



# Welcome to The Classical Academy's Preschool and Pre-Kindergarten program!

## Age Policy

- TCA follows the Florida State Standards in regards to age
- A child must be 3 years of age by September 1st and be fully potty trained to enroll in the Preschool program.
  - A child must be 4 years of age by September 1st and be fully potty trained to enroll in the Pre-Kindergarten program.
  - A child must be 5 years of age by September 1st to enroll in Kindergarten.

TCA Preschool (3/4) Class- Children 3 years old turning 4 during the school year.

TCA PreK (4/5) Class- Children 4 years old turning 5 during the school year (or sometimes 5 years old turning 6 during the school year).

## Uniform Policy

- We follow TCA's uniform policy except for:
  1. Preschool/Pre-K students do not have to wear a belt.
  2. Preschool/Pre-K students do not have a dress up uniform.
  3. **We HIGHLY recommend velcro shoes and sneakers are the best type of shoes for school.** No sandals, boots, or Crocs
  4. They must wear socks with their shoes.
  5. Girls must wear little shorts under dresses.
- Sweaters and sweatshirts must be TCA colors, navy blue or white.
- Be sure to label all TCA sweaters and sweatshirts with their name on the tag.
  
- **Preschool and Pre-K students also need to have a regular size backpack, one that is big enough to fit a folder. Please no mini backpacks.**

## Arrival/Dismissal

- Students may be dropped off at the classroom no earlier than 8:10.
- School begins at 8:20.

## Morning Drop off

- We understand that drop off in the beginning may be emotional for your child, especially if this is his/her first school experience. Please know that your child will be safe, cared for, and loved while at school.

- If your child is having a hard time with separation in the morning, the best way to help them is to keep the goodbye brief: a hug, kiss, and reassurance that you will be back after school to pick them up.

- In our experience, it is best that if they are crying to make it a quick goodbye. The teacher will be right there to comfort, reassure them of your return, and get them started on a fun activity.

- If they continue to have very difficult drop offs, your child's teacher will help come up with a plan to make drop off time easier.

### **Car line Morning Drop off**

- You may drop your preschool/pre-k child off at the car line in the morning. Mr. L will have them wait by the fountain, and one of the preschool aides will be there to bring the students to their classroom.

- If possible, please do not use the car line to drop off your preschool/pre-k child until the second week of school. That way they have time to become comfortable with the teachers and their new classroom.

### **Half Day Students Pickup (School Day 8:20-12)**

- **Please wait in your car at the front circle drive.** One of the preschool/pre-k teachers will bring all the half day students from each class to the circle drive in front of the cross promptly at 12. Please do not come to the classroom to pick up your child.

### **All Day Student Pickup (School Day 8:20-3:20)**

- Dismissal is at 3:12 for grades Preschool-2nd grade. There are 2 ways to pick up your child:

1. Walk up to the glass doors at the front of the main building and wait till we see you. Preschool and PreK classes will be sitting there waiting for pick up. Please do not come in the building.

2. Car line- If you wait in the car line, Mr. L will call your child's name on the radio, and we will walk your child out to your car.

### **Early Pick up**

- If you need to pick your child up early for any reason, please see Ms. Redhead in the gym to sign your child out. She will then radio your child's teacher, and they will bring them out to you through the front glass doors.

### **Rainy/stormy weather during pickup time**

- If it is extremely rainy or stormy during dismissal time, then all classes will wait in the gym to be picked up. You may still do car line or walk up.

### **After Care**

- Please notify your child's teacher in the morning if your child will be in after care.

- Students who have not been picked up by 3:35 will be sent to after care, and parents will be charged the corresponding fee for their student's attendance. After care ends at 5:30.

- **In order to ensure your child's safety, we cannot release your child to anyone who is not on the pick up list. They must show a photo I.D.**  
Unfortunately, this includes letting other parents in the class take your child to the playground to wait for you.

## **Part Time Students (3 days a week)- School Make Up Days**

- If your child will be attending preschool/pre-k 3 days a week, we ask that your child only come on the days they are scheduled to attend school. **If there is no school on a day they are scheduled to attend, they may come the following day (i.e. if they are MWF and there is no school on Monday, then they may come on Tuesday). Your child's teacher will email you when this occurs. Unfortunately, they may not make up days because of illness or personal vacations.**

## **Parent/Teacher Communication**

- The best ways to communicate with your child's teacher are:
  1. *Through email.* Your child's teacher will provide you with their school email at back to school night or you can find them on the TCA website.
  2. *Set up a conference with your's child's teacher.* Drop off and pick up time can be very busy, and we want to be able to give you our full attention. If you have a question or concern please let us know, and we will pick a time that works best for everyone.
  3. *Leave a note in your child's blue folder.* Every day your child's blue folder will be sent home to be emptied and returned the next morning. We will check blue folders each morning for any notes and/or other important papers.

## **How to Report an Absence**

- If your child is absent because of illness or an appointment for which we have not been notified previously, please call the school to make us aware of the situation before 8:00 a.m. You may call early and leave a message. Please also email or text your child's teacher if they will be absent for any reason. It is critical to student safety that we know where all students are on school days. Please notify the school every day your child is to be away from school.

## **Bathroom Accident Policy**

- Students enrolled at The Classical Academy must be FULLY potty trained to be admitted in our Preschool (3-4 year olds) and Pre-K (4-5 year old) classes.

### **A fully potty trained preschool child:**

1. No longer wears diapers or pull ups at school or nap time
2. Can tell a teacher when he/she needs to use the restroom.
3. Can attend to his/her own hygiene. We understand that some children may still need help, and a teacher will assist when needed.

### **In the classroom, teachers will:**

1. Have times throughout the school day where every child will be asked to use the restroom, especially before recess and nap time.
2. Make sure the students know they are free to use the restroom any time they need to go
3. Remind students that it is important to stop playing and use the restroom when they need to go.

- We understand that children will have occasional bathroom accidents. If a child is having consistent bathroom accidents, the teacher and parents will meet to come up with a plan of action to help the child succeed at staying dry throughout the school day. For example, the teacher could remind the child every hour to use the restroom.

- If the student continues to have repeated accidents, the parents will be called to come to the school and change their child when they have a bathroom accident.

**- Everyone is asked to please bring a 1 full changes of clothes (1 top, 1 bottom, 1 pair of underwear, and 1 pair of socks) in a gallon-sized ziplock bag labeled with your child's first and last name. This change of clothes does not have to be a uniform.**

## **Snack, Lunch, and Water Bottle**

- We will let you know if there are any food allergies in the classroom at the beginning of the year.

### **Snack Time**

- Parents are asked to pack a healthy morning snack each day for their child.
- Please label as "snack" and/or put in a separate pouch of their backpack so we know it is for snack time.

### **Lunch time**

- Lunch starts at 12 for all day students
- Please pack a healthy lunch with an ice pack to keep things cold, if needed.
- We are not able to heat students lunches in the microwave.
- Pizza SRQ will be providing hot lunches each day. Please see our TCA website for more information on how to order
- We usually partner with Chick-Fil-A, Culver's, and Tijuana Flats and they alternate each Friday. More info to come on how to order.

**Please email your child's teacher weekly if they will be receiving hot lunch. Since we eat lunch in our classroom, this will help us to know whose lunch to get in the lunchroom.**

**Remember to bring a water bottle every day filled with water only and labeled with your child's first and last name.**

## Sunscreen

- Please apply sunscreen in the morning before your child arrives at school. We have two times that we go outside for recess, 9:30 and 12:30. During the first couple months, if it is too hot to go out at 12:30, then we will have indoor recess. Unfortunately, we are not able to apply sunscreen at school. But they are allowed to bring a hat or sunglasses to wear outside, if needed.

## Nap/Quiet Rest Time (1:30-2:30)

- We believe that a nap/quiet rest time is very important to each and every child for a few reasons:

1. Our day is filled with so much learning, activity, and fun! This quiet rest time helps the children to avoid becoming over tired and/or over stimulated from a long day at school.
2. They are able to learn the importance of letting their bodies and brains rest (although they do not have to go to sleep) so that they can grow stronger! And they are able to enjoy a peaceful, quiet environment while listening to a story and then classical music.
3. Many children still require a nap, so it is very important for them to get the extra rest they need.
4. Your child's teacher is also able to use that time to send important emails and work on lesson plans for the following week/month.

During our nap/quiet rest time, lights are turned off, the kids get all cozy on their mats and under their blankets, then a story will be read for the first 10-15 min. Once the story is finished, quiet classical music will be played. The children are not required to sleep, but will be asked to rest quietly on their mat. In the PreK classrooms, after about 20-30 min of rest time (around 2 o'clock) those kids that are not sleeping are allowed to play quietly on the carpet (or wherever the teacher has space) while the others sleep till around 2:30.

TCA will provide a plastic sleeping mat (Kindermat) to sleep on and an XL ziplock bag to store all your child's nap time items.

**If your child will be staying for nap, he/she will need:**

**1. Toddler Nap Mat. Here's an example:**

[https://www.amazon.com/Funhouse-Dinosaurs-Kids-Nap-Mat/dp/B0857Z9QD3/ref=sr\\_1\\_5?dchild=1&keywords=toddler+nap+mat&qid=1622759696&sr=8-5](https://www.amazon.com/Funhouse-Dinosaurs-Kids-Nap-Mat/dp/B0857Z9QD3/ref=sr_1_5?dchild=1&keywords=toddler+nap+mat&qid=1622759696&sr=8-5)

**-OR-**

**2. A small pillow (no full size pillows) and a small blanket**

**3. A stuffed animal (if they would like one)**

**- Because of very, very limited storage space, oversized sleeping bags, full sized pillows, comforters, etc. will not be allowed.**

- Nap items will be sent home in the XL Ziplock bag every 3 weeks (on Friday) to be washed and returned in the bag by the following Monday.

## **Birthday Celebrations**

-If you would like to bring in a special snack for your child's birthday, please discuss this with your child's teacher. Birthday treats will be enjoyed at the end of the day before dismissal (around 2:45). We enjoy **small** birthday treats such as mini cupcakes, cookies, popsicles, brownies, fruit, fruit snacks, etc. Your child's teacher will inform you if there are any food allergies in the class.

## **Sickness Policy**

- Children showing signs of contagious illness may not come to school. This is for the protection of your child, the other children, and the staff. If you administer medication related to the presenting condition/illness, please keep your child home until they are **symptom-free for at least 24 hours**. If your child demonstrates symptoms of illness at school, the parents will be contacted to immediately pick up their child. **The child may not return to school until he or she is symptom-free for at least 24 hours.** If your child has been ill and taken to see a physician, please provide a note from the doctor that indicates when the child is safe to return to school.

Please keep your child at home when they display any of the following symptoms and for 24 hours after symptoms disappear:

- A fever of 100° F or higher
- Diarrhea (more than three abnormally loose stools with a 24 hour period)
- A skin rash that has not been identified by a physician who has seen the rash
- Evidence of head lice, nits, scabies, or other parasite infection until treated
- Severe coughing
- Conjunctivitis ("pink eye"), a cold in the eye, or other eye infection
- Vomiting
- Severely sore throat

## **Traffic Light Discipline Policy**

- Green: Everyone starts the day on green. It's a great day!
- Verbal warning: If they continue to disobey, they will be asked to move their clip to yellow.
- Yellow: Miss 3 or 4 minutes of recess or free play time
  - \*Teacher will notify parent by email as to why he/she had to move their clip
- Red: Mr. L or Mrs. Leguizamon is asked to talk to the student
  - \* Teacher will notify parent by email as to why he/she had to move their clip

### **- Our Classroom Rules:**

1. Listen and obey the first time
2. Be patient: Wait your turn
3. Be kind: Say "please" and "thank you"
4. Share: Take turns and play nicely with others
5. Respect: Keep your hands to yourself
6. Clean up: Don't leave a mess

- If a child has to move his/her clip consistently for the same behavior, we will set up a conference with the parents to discuss ways we can all work together to help change the behavior in a positive way.

## **Learning to be Responsible**

- We love to partner together with parents to help your child learn what it means to be a responsible student. As our Preschool and Pre-K students become more familiar with the morning routine, we ask that you begin to show them what it means to be responsible for their own property.

**You can help them achieve this by encouraging and reminding them to:**

- 1. Bring their backpack, water bottle, snack/lunch every day**
- 2. Carry their own backpack to/from class**
- 3. Put own blue folder/water bottle where they go in classroom**
- 4. Sit down at the table and begin working on morning activity**
- 5. Being responsible for bringing a show and tell every Friday**

This takes some time and practice, but after just a few weeks you will be so proud of what your child can do all by themselves!

### TCA Motto:

I will do the good.

I will learn the true.

I will love the beautiful

*We look forward to a wonderful, exciting new school year!*