

Colton

Preschool/Pre-K

Handbook

Superintendent/HS Principal

Mr. Paul Clark

Elementary Principal

Mr. Tim Casey

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Mission Statement

Our mission is to provide each child with a strong foundation for lifelong learning.



Our Philosophy

At preschool, we strive to offer a creative place where children can learn and play. Our preschool program is designed to encourage intellectual, social, emotional and physical development of each child. This program focuses on the whole child as it offers hands-on experiences that enrich and build each child's learning skill according to their age and ability.

A Message from the Principal

Welcome to the beginning of the school year!!! We are very excited to have you and your child as part of our learning community at Colton Elementary School. Every staff member has been working very hard to prepare for our wonderful students. We are committed to creating a student-centered environment where the development of each child is our one and only goal, and where ***each child can achieve their personal best!!!***

As your child's first and most influential teacher, we would like to again recognize the critical role of the family and how parents/guardians can contribute to the future success of each child by committing to the following:

- Establish high expectations for your child. Encourage quality work and effort.
- Know what is expected in your child's classroom and communicate with teachers when you have a question or concern.
- Insist on good attendance.
- Provide a quiet time and place in your home for study.
- Insist that your child accept responsibility for his/her learning and conduct.
- Model the importance of life-long learning.

Remember . . . *Schools Cannot Do It Alone!!!*

IMPORTANT

It is important that parents and students become familiar with the preschool/Pre-K and the Elementary School Handbooks. Please take a few minutes to read through it, sign the bottom portion of this letter, and return this page to your student's teacher as soon as possible.

As a parent/guardian, I have read and understand the handbook. My signature indicates that I am responsible for its content.

Parent/Guardian

Admission Procedures

Colton School District preschool/Pre-K is open to all children and families.

The admission criteria include:

The child must be three years old or older to enroll in preschool

The child must be four years old or older and eligible to enter Kindergarten the following year to enroll in Pre-K

The child must be fully toilet trained

The completion of the admission process

Enrollment space is limited. If space is available, enrollment may be accepted throughout the year as criteria are met.

The Administration and the teacher have the right to determine if the child is not ready for the preschool experience. Interventions will be made for the child and a parent meeting will be held to assist in determining what is best for the child.

Policies

The Colton preschool/Pre-K will follow all policies and guidelines of the Colton Elementary School. The handbook is available on the school website <http://www.colton.k12.wa.us/parent-information/calendars-and-handbooks/>

Colton curriculum and policies are directly connected to the Colton School and are overseen by the Colton School District. Creative Curriculum, Handwriting without Tears, Math Connects, and Kimochi {(KEY.MO.CHEE) social skills} are curriculum used.

Layout for the Colton Program

The afternoon Pre-K program is offered Monday through Thursday for children eligible for kindergarten the following school year.

8:15 Arrive/unpack/sign in, sign up for hot lunch
8:45 Opening group time
9:00 Toilet break
9:15 Large-motor time
9:45 Snack/story
9:55 Center time
10:45 Clean up/pack up/wash for lunch...music if time allows
11:00 Greet Pre-K students/lunch
11:20 Preschool students dismissed, bus to daycare only
11:30 Start of Pre-K, toilet break, puzzles and books
11:40 Circle time
12:10 Exploration centers
1:00 Toilet break
1:10 Large-motor time
1:30 Snack
1:40 Art/limited choice/small group
2:40 Closing wrap up/pack up/song
2:55 Escort to bus/parent pick up

Preschool and Pre-K Rates

- There will be a charge of \$4.25/hour for each student participating in either program. (3 hours for the morning and 3 hours in the afternoon)
- Because this is hourly, we will charge beginning on the second day when absent.

Termination Procedure

Parents are required to provide one month's written notice of intent to terminate attendance of the preschool or Pre-K program. Parent will be required to pay all tuition and fees due at the time of termination. If no notice is given, parents will be responsible for one month's tuition after the last day of attendance.

Parent Responsibilities and Expectations

Parents are the foundation for a successful educational experience for their children. Parents are asked to do the following:

- Backpack labeled with your student's name
- A clean (need not be new) pair of tennis shoes (worn in gym and on days children wear snow boots or other shoes)
- Donate supplies on supply list
- Provide \$30.00 as a snack fee for the year
- Pay monthly tuition by the 10th of the month

Attendance

Attending this program is important. The skills and concepts that your child will learn are all building blocks to a solid foundation which will make a difference in how much your child gains. If your child is going to be absent, please call the school and let us know (229-3386).

*Drop off and pick up your child in a punctual manner. Students remaining after 11:25 will be taken to daycare and charged an additional cost.

Be at the Bus Stop/Home when bus arrives to pick up/drop off your child,

Preschool Hours

Preschool students can arrive at school between 8:15 - 8:30 am. Pick up after morning preschool is at 11:20. Please call and notify the school if you need to pick your student up before normal ending time.

Pre-K Hours

Pre-K students have the opportunity to attend in the morning, eat lunch at school and attend the Pre-K program in the afternoon from 11:00 - 2:55. They will focus on the skills that will be needed to enter Kindergarten.

Transportation

Transportation to school for preschool and Pre-K students attending full day will be available on our regular bus routes and times. A bus will be available for students going to and from daycare before school, after a.m. preschool, and after p.m. Pre-K.

Transportation home from morning preschool to your residence is not available; you must promptly pick your student up. Transportation to p.m. Pre-K is not available; you must provide timely transportation to school. Pre-K students may ride the bus home on our regular bus routes. Please note that there will need to be an adult at the stop to release them.

Bus Safety rules are as follows:

For Children:

1. The Driver is the boss of the bus! For their own safety, children must listen to the driver.
2. Your child needs to stay seated, facing forward while the bus is moving.
3. Everyone needs to keep their hands to themselves.
4. Inside voices are a must on the bus, for everyone's safety.
5. Do not open your backpack on the bus, no food is to be eaten and papers are to be kept inside backpack to ensure everything gets home.

For Parents

1. **Please** have your student(s) at their bus stops five minutes before the time shown for bus pickup. If you have any questions, please call Brad at 229-3385.
2. If your son/daughter is not going to ride the bus on a particular day, please call 229-3385 by 7:00 a.m., or call the day preceding. This will allow driver to adjust their routes based upon changes in ridership. Notes are required if your child plans to ride a different bus – we do accept parent phone-ins if a note is forgotten.
3. A parent/guardian must be at the drop off- point. If someone else is going to pick up your child we need to be notified ahead of time. Children cannot be dropped off if no one is waiting and your child will be returned to school to attempt to contact you or your emergency contact numbers.
4. Please read and go over attached bus rules with your child.

Walking and Driven Children to School

It is very important to the staff at Colton School District that all children arrive to their classroom safely each day. To insure this we ask that you do the following:

1. Please walk your child to his/her class, do not let them enter the building alone. Please do not leave your other children unattended in the car while walking your child to class.
2. Do not leave your child until your child's teacher knows they are in the room.
3. Please make sure you bring your child on time and pick them up on time. Please do not arrive early!
4. You must inform your child's teacher in person or by note if someone else other than those on release list will be dropping off or picking them up.

School Closure/Delay

During the winter, weather conditions may require school closure for a day or a change in the starting/ending time or bus schedule. **Registering with the Colton School internet instant alert system will ensure that you are kept well informed. You may set up your online profile at <https://instantalert.honeywell.com>.** The announcements of these changes will also be made at 6:00 A.M. on the Pullman, Moscow, Lewiston, and Colfax radio stations, and the Spokane TV stations. If there is an early dismissal due to weather conditions, the school will contact a parent or guardian or other designee prior to releasing an elementary child from school.

We will choose one of three options depending on the conditions:

- We will call off school for the entire day.
- We will delay the buses and start school late.
- If there is a 2 hour delay the morning program is cancelled, however full day students will arrive when bus drops them off or when school begins.
- We will run only emergency bus runs, staying off the side roads to avoid snow and icy conditions. In this case you will be responsible to get your child to the emergency route pickup points and to pick him/her up if the roads have not been cleared by the end of school.

If there is a school delay it is usually 2 hours, therefore there will be no AM preschool. Full day Pre-K students will begin 2 hours later than normal.

Please call 229-3386 or 229-3385 if you have questions or need any more information.

Clothes: Please dress your child for play. Your child will be very active and will experience many different things throughout the day. We will be careful, but they may get paint, glue, dirt, or water on their clothes. **Paint shirts** are also encouraged for each student to bring as extra protection.

Cubby Mail Policy

We use the children's cubbies to communicate with parents. You may find notes from the teacher and your child's hard work from class in the cubby, which will go home each day in your child's backpack. In addition you may find an occasional article, information about community events, or reminders about preschool events.

If you wish to distribute material in cubbies, please get the teacher's permission. To avoid hurt feelings, party invitations are only permitted if they include every child in the class. You never know what exciting information is awaiting you!

Birthdays

Birthdays are special occasions for young children. If your child wishes, he or she may bring treats for the class. Parents need to be aware that certain students have food allergies or restrictions. Contact your student's teacher regarding classroom treats and to set up a time to distribute treats.

Classroom Visits

Parents are always welcome to visit the class.

In order that your visit to school will be a beneficial one:

- * All visitors to a school and/or classroom must obtain the approval of the principal or supervisor in charge.
- * Contact the teacher to schedule a visitation.
- * Sign in and out at the office and pick up a visitor badge.
- * Walk quietly into the room without talking and take a seat.
- * Do not bring siblings/children.
- * Do not involve the teacher in conversation during class instruction time. Arrange for another appointment to discuss questions, concerns, etc.

Colton School appreciates and welcomes the support and hard work that volunteers do throughout the year for our school. If you would like to volunteer, please contact your child's teacher.

To preserve each student's right to confidentiality, Colton School requires that visitors and classroom volunteers do not discuss student behaviors and related school incidents. All classroom volunteers must have a background check once a year. Volunteers should check in at the office and obtain a visitor's pass.

Communication Via Email

The teacher and the Colton School District will communicate with parents via email and the See Saw app. Upon registering for See Saw you will have to accept an email invitation. This will allow us to cut down on paper and copy expenses. Please let the office know (229-3386) A.S.A.P. if you are not receiving communications via email so we can correct the problem.

Please do not reply to group email communications via "reply to all". To ensure replies are kept confidential replies should be sent to the teacher snagle@colton.k12.wa.us. If you would like to use group to communicate with parents of your child's classmates, please ask for permission from the Colton School District a week in advance. An example of legitimate use of the group email communication would be to invite all of child's class to a birthday party.

Early Release Days

On early release days there will only be a morning program ending at 11:20. There will be no PM Pre-K program on early release days. If students sign up the day before early release, they may receive a sack lunch from the kitchen at the same cost as hot lunch.

Scheduled Early release Days are listed on the school calendar which can be found on the school website: www.colton.k12.wa.us