. Please wait in your car until your child is brought out and to your car. Once your child is brought to your car, they will be handed off to you. You are responsible for loading your child into the car and buckling them in.

- Please place the provided car line tag in the rearview mirror of the car.
- Please stay in your car until your child is approaching.
- All buckling will be done by the parent due to liability.
- Your child needs to be able to load on the passenger side of the car for safety.
- Please be patient the first few days of school. Car line will run more smoothly after practice.
- Please remember to schedule times to talk with your child's teacher or read their daily communication notes instead of asking teachers or aides about your child's day in the car line. This will help our car line run more efficiently.

Attendance: The Early Beginnings Preschool Program follows the attendance guidelines determined by Madison City Schools. These guidelines can be found in the Student Handbook on the Rainbow website.

Absences: All doctor's excuse and/or parent notes regarding absences must be sent to resattendance@madisoncity.k12.al.us. We are not able to accept paper copies of excuses. You can take a picture of the excuse or scan it in an email to this account.

Sick Child: If your child is sick, it is very important to keep him/her home. This is especially important for protecting the health of all of our young students. The school policy is that students must be fever/vomit/diarrhea for at least 24 hours prior to returning to school. Thank you for helping us keep our little ones healthy!

Clinic:

- All medications given at school require a signed Medical Release form (available on our website). This form must be signed by a doctor. If your child needs to take medication at school, contact your child's teacher and the school nurse, Stacy Humphress. (slhumphress@madisoncity.k12.al.us).
- Do not send any medication in your child's backpack! This includes any over the counter or prescription medications. All medication must be given directly to the school nurse.

Lunch:

- Your child's teacher will share their lunch schedule in their open house information. Our four year old classes will eat in the lunchroom to practice going into the cafeteria before kindergarten. Our three year old class will eat in their classrooms to limit distractions and help support any adaptive needs they may have.
- You may choose to pack lunch for your child. We are unable to refrigerate or microwave student lunches.
- For birthday celebrations, ice cream may be purchased from the school cafeteria. Ice cream is \$0.75. If you would like to buy ice cream for your child's class, contact the teacher at least a week in advance. Our wonderful cafeteria staff needs our orders ahead of time.

Daily Communication: Home/School communication will be provided daily through email notification and the use of our website, Know My Day. Your child's teacher will upload their communication notes for the day and it will automatically send to your email address. If your child receives Speech, OT, PT, etc then you may receive additional communication notes from them using this new system. You will receive a binder sent home to share information and your child's work from the week.

Class Rules and Discipline:

- Your child's teacher will provide information regarding daily behavior using Know My Day Please. Remember to check communication notes daily.
- Time away is used, when necessary, at the discretion of the teacher. Time away is typically one minute for each year of the child's age.

Progress Reports: Progress Reports are sent home at the end of every 9 weeks. Please, sign and return Progress Reports.

Newsletters: Your child's teacher will send a Newsletter with information about our weekly themes, target skills, upcoming important dates, and special announcements. Please read these newsletters for lots of helpful and important information.

Early Drop Off:

- Early Drop-Off is optional. It is available to our four year olds that turn four by September 2nd, 2022 and it begins at 7:10 each morning.
- The cost is \$15 each week.
- **A parent/guardian must walk students into the Front Office between 7:10 and 7:15 and wait with your child until you are met by a teacher.** Students not dropped off by 7:15 will have to be dropped off in our normal Pre-K carline, beginning at 7:25.
- Students must be pre-registered to participate in Early Drop Off. If you need your child to participate in Early Drop Off, complete the registration form and contact your child's teacher.

Extended Day:

- Inquiries about extended day services should be directed to Omri Davis at odavis@madisoncity.k12.al.us or Niyiere Joseph at njoseph@madisoncity.k12.al.us.

Transportation:

- If there is a transportation change please contact your child's teacher or Rainbow front office (256-824-8106).
- If your child receives Transportation as a Related Service through his/her IEP, your child's bus driver will call you prior to the first day of school to arrange pick-up and drop-off times. If you have a transportation change related to the bus, contact the bus driver and your child's teacher.

Late Arrivals/Early Check-outs:

- If you are late you must come in to the front of the building and sign your child in. You will need to wait in the Front Office until a teacher or aide from your child's class arrives to walk your child to the classroom. We begin instruction promptly at 7:40.
- If you need to check your child out early, come to the Front Office. You must present an appropriate photo ID when you arrive. A teacher or aide will walk your child to the Front

Office. If you are able to let your child's teacher know ahead of time, we will be able to get your child ready more quickly.

Parent Volunteers: If you would like to volunteer to be your class's room parent, please, contact your child's teacher. Thank you so much!

Birthdays: If you would like to purchase ice cream for the class, contact your child's teacher at least a week in advance. Cake, cupcakes, candy, etc. cannot be sent to school for birthday celebrations. This is a schoolwide policy. Cafeteria ice cream is the only treat we can use to celebrate birthdays.

Snacks: Your child needs a daily water bottle. Please send a snack with your child daily. Students are not allowed to share snacks due to possible food allergies.

Clothing & Personal Belongings:

- Neat, sturdy, washable play clothes are recommended. We love arts and crafts. Your child may get dirty at school.
- We recommend comfy, sturdy shoes, such as tennis shoes.
- If your child uses AFOs or other orthotics, please ensure that your child wears them daily. If you have a change in orthotics, contact your child's teacher ASAP. This helps us use all of our student's devices consistently.
- Disposable diapers and wipes should be provided by parents if your child is toileting training. Your child's teacher will notify you when supplies run short.
- Your child needs a change of clothes (shirt, pants, underwear, and socks) to keep at school. Place these items in a gallon sized ziptop bag labeled with your child's name.
 - Please write your child's name in any jackets or other cold weather garments you send with your child. If any of your child's belongings do not come home, contact your child's teacher. We do our best to keep our students' belongings organized.

Procedures are subject to change, as changes are made by the district.

Parent Handbook Agreement:

The Handbook is yours to keep. Please sign, date, and return this form indicating that you have received and read the Early Beginnings Preschool Program Parent Handbook.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____