



BROADWATER ACADEMY

**Pre-Kindergarten
Student/Family Handbook
2017 - 2018**

MISSION STATEMENT

Broadwater Academy is an independent college preparatory school serving grades Pre- Kindergarten through Grade Twelve. Through a rigorous program of academics, arts, and athletics, Broadwater Academy develops the next generation of respectful, civic-minded leaders and productive citizens. Broadwater Academy graduates demonstrate a sense of excellence, honor, responsibility, and a lifelong love of learning.

PHILOSOPHY

The Broadwater Academy Pre-Kindergarten philosophy states that each child is a unique individual who is deserving of a safe, nurturing environment in which to grow emotionally, socially, intellectually, and physically. It is the staff's responsibility to treat each child with respect and fairness while instilling in him or her positive self-esteem, a respect for others, and a love of learning. The results will, in turn, create a solid foundation for the child's future social and academic success.

The Pre-Kindergarten year serves as a transition between home and school as it provides opportunities for adjustment to group situations. Age appropriate learning activities are provided in the areas of language and math readiness, social studies, science, physical education, health, and music. The curriculum is a combination of several formal learning programs. An optional program is offered for three year olds which transitions into the four year old program the following year. Upon completion of the four year old program, each child should be prepared to enter the school's Kindergarten.

PRE-KINDERGARTEN PROGRAM

Established in 1988, the Pre-Kindergarten program is a part of Broadwater Academy, an independent school serving students on Virginia's Eastern Shore. The school is a member of and is accredited by the Virginia Association of Independent Schools. There is no religious affiliation. The Pre-K classrooms are located in the main building on campus. Each class includes a full-time teacher and a teaching assistant with a ratio of one adult to ten children.

SCHOOL CALENDAR AND HOURS OF OPERATION

The Pre-K runs five days a week and operates according to the same yearly schedule as the rest of the school. Pre-K students may arrive at 8:00 am. The regular day runs from 8:10 a.m. to 3:20 p.m. The part-time session runs from 8:10 a.m. until 12 noon. Morning care is a fee-based program that begins at 7:30 a.m. Children may attend the school's Extended Care program from 3:20 p.m. until 5:30 p.m. Monday through Friday at an additional cost.

ADMISSION PROCEDURE

The admission procedure involves an observation of prospective students in a classroom setting. Dates for these visits are arranged by the admissions staff person. Parents are invited to tour the school and observe classes while the child is visiting. A notice of acceptance is sent after the visits are completed. If a child is not found ready for enrollment, an explanation is offered by phone or in person.

SCHOOL ENTRANCE/HEALTH FORMS/VERIFICATION OF BIRTH

The State Health Department requires a physical examination and up-to-date immunizations for each child prior to entrance to Pre-K. Date and physician's signature must be included on the form. **No child will be admitted unless the form is on file when school begins.** Doctor's appointments should be made well in advance.

Verification of the child's birth is required in the form of birth certificate, hospital proof of birth form, or passport. No child will be admitted unless this is documented at the school. School personnel must see the form and record the information for your child's permanent records.

ORGANIZATIONAL CHART

Pre-Kindergarten Teachers and Aides
Director of Pre-Kindergarten
Dean of Students
Head of School

Parents in the Pre-K program who wish to discuss a concern are first encouraged to contact the child's teacher. From there concerns may be addressed to the Director of Pre-K and the Dean of Students. When necessary, the Head of School will be consulted.

PARENT INVOLVEMENT AND CONFERENCES

Parents are welcome to become involved by participating in class parties, activities, trips, and events throughout the year. Volunteers may be needed to help in the school store and the library and to serve on Parent Council committees.

Everyone is encouraged to attend the afternoon Pre-K Parents' Meeting in early September to learn about the curriculum, plans for the year, etc. A schedule of the daily routine will be given to parents.

Parent-Teacher conferences are held in fall and spring and progress reports are reviewed at those times. Conferences may be scheduled any time a parent has concerns. A custodial parent shall be admitted at any time.

The child's work and all home/school correspondence are sent home in a folder daily. Parents are asked to check the folder, empty it each day and review the work with the child. A weekly newsletter and a monthly calendar of events serve to maintain thorough parent/teacher communication.

DISCIPLINE POLICY

The Pre-K staff provides discipline that helps develop self-control while promoting consideration of others and a positive self-image. Adults model positive caring behavior, keep children involved and focused, and provide smooth transitions in order to minimize disruptions. Rules are clear and consistent and children are motivated with positive reinforcement. Unacceptable behaviors are quickly addressed and redirected in order to help children cultivate desirable behavior patterns. "Time out" may be used to help children regain self-control if behaviors are dangerous and/or disruptive. Discipline is achieved in a consistent, firm and caring way. Physical punishment and verbal abuse are not acceptable forms of discipline. Neither are forcing or withholding food, naps, punishment for toileting accidents, or by applying unpleasant or harmful substances. Children will not be punished by other children.

ARRIVAL/DEPARTURE POLICIES

Pre-Kindergarten students may be transported to and from school by bus or by car. Buses operate primarily on the main highway, Route 13, and have pick-up and drop-off points at safe stops off the highway. Adults on duty supervise morning arrival and afternoon departure. Information about bus routes and rules is sent home prior to school opening.

Parents bringing children by car for early morning care (8:00-8:10) should escort children to their classrooms until they are comfortable with the routine. Parents do not need to sign in unless the child is tardy. Faculty greeters stationed at the front entrance watch children depart from cars. Children should exit their cars on the sidewalk side only. Greeters will see them safely into the building.

Children enrolled in the half-day program will be escorted to the front lobby where parents will come inside to pick them up at 12 noon.

Parents picking up students immediately after school may park in front of the Fine Arts Center and come through the Middle School hall if they wish to come into the building. Parents should wait in the front foyer until children are dismissed from their classrooms. They may also wait in the "car pool" line on the benches in the covered area in front of the school. Adults on duty will call for students and assist them as they get into cars. It is recommended that parents bring a sign bearing the child's name to hold up as they approach the pick-up area. This facilitates a quick, smooth departure. Sign out is not required.

If a child needs to be picked up before dismissal time, the parent may go to the front foyer and request that the child be dismissed early. The receptionist will go to the classroom to get the child. It is helpful if the parent notifies the teacher in advance by note or by phone so that the teacher can prepare the child for dismissal ahead of time.

Extended Care (until 5:30) students will be escorted to the Extended Care Room for the remainder of the day after bus and car riders have been dismissed. They will be supervised by the Extended Care staff. No child will be permitted to leave unescorted or with unauthorized adults. Authorized adults are those whose names have been previously designated by parents. **The adult who picks up will be required to sign out in the Extended Care notebook. If the child is not picked up by 5:30 p.m. staff members will call the parents or emergency contacts. There will be a late fee penalty if remain beyond closing time.** The fees will be listed in the Extended Care information package. If there is an extenuating circumstance or emergency situation, the adult on duty will remain at school until the parent can make arrangements for pick up.

PROCEDURES FOR CHILDREN ARRIVING LATE

Children arriving late for school should be escorted into the building by an adult who will sign in at the front desk. Upon arriving at the classroom, the child will be greeted in a cheerful manner and will be helped in putting away personal belongings and joining in classroom activities. If an appointment will delay a child's arrival, please call the school and request that the teacher be notified. If you know in advance that this will occur, please notify the teacher before that day.

PROCEDURES FOR EMERGENCIES/EARLY CLOSINGS/SCHOOL CANCELLATION

Broadwater Academy uses a system alert program to notify parents by home phone, cell phone, and email for all of these events. For emergencies involving a specific child, parents will be notified immediately by the school. For minor injuries, a note will be sent home at the end of the day.

PROCEDURES FOR THE ABSENT CHILD

If a child is absent, please contact the school that morning as to the reason. In the case of a planned absence, please notify the teacher beforehand.

FOOD POLICY

Snacks and lunches will be brought from home. Milk and a small menu of food items will be available to be purchased for lunch **after the first week of school**. Students should bring nutritious foods and beverages. Soft drinks and drinks in glass containers are not allowed. It is helpful to label snacks and lunches until the child is familiar with which foods are for which part of the day. Lunch boxes must be clearly labeled with the child's name and will be dated with the day's date prior to snack time.

INFECTION CONTROL POLICY

It is inevitable that children will get sick no matter where they are. As children begin to have contact with the world outside that of their own families, they come into contact with germs and bacteria that are foreign to their bodies. That is the way they build immunities. We cannot, nor would we want to, shield a child completely from the outside world. If we did, the natural immunities a child gains through contact with others would not develop and a simple cold could become a serious illness. We do, however, want to protect a child from any unusually high exposure to germs all at once.

In a school setting, children come into contact with groups of children outside their families. It is in this situation that the illness of one child can spread rapidly through the group to other children and staff members if stringent measures are not taken to prevent this.

For this reason the staff at the school will take constant precautions to prevent the spread of illness. Many common childhood diseases are contagious. They may be spread by direct contact or by indirect contact such as sneezes or coughs. Careful hand washing by staff and by students can eliminate approximately 75% of the risk of

spreading these illnesses. Other precautions include separating sick children from those who are well, and working to maintain sanitary conditions throughout the school.

You, the parents, can help us in our effort to keep your children healthy. We ask your cooperation in the following ways:

1. If your child has been exposed to diseases such as pink eye or chicken pox, we ask that you notify us.
2. If your child shows symptoms mentioned below, you will be called and asked to come immediately and get your child. Please help us to protect the other children by responding promptly. If your child has any of the following symptoms at home, we ask that you keep him/her home until the symptoms are gone or until your physician says it is okay to return. The symptoms include:
 - fever-100 degrees orally- There is a school wide policy that any child sent home with a fever of 100 degrees will remain at home until fever free (without Motrin) for 24 hours. This does not mean that a child should return to school at noon the next day if he/she went home the previous morning at 9 a.m. and had recovered by noon. Temperatures often rise during the day when a child has not fully recovered.
 - severe coughing- The child gets red or blue in the face, makes a high-pitched croupy or whooping sound.
 - difficult or rapid breathing
 - yellowish skin or eyes
 - pinkeye-tears, redness of eye lining, followed by swelling, discharge or pus
 - sore throat or difficulty swallowing
 - unusual spots or rashes
 - infected skin patches
 - crusty bright yellow, dry or gummy areas of skin possibly accompanied by fever
 - unusually dark, tea colored urine
 - headache or stiff neck
 - vomiting
 - severe itching on body or scalp

If your child does not feel well or has recently had any of the above symptoms but insists on coming to school, please strongly consider keeping him home for the day. Children often feel much worse as the busy day goes on and this increases the risk of exposing others to possible illness. Also, if they are recovering from an illness and their resistance is low, they risk being exposed to additional illness. It's nice to know that the child wants to come to school, but it is not in his best interest or the best interest of others if he/she is not well.

It is imperative that we work together to keep all of the children who attend school as healthy and happy as possible. We thank you for your cooperation.

DRESS CODE POLICY

Practical clothing works best as your child will visit the playground twice a day. **Children should not wear backless shoe or shoes/boots with heels that might hinder climbing on playground equipment.** Tennis shoes work best. During cold weather, girls should wear leggings under dresses.

MEDICATION POLICY

Prescription and nonprescription medications brought from home will be administered only if they are accompanied by a signed authorization form sent in with the medication. They shall be given to the school nurse upon arrival. If the nurse is not available, the medication will be placed in a locked container in the classroom and administered by the MAT trained adult in the classroom. All medications must be in their original containers and the form must contain dosage amounts and times to be administered. Normally they will be kept in the nurse's office and may remain there until all doses have been given or may be returned to you daily as specified by you. If you have questions, you may call the school nurse. You will receive medication forms at our Parent Meeting and they will be a part of the PRE-K packet on line. You may request more as needed.

Sunscreen and insect repellent may be applied at school if sent in the original container labeled with the child's name. Parents must send written permission to administer either and if any adverse reaction has ever occurred, it should be described.

FIELD TRIP POLICY

When trips are taken, parents will be notified well in advance of the specific details of the trip. Parents will sign a form giving permission for the child to attend. A school-approved driver will be used. The safety of our children is of utmost concern to us.

TOILETING ACCIDENTS

Children in Pre-K are expected to take care of their bathroom needs including the use of toilet paper. In the event of the occasional accident or emergency, we do assist in cleaning and changing clothing. However, if the child is heavily soiled, parents will be contacted to pick up the child as we do not have the facilities to bathe him/her or launder clothing. Children will bring a spare set of clothes to keep at school for this reason.

POLICY FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Any suspected incident of child abuse or neglect shall be reported to the local Department of Social Services. Suspicious bruises, injuries, or accounts given by children will be subject to report by any staff member. If a staff member suspects abuse or neglect, she may inform the Pre-K Director who will notify Social Services. The staffer may report it herself and then inform the Dean of Students that she has done so.

TERMINATION OF ENROLLMENT POLICY

The school reserves the right to terminate the enrollment of any child whose behavior is dangerous or disruptive to him and others. Efforts will first be made to resolve the situation through school/parent cooperation; however, if progress is not made, the child will be removed from the roll. Dismissal may occur immediately in extreme cases.