



Washington Wilkes Elementary

Pre-K Guidelines

2021 -2022

School Day – 8:00 – 3:05

Morning Drop-Off – 7:30 – 7:55 - Drop your child off at the main entrance. There will be someone to walk your student to class between 7:30 and 7:55.

Tardy – If your child arrives after 8:00 you must come to the office to sign them in. If being tardy becomes a chronic problem a parent conference will be held. If being tardy excessively continues that could be cause for a child to be dismissed from the program.

Afternoon Pick Up – Students that are car riders will be brought to the gym steps by the Pre-K paraprofessionals @2:30. Please remain in your car and allow them to bring your child to you.

Dismissal – Car Riders @2:30 Bus Riders @3:05

Behavior – A big part of Pre-K is teaching your child how to get along and socialize with others. There are some behaviors that are not tolerated: Hitting, biting, spitting, fighting, and/or cussing. The result of these behaviors will result in some form of disciplinary action. The following actions may be taken.

- Loss of 5 - 10 minutes of recess
- Time Out in the Classroom for 5 - 10 minutes
- Time Out in the BC Room for 10 minutes

A student who continuously has behavior issues could have the following consequences.

- Suspension
- Expulsion from the Program
- Modified Day

Bus Notes – If you are changing your child's transportation please put a note in the folder with a date on it. An address and bus number will be needed if your child will be riding a bus. If an emergency occurs and you need to make changes during the day you will need to send an email or fax (706-678-7826). **A change over the phone will not be allowed. All transportation changes must take place by 2:30.**

Bus Pickup/Drop Off – The Wilkes County School System has a number of designated bus pickup and drop off areas. All Pre K students must be supervised at these areas. At no time should your Pre K child be unattended at a bus stop. If the bus picks up and drops off your child at your home there should always be someone with your child. A bus will not drop your child off if there isn't anyone at home that can be responsible for your child. Every effort will be made to contact you. If

no one can be contacted your child will be returned to school or to the bus shop to be picked up. If this occurs repeatedly the school system will make a report to Child Protective Services.

Health and Other Records

Each student must have on file copies of the Georgia Department of Human Resources *Certificate of Immunization, Certificate of Ear, Eye and Dental Examination, and Birth Certificate*. All of this must be on file within the first 30 days of school. In accordance with state policies, no student will be permitted to remain in school unless current certificates are on file.

Illness or Injury

Teachers may refer sick or injured children to the nurse.

Parents/guardians will be called if further treatment is warranted, and the school reserves the right to call for emergency assistance whenever deemed appropriate.

Any student leaving school due to illness or injury must check out through the office.

Students should not attend school if their illness is contagious, are vomiting, have diarrhea or have a fever of 100 or higher. **Students should not return to school until the fever and/or vomiting/diarrhea have subsided for 24 hours without medication. If your child returns to school before the designated 24 hours you will be called to pick your child up.**

The school nurse or a member of the office staff will call parents, guardians, or other designated adults when a student becomes ill or

has a serious injury. A parent will not receive a call for an injury that requires basic first aid.

Medication

We encourage parents to give medication(s) at home, if possible. However, we realize that some medications must be given during the school day if provided by the parent and only after the following requirements are met:

1. All medications, both prescription and non-prescription, **must be brought to school by the parent or guardian**. Parent must fill out the Request for Administration of Medication Form.
2. All medication must be in the **original child-proof container**. **Prescription medications must be in the original labeled prescription bottle**.
3. If your child takes a medication that must be refilled monthly, a new bottle will be expected each month in order for the medicine to be given.
4. Medications in anything other than the original bottle, i.e., envelope, baggie, etc., will not be administered.
5. All medications (prescription and non-prescription) must be taken directly to the clinic for safe storage.
6. A written request by the parent or guardian must be made in order to have medication administered by the school. Telephone requests will not be accepted.

Allergies

If your child has any known allergies, please make sure that the teacher is aware of the types of allergies. If your child is allergic to any food items and requires alternative foods from the cafeteria we must have a note from the doctor.

The following protocol has been set for dealing with cases of head lice:

If a child shows signs of head lice, the teacher brings the child to the school nurse and the child's head is examined in private.

1. If you notice signs of head lice, keep your child at home, check with the Health Dept. or your physician for confirmation. If head lice are confirmed, call and notify school officials so that proper precautions may be taken.
2. When head lice are detected at school the parent will be informed by the school nurse.
3. Parents are instructed to wash the hair of every person in the home with prescription or over-the-counter shampoo prescribed by the pharmacist; wash bed linens, pillows, blankets, spreads, etc. and dry with the dryer on high heat; vacuum/clean carpet and dispose of vacuum bag; and spray with insecticide.
4. **Students must have clearance from the family doctor or health department to return to school.** Parents must present evidence of treatment for clearance...such as empty shampoo bottle, box bottle came in, etc. The student/family must be retreated in seven (7) days.
5. When a case is detected in the classroom or reported to the school, a letter will be sent home to the parents of the students in that classroom. The letter will inform parents of a case of head lice and the signs for which to watch. The name of the child with lice will not be revealed.
6. If a number of cases are detected or reported, a letter will go out to all parents of the school informing them of the presence of head lice and the signs.
7. The classroom of students found to have head lice will be fogged with insecticide---specifically for head lice.

Parent/Teacher Communication – Your child will receive a folder the first day of school. This is how your child’s teacher will communicate with you the majority of the time. Please check your child’s folder daily. Please make sure that any letters, notes or money that is sent to school has your child’s name and your child’s teacher’s name on it. Please place any letters, notes, or money in your child’s folder. Please remember to inform the school when there is a change in phone numbers or addresses.

Special Events – Throughout the school year, special events are held at WWES. These events include local and out of town field trips, school assemblies or performances, good behavior celebrations, academic celebrations, and annual events such as Field Day and Big Shuffle Day. The majority of our special events are planned for all students. These include most field trips, school assemblies and performances, Field Day, and Big Shuffle Day. Other events are open to all students, but they must qualify based on the requirements of the individual events. Birthday parties, consisting of only cupcakes and juice are allowed. Please notify your child’s teachers 3 days in advance to get approval.

Student Name _____

Parent Name _____

I have read the following guidelines for the Washington-Wilkes Elementary Pre K program.

- I will ensure that my child attends school regularly.
- I will ensure that my child is at school on time.
- I will communicate with my child's teacher.
- I will have someone that will supervise my child at the bus pickup/drop off area.

Parents Signature _____

Date _____

Please sign and return to your child's teacher.