

## **WELCOME**

Welcome to 3PK at Dansville Primary School! Our 3PK program is 2.5 hours per day (9:00-11:30 for AM program or 12:30-3:00 for PM program). It is filled with social experiences, language development, physical development, and lots of play. Each year, we look forward to helping the children learn and grow through their first school experience!

## **TRANSPORTATION**

Transportation is offered by the district to all 3PK students. All families should submit a Transportation Form, even if they don't plan on using school transportation. According to NYS law, children are required to be in a car seat on the bus until age 4. Our buses are equipped with car seats for all 3PK students and they will ride in car seats for the entire school year, regardless of when they turn 4. There is also an aide on the bus. A bus tag will be attached to each student's backpack to help paraprofessionals, teachers, and bus drivers get them to where they need to be. Keeping your child's schedule consistent will also help us to get him/her to the after school destination safely. If your transportation should change at any point during the school year, please call the Primary School office and send a note to school with your child.

We understand that emergencies and changes sometimes arise. If your child's transportation needs to change for a day or two, you should call the Bus Garage first to let Mr. Floyd Sick and the bus driver know as well as send a note to school so that we know here in the classroom. If your child is going to be absent, please call the Bus Garage to give your driver notice.

## **ATTENDANCE AND ABSENCES**

If you plan on bringing your child to school, be sure to arrive on time so that he/she will be able to make the most of our day. If your child will be late or absent, you should call the Primary School office at the beginning of the day. You should also send a note explaining the reason for the absence when your child returns to school.

We'll get lots of practice with sharing this year, but unfortunately, that often means sharing germs too! It is our district's Health Office policy that your child stay home if he/she has a fever, vomiting, or diarrhea within 24 hours of the start of the school day. This helps to minimize the spread of germs in hopes of keeping all of the children healthy. In turn, we will call you if your child becomes sick at school. The return policy will be the same, fever/vomiting/diarrhea free without medication for 24 hours before returning to school.

## **ARRIVAL AND DISMISSAL**

Our 3PK staff will greet students outside each morning/afternoon. The buses will use the small loop in the parking lot on the north side of the Primary School. Families who bring their children to school should use the north side parking lot. For everyone's safety, only buses are allowed in the small loop during those times. Staff will escort the students from the buses into the building through the Early Learning Center entryway. Students who come to school by car should be dropped off in that entryway as well. 3PK students will not use the main Primary School entrance for arrival or dismissal. Families who pick their children up at the end of the day should meet us outside the Early Learning Center doors at dismissal time. To ensure safety, we will

dismiss the students one by one to their caregivers who will need to sign them out before leaving. If your child arrives at school late or needs to be excused during the school day, the main doors to the Primary School should be used.

### **SNACK, SHARING, CELEBRATIONS, & SPECIAL DAYS**

It's important for our little learners to be healthy and strong. We'll make every effort to make sure their social, emotional, and physical needs are met while they're at school. One way to meet their physical needs is by taking a break to recharge and fill their bellies with a snack. We have a "community-style" snack where each child is assigned a day, about once a month, to bring in a snack for the class. All snacks should be store-bought. The children are often quite hungry by the time we sit down for snack time, so it is important that the snacks shared are nutritious and low in sugar. We have access to a refrigerator and freezer, so cold items can be sent in. Food items like cookies, doughnuts, gummies/fruit snacks, and other sugary treats should be saved for birthdays and other special celebrations.

And we do love celebrating in 3PK! We celebrate holidays, milestones, achieving goals, and more. Each child's birthday will be celebrated too! We celebrate birthdays as close to the actual day as possible. If your child's birthday doesn't fall during the school year, don't worry! We'll celebrate with an 'unbirthday' on another day.

As holidays and other special days approach, you may get a note home requesting a donation of paper products or food items to help us celebrate. These donations are optional and it's always okay to pass on sending items in.

### **COMMUNICATION**

Open communication between home and school is a crucial part of student success at all levels, even 3PK! We will make every effort to keep families informed of events, progress, and concerns at school. Should you have any information, success stories, ideas, or concerns please feel free to share them with us too!

There are many ways to get in touch. Teachers access email regularly throughout the day, so that is usually the best way to connect, but you can also call the office or classroom for urgent matters. The best times to call if you need to have a conversation are 7:45-8:45 and 3:00-3:30. If you need to change your child's transportation or have him/her leave early, please call the office, not our classroom.

Additionally, we use a great communication app called SeeSaw. SeeSaw allows teachers to securely and privately send text messages to families. It's also an effective way for parents to contact teachers. Each child will have his/her own SeeSaw account which includes a 'journal' where we will post pictures of the children and their work. The account carries over from teacher to teacher, year to year, creating a virtual portfolio of school memories for your child. Many teachers in our district use this app. Families are highly encouraged to download the SeeSaw app or sign up through email on your desktop computer as we will use it frequently for updates and daily happenings in our classroom

Each day, your child will bring a folder home in his/her backpack called a FISH folder. FISH stands for Family Involvement Starts Here. This is our most important communication tool between teachers, students, and parents. Please check the folder on a daily basis. Inside the folder you will find notes from the office, classroom, and special area teachers as well as work/crafts your child has completed at school. Looking at these items will be a great starting point for discussions with your child about school. Look through the folder with your child to help get an answer to the ever-popular “What did you do at school?” question! The FISH folder will also house important information such as the district calendar, our monthly sharing calendar, a class list, snack ideas, and current units of study. As a staff, we check these folders daily, so it is the best way for you to send in notes or other important items that need our attention. On most Fridays, you’ll also see a newsletter in your child’s FISH folder that will give you insight into our time together.

**DAILY ROUTINE**

Our 2.5 hour day goes by quickly and is filled with developmentally appropriate learning experiences and play. On a typical day, the children have free-choice play opportunities, teacher directed whole group and small group activities, snack time, and time to practice independent self-help/daily living skills.

<b>3PK AM DAILY ROUTINE</b>	
8:55-9:05	Arrival, Check-in, Morning Routine
9:00-9:40	Free Choice Playtime
9:45-10:00	Class Meeting
10:00-10:15	Snack
10:15-10:30	Story and Whole Group Instruction
10:00-11:15	Table Time (Small group activities)
11:15-11:25	Pack Up, Daily Wrap Up
11:30	Dismissal

\*The PM schedule follows similarly, with an arrival time of 12:25-12:35.