

Fuqua School

Pre-Kindergarten Parent Handbook

2023-2024



605 Fuqua Drive
Farmville, VA 23901
434-392-4131 Ext.243
www.fuquaschool.org

FUQUA SCHOOL

Our pre-kindergarten program provides a positive educational beginning for children ages 4 to 5. The program is child-centered and geared to the interests and developmental needs of each student. The daily routine provides a multitude of experiences through a planned curriculum based on monthly units. Children's literature is the core of these units with emphasis on age-appropriate activities, including art, music-rhythms, story time, outdoor activities, creative play, and cooperative learning. Pre-reading skills, wellness concepts, core values and safety awareness are also emphasized.

Fuqua's pre-kindergarten program is licensed by the Virginia Department of Education and accredited by the Virginia Association of Independent Schools (VAIS). The ratio of adults to children is 1:10 for 4-5 year olds.

Fuqua School is an independent, co-educational, non-sectarian day school.

PROGRAM GOALS

Fuqua School's pre-kindergarten program values children. It is our goal to provide a safe and stimulating environment that supports each child's developmental needs.

Fuqua School's pre-kindergarten program values parents. It is our goal to maintain a partnership which includes home, school, and community in order to provide the best educational experiences possible for each child. Close communication between home and school ensures each child's success.

Fuqua School's pre-kindergarten program values teachers. It is our goal to provide a supportive teaching environment and professional development opportunities that align with the mission of Fuqua School.

Fuqua School's pre-kindergarten program values education. It is our goal to provide opportunities which will develop each child cognitively, socially, emotionally, and physically and which will foster a love for learning.

PROGRAM OBJECTIVES

Fuqua School's pre-kindergarten program provides a child-centered program through which students experience success in a caring, safe, age-appropriate learning environment.

Our program objectives are:

- to foster self-confidence by providing an environment which encourages creative thinking and expression, and which satisfies each child's need for attention, recognition, and respect;
- to prepare and encourage students to share and work with others;
- to encourage appreciation of individual talents and abilities;
- to foster an understanding of other people, their language and culture;
- to stimulate curiosity and enthusiasm for learning;
- to promote a spirit of cooperation and positive thinking; and
- to encourage open communication among students, parents, teachers, and administrators.

PARENTAL INVOLVEMENT

Parent Orientation

Prior to the beginning of the academic school year, parents may attend an orientation, as well as receive information regarding school procedures, supplies, policies, and school-related issues.

Communication/Parent Conferences

Parents are encouraged to maintain open communication with our pre-kindergarten teachers and assistants. Parents are kept informed through phone calls, emails, written communications, and through parent-teacher conferences. Conferences may be scheduled with teachers at any time; however, parents will receive an assessment of their child's performance at the end of each quarter. Teachers may also initiate parent conferences. Parents are encouraged to contact teachers, through email or phone, with any questions or concerns they may have.

Visiting Classrooms

Parents are always welcome at Fuqua School. If interested in visiting, parents should contact the lead teacher and schedule a time. Upon arrival, visitors must check in at the administrative office, located on the Lower School campus, and receive a visitor's pass. Once the visit is over, parents must then check out from the same office prior to leaving campus.

Parent Volunteers

Volunteers are vital. Fuqua School frequently calls upon parents to assist with special activities such as class parties and field trips. Parents are encouraged to let teachers know when they would like to volunteer, or to communicate their interests to Fuqua School's Parent Teacher Student Association (PTSA).

GENERAL INFORMATION

Required Documentation

The following documents must be on file with the school:

1. a completed "Commonwealth of Virginia School Entrance Health Form (includes Physical Examination and Immunization Certification) - *due before a child may attend class,*
2. verification of the child's birth certificate, and
3. a record of the child's social security number.

Arrival and Departure

School hours are from 8:25 A.M. until 3:10 P.M. for the Pre-K4 program. Parents should ensure that their child arrives and is picked up on time. Teachers are in their classrooms by 8:15 A.M., and children may be dropped off at that time provided the teacher and/or assistant are present. Supervising staff members ensure that only persons authorized by the parent on the "Health Information and Emergency Release" form are allowed to pick up each child.

Children who arrive late to school (after 8:25 A.M.) must be escorted by the adult dropping the child off to the Lower School Office to sign in and receive a late pass. **Under no circumstances should a child be left unattended.**

Please keep in mind that children tend to become anxious when a parent is late, and that excessive tardiness and late pick-ups are unfair to both children

and teachers. If a child is not picked up by the close of school, an authorized Fuqua School staff member will stay with the child and contact all those on the emergency contact list until a parent/guardian or those persons authorized by a parent may provide a child's transportation pick up the child (late fees will apply).

Falcon Care Program (Pre-Kindergarten through Grade 5)

Falcon Care hours are from 7:15 A.M.- 8:15 A.M. and from 3:10 P.M. to 5:30 P.M. Fees are associated with our Falcon Care program with limited spaces available. Supervising staff members ensure that only persons authorized by the parent on the "Health Information and Emergency Release" form are allowed to pick up the child.

Students who are attending morning Falcon Care should be brought to the Lower School campus (Room H-5) beginning at 7:15 am.

During the application process for the pre-kindergarten program, parents are required to list those persons who have permission in their absence to pick up their child from school. Only those persons authorized by a parent may provide a child's transportation. Fuqua School will require valid identification, as well as a written/emailed note or verbal permission from the parent before a child will be released from the teacher's care.

The pre-kindergarten and Falcon Care programs observe Fuqua School's academic year calendar with respect to all holidays and school closings. Afternoon Falcon Care is not held on ½ days of school (please also see the "Emergency Closings and Inclement Weather" section of this handbook). Morning Falcon Care is not held when there is a delayed opening

Attendance

When it is necessary for a child to be absent, the parent should notify the classroom teacher by 8:45 am via email or phone. In cases where a child is absent without parental notification, Fuqua School will contact the parent.

Bus Transportation

Pre-kindergarten children who ride a bus to and from school should sit in seats nearest the bus driver. Children arriving by bus in the morning are met by a staff member. Children who ride the bus home in the afternoon are escorted and placed on the proper bus by their teachers.

Bus Rules:

- 1. Be respectful and courteous to the driver and other passengers.**
- 2. Remain seated at all times when the bus is moving.**
- 3. Use normal speaking voices without shouting or creating loud, distracting noises.**
- 4. Keep all body parts inside the bus.**
- 5. Refrain from throwing objects inside or outside of the bus.**
- 6. Refrain from eating, drinking, or chewing gum while on the bus.**
- 7. Help keep the bus clean and free of trash and debris.**
- 8. Refrain from bringing dangerous items on the bus.**

Any problems or concerns should be reported immediately to the bus driver and the Director of Transportation, and if not resolved, to the Head of the Lower School.

Appropriate Dress

Children should be dressed in play clothes and rubber-soled tennis shoes. Rubber-soled tennis shoes are safest for active climbing and playing. Please ensure your child's clothes are easy to pull up and down for restroom needs. Children play diligently with messy mixtures, and while smocks are provided, they do not always protect clothing adequately. Each child should have an extra set of seasonal clothes at school, including underwear, socks, and shoes. **All items should be labeled with the child's name.**

Behavior Policy for the PK Program

Age-appropriate behavior is expected; however, children are not allowed to harm themselves, other children, or school property. Limits are clear and understandable, always stressing the reasons for refraining from inappropriate behavior, and are patiently enforced with fairness and consistency. When inappropriate behavior does occur, the child is removed from the situation and redirected to a more positive endeavor.

What happens when a child uses aggressive behavior toward another child, including, but not limited to, hitting, kicking, biting, etc.?

Our staff strongly disapproves of aggressive behavior. The staff's job is to keep the children safe and help a child that uses this type of behavior learn different, more developmentally appropriate behaviors.

For the child that was the recipient of the aggressive behavior:

- First aid is given, if needed.
- If deemed necessary by the teacher, parents are notified.
- If injuries are incurred as a result of the behavior, parents will be notified at the time of the incident.

For the child that demonstrated the aggressive behavior:

- The teacher will talk to the child about his or her behavior.
- The child will be placed in time out.
- If the behavior results in injury or is repetitive, parents are notified.

What if the aggressive behavior continues?

- The child will be shadowed by a teacher to help prevent any aggressive incidents.
- The child will be observed by the classroom staff to determine what may be causing the behavior. The program director will also observe the child.
- The child will be given positive attention and reinforcement for positive behavior.

What happens when aggressive behavior becomes excessive?

- If the aggressive behavior continues after repeated teacher intervention and parent notification, the parents or guardians of the child will conference with the lead teacher and the head of the lower school to determine future action.

Teachers and staff may be required to make judgement decisions on whether a behavior is inappropriate or aggressive, while taking into account the developmental/chronological age of the child. The lead teacher(s), staff, and parent(s)/guardian(s) may seek input from the program administrator on what may constitute inappropriate or aggressive behavior for children of a particular age.

Toilet Training Policy for the PK Program

Children enrolled in pre-kindergarten must be toilet trained before attending school. Children must be wearing underwear. A child having accidents 2-3 times per week would NOT be considered toilet trained.

Why do children have to be toilet trained before they begin Fuqua's pre-kindergarten program?

- There are strict standards for changing and disposing of wet or soiled diapers/pull-ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from the learning time for all students, and it removes one adult from the direct supervision of and interaction with the remainder of the class.

We do understand that even toilet-trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. Parents will be notified if a child has a toileting accident.

A toilet-trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom;
- Alert him/herself to stop what he/she is doing, to go and use the bathroom;
- Pull down his/her clothes and get them back up without assistance;
- Wipe him/herself after using the toilet with minimal assistance;
- Get on/off the toilet by him/herself;
- Wash and dry hands without assistance;
- Postpone going if they must wait their turn to use the restroom; and
- Wake up during nap time should they need to use the restroom.

Children are asked frequently throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Therefore, we will allow 4 weeks from the first day of school for your child to demonstrate they are fully toilet trained. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

A child will not be considered toilet trained for our pre-kindergarten program if the child continues to consistently have toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week, the child will have to stay home for at least two weeks or longer until he/she is completely toilet trained.
- If a child has 2 accidents in one day, they must be picked up by their parents or persons included on authorized pick-up form; and if not corrected within three days, the child will have to stay home for at least two weeks or longer until he/she is completely toilet trained.
- If a child continues to repeatedly have accidents after the above procedures have been implemented, he/she may be dismissed from our pre-kindergarten program with a possible pathway for reinstatement.
- Those students whose attendance is interrupted due to not being fully toilet trained are not eligible for a portion or total reimbursement of tuition.

Please note that our policy is not in place to shame or punish the child or inconvenience primary caregivers. Rather, cleaning accidents in the pre-kindergarten setting is time consuming, and this is time that teachers spend attending to and cleaning accidents. This is also time that they are not spending interacting with the other students and facilitating curriculum in a safe manner. This policy is intended to ensure the safety and happiness of ALL children, faculty, and staff at Fuqua School.

Student Dismissal from the Pre-Kindergarten Program

Fuqua School reserves the right to dismiss any student who has demonstrated inappropriate behavior(s), who has been previously retained and who continues to function below age/grade level expectations, or if the student has medical, behavioral, or emotional needs beyond the scope of services that Fuqua School is able to provide. Students may also be dismissed based on not meeting financial obligations to the school.

Fuqua School also reserves the right to dismiss any student in the event he/she or members of his/her family engage in conduct that Fuqua School considers to be detrimental to the learning environment, the mission, or reputation of the school (including information shared on social media), that fails to support the

school's policies or regulations, that interferes with the school's objectives, or prevents the school from fulfilling its mission. Dismissal may occur at any point during the school year.

Reinstatement

If a student is removed from Fuqua School for academic or behavioral reasons, he/she will not be allowed to return for at least one year. Re-enrollment of students removed for academic reasons will be considered by the Admissions Committee or the Lower School Head on the basis of progress at another school and/or other conditions. Appeals to decisions made regarding student probation, retention, or dismissal, may be made to the Head of School.

Unacceptable Disciplinary Measures

Fuqua School recognizes its responsibility to make and enforce all rules and regulations governing student behavior to bring about the safest and most learning-conducive environment possible. As stated in our 2023-2024 Fuqua School Parent Handbook (www.FuquaSchool.org), "*corporal punishment shall not be used as a disciplinary measure against any student*".

Rest Time

Rest time is scheduled and while children are not required to sleep, they are expected to lie quietly during this time. Parents need to provide **two** small blankets/towels for their child to use. One blanket is needed to cover the rest mat; the other is used to cover your child. (Regular/crib sheets do not work well.) **Please no pillows!!** Rest items are sent home for laundering on Fridays and should be sent back to school on Monday.

Nutrition

Children should bring a **peanut-free** snack to school daily. Snacks should be packed in a separate bag labeled with your child's name. Pre-kindergarten children should also bring a **peanut-free** lunch to school. Due to safety concerns for the students, meals from home cannot be heated. **Parents should notify the lower school health coordinator, Tory Wade, and teachers of allergies or restricted diets.** Foods which can easily cause choking such as hard candy, popcorn, raisins, and nuts will not be served to young children at school. All snack bags and lunch boxes must be labeled with the student's name.

Medicine, Accidents, Sick Policy

The Lower School health coordinator is on duty in the Lower School Office from 8:15 A.M. to 3:10 P.M. each day. Should a student become ill during the school day, the health coordinator or an office staff member will contact the parent or a listed emergency contact person to arrange for the child to leave school.

When an accident occurs, it is reported to the nearest school official, and proper medical referrals are made, when necessary. Parents are also notified. Each student is required to have a "Health Information and Emergency Release" form on file in the school office indicating parental wishes regarding emergency medical problems. Basic first-aid medications will be administered when necessary, according to the "Medication Release" signed annually by the parent.

All medicine to be taken at school, both prescription and non-prescription, must be accompanied by a medical authorization form and parents' written permission (this form can be found in the Lower School Office). All medications must be in their original containers and clearly labeled. In most cases, pharmacists will divide the medication so one container can be left at school and one at home. Parents must request this service at the time the prescription is filled. Medications for Lower School students must be hand delivered to the Lower School Office Building by the parent, or an adult designated in writing by the parent, unless other arrangements are made through the Head of the Lower School's Office.

A child should not be sent to school with a fever or infectious disease. If a child has a fever of 100 degrees or greater, he/she must be picked up from school. The parent must also inform the school within 24 hours or the next business day after his/her child, or any member of the immediate household, has developed any reportable communicable disease, as defined by the Virginia Department of Health.

Children should be kept at home if any of the following are present:

- a fever during the previous 24-hour period;
- an upset stomach, vomiting, or diarrhea during the previous 24-hour period;
- a heavy nasal discharge;
- a constant cough;
- fussy, cranky disposition (often the first sign of an ensuing illness); and
- symptoms of a communicable disease or virus.

Personal Belongings/Show-and-Tell Day

A coat hook, storage basket, and each child's backpack are reserved for storing personal belongings. Children are encouraged to be respectful of each other's personal property. All belongings must be labeled with the child's name.

Show-and-Tell Day is designed as an opportunity for children to bring personal belongings to school. Parents are asked to ensure that toys are not brought to school on days other than their child's assigned show-and-tell day. Parents are also asked not to allow their child to bring toy weapons or action figures which encourage aggressive play. Teachers will provide a show-and-tell day schedule for parents.

Food Allergy Aware Classroom

Due to severe allergies in our classroom, our room will be a **Peanut-Free Zone**. Parents should not send in any items for daily snack or lunch that contain peanuts. Additional information regarding how we plan to maintain a **Peanut-Free Zone** will be sent home the first week of school.

Birthday Celebrations

Parents should feel free to send cupcakes or treats for their child's birthday but are asked to notify the teacher in advance. If a child's birthday falls on a holiday or during the summer, an "un-birthday" party may be scheduled during the school year. Again, our classroom is a **Peanut-Free Zone**. Please take this into consideration when purchasing and/or making treats for the class.

Field Trips for Pre-Kindergarten Students

Pre-kindergarten teachers plan field trips to help broaden the children's educational experiences. All children in the pre-kindergarten program are welcome and invited to participate in their class field trips. Parents are also welcomed and encouraged to chaperone and/or attend. Information regarding planned field trips will be provided by the classroom teacher.

Emergency Closings and Inclement Weather

Fuqua School uses an instant alert system to notify parents by text of school delays and closings due to inclement weather. This information can also be found on the school's website, www.fuquaschool.org, and on the school's social media accounts. In addition, the following radio and television stations carry announcements of Fuqua School's closings, delayed openings, or early dismissals in the event of inclement weather conditions or other emergencies:

Radio

WVHL 93.0 FM Farmville
WSVS 800 AM Crewe

WHLF 98.3 FM South Boston
WJLC 95.3 FM South Boston

Television

WWBT Ch. 12 Richmond
WRIC Ch. 8 Richmond
WVIR Ch. 29 Charlottesville

WSET Ch. 13 Lynchburg
WTVR Ch. 6 Richmond

Please note that if there is a delayed opening for Fuqua School, morning Falcon Care will not be open. If there is an early closing due to inclement weather, afternoon Falcon Care will not be open. If school is closed for any reason, Falcon Care will not be open.

Reporting Child Abuse and Neglect

Licensed childcare providers, as well as pediatricians and other healthcare professionals, are required by law to report to authorities any suspected child abuse and/or neglect. Fuqua School adheres to this requirement.

CURRICULUM

Pre-kindergarten students are offered a child-centered environment where they are encouraged to explore and learn. Classrooms are arranged to provide opportunities for discovering concepts in language arts, mathematics, social studies, and science and for developing fine and gross motor skills, as well as skills in the areas of art, music, and computer science. Designated areas (centers) such as blocks, sand and water, manipulatives, puzzles, dramatic play, art, and computers help facilitate active learning.

The curriculum is taught through units selected for their high interest to young children. The pre-kindergarten curriculum centers on monthly themes. These units provide hands-on learning in all subject areas, as well as developmentally appropriate activities for children ages 4-5.

In addition to classroom experiences, children work each week with highly qualified extra-curricular (Specials) teachers in the areas of art, music, STEAM, physical education, Spanish, technology, advisory, and library/media.

Language Arts

Priority is placed on the acquisition of oral language, listening, and pre-reading skills. Through a wide variety of activities which focus on topics of interest to young children, language skills are integrated throughout the curriculum and develop each child's ability to:

- orally communicate feelings and attitudes;
- create stories from personal drawings or pictures;
- recite rhymes and patterns;
- tell stories and relate meaningful events;
- follow and give verbal directions;
- recognize meaningful words such as one's own name;
- use critical thinking skills; and
- begin to make decisions independently.

Math

A hands-on approach to mathematics, using manipulatives, is incorporated into the daily routine. The primary skills and concepts emphasized include:

- patterns (copying and completing);
- sorting, classifying, and matching;
- shape recognition;
- measuring;
- 1-to-1 correspondence;
- rote counting; and
- numeral recognition.

Social Studies

Social studies helps children understand their role as individuals, family members, and members of their communities. Related field trips and special visitors are coordinated with weekly themes. Celebrations of seasons, holidays, and birthdays are also part of the social studies curriculum.

Science and STEAM Lab

Science units and experiments stimulate natural curiosity and encourage young children to explore their environment and discover answers to their many questions. Our STEAM Lab will allow students to explore and create and problem-solve through science, technology, engineering, art, and math.

Art

Art activities are available daily, either in the classroom or under the guidance of the art teacher. Fine motor skills are developed as children paint, draw, cut, and glue their own creations. Children are encouraged to explore a wide variety of materials, using their own ideas rather than teacher-made patterns. While art is often a messy process, children develop confidence as creative expression is enhanced. Emphasis is on the process rather than on the product.

Music

Singing, rhythm instruments, dance, and movement are the emphasis for daily music experiences within the classroom and weekly through classes with the music specialist. Students participate in school-wide musical productions.

Physical Education

Gross motor skills and coordination are developed throughout the year in planned physical education classes. Children use playground equipment, balls, beanbags, parachutes, etc., to add variety to both indoor and outdoor activities. Children also participate in daily outdoor play, weather permitting.

Library/Media

Children visit the media center once each week. Storytime with the media specialist, activities in the computer lab and checking out books to bring home highlight these visits.

Technology

Students are introduced to the computer in the lab as well as in the pre-k classroom. Pre-kindergarten students also have access to the lower school's iPad cart. Carefully selected software and apps are used to help reinforce skills.

Social Skills and Advisory

Throughout the year, personal identity and social skills are emphasized. Children learn the importance of sharing, taking turns, and cooperating with friends, family members, and adults. A focus on the Fuqua School core values, such as responsibility, compassion, perseverance, etc. are implemented in a variety of ways in the classroom, including weekly advisory classes.

PAYMENTS AND REFUNDS

Information on payments and refunds may be obtained from Fuqua School's Admissions and Business Offices.

Fuqua School admits students of any race, sex, color, national and ethnic origin, or religion. Fuqua School is an independent school without religious affiliations.

Sample Schedule
Fuqua School's Pre-Kindergarten Program

8:15-9:00	Choice Time: Centers, Backpacks Emptied and Checked for Notes and Library Books, Lunches and Snacks checked for Names/Today's Date
9:00-9:15	Clean Up and Snack
9:15-9:30	Circle Time and/or Exploration/Learning Centers
9:30-10:30	Specials: Library, Technology, STEAM, P.E., Music, Art, Spanish, or Advisory
10:30-11:00	Circle Time and/or Exploration/Learning Centers
11:00-11:20	Outside Play (indoor play if inclement weather)
11:20-11:30	Bathroom and Hand Washing
11:30-12:00	Lunch
12:00-12:30	Outside Play (indoor play if inclement weather)
12:30-12:40	Storytime
12:40-12:45	Bathroom and Hand Washing
12:45-2:00	Rest Time
2:00-2:10	Bathroom and Hand Washing
2:10-2:45	Outdoor play (indoor play if inclement weather)
2:45-2:55	Prepare for Dismissal
2:55-3:10	Dismissal- Take Children to Buses for home or Falcon Care, or Parent Pick-Up Location

Please complete the form below, and return by **Friday, August 18, 2023** indicating you have read and understand the Fuqua School Pre-Kindergarten Parent Handbook. The Fuqua School Pre-Kindergarten Parent Handbook may be kept at home for reference throughout the school year.

I have read and understand Fuqua School's Pre-Kindergarten Parent Handbook.

Student Name: (Print) _____

Parent/ Guardian Name: (print) _____

Parent/ Guardian Signature: (sign) _____

Date: _____