

Kennett Square Preschool Cooperative

Procedures

610-444-1553

www.KennettSquarePreschool.com

Please review the following procedures for KSPC. If you have any questions, please feel free to ask your child's teacher at Parent Orientation or Student Orientation. A paper copy will be included in your parent folder.

Allergies/Medical Needs:

- Please tell your child's teacher about any allergies or medical needs he/she may have.
- Only children with life saving medications (ie -- Epi Pens) are permitted to keep them at school.
- These medications **MUST** be accompanied by a KSPC Medical Action Plan, with clear instructions from the child's doctor about how the medication is to be administered. You will receive one at orientation if needed.
- All medications will be sent in a clear plastic 1 gallon ziploc bag, labeled with the child's name. The bag will include a completed and signed KSPC Medical Action Plan.

Clothing:

- Each family will send in a large ziploc bag with a complete change of clothing. Both the bag and the clothing should be labeled with their child's name.
- **Please make every effort to send in this bag at either the Parent or the Student Orientation, prior to the beginning of the school year.**

- Include a complete change of seasonally appropriate clothing -- top, bottom, socks, underwear.
- As the weather changes, we will be setting up a "seasonal clothing exchange" so your child has seasonally appropriate clothing in the event that they need to be changed. Your teacher will keep you posted about when this will occur.
- Your child should come to school in comfortable clothing that they can manipulate themselves. Elastic waistband pants/shorts are suggested. For safety and comfort, children should wear sneakers or rubber-soled shoes every day. Flip-flops, sandals, dress shoes, boots, and crocs are not recommended.
- Book bags/backpacks are not required, but may be used by parents if a need arises (ie, Show and Tell).

Bicycles:

- Every student must wear a helmet when riding a bike, scooter, or when using a wagon. Please label the helmet and make sure it is fitted correctly to your child. All children must ride within the areas marked off by the cones. Classes will go outside to play every day that weather is permitting. (We supply bikes, wagons, scooters)

Birthdays:

If you wish to send something to school for your child's birthday, remember that it does NOT have to be something to eat . . . consider sending a sticker or pencil instead of a sweet treat. If you would like to send food, mini muffins, mini cupcakes, and donut holes work best (think small). **Also, if going the food route, please remember to refer to the school snack list, as all treats must be peanut and tree nut free!**

Drop Off: 8:55-9:10 (AM Class Session) 12:00-12:10 (PM Enrichment and Lunch Bunch Sessions)

- A **drive through drop off procedure** will be used in the morning.
- **Please keep in mind that our children and teachers are walking back and forth, and adjust your speed, accordingly.**
- Any papers/payments handed in during drop off must be placed in the designated bag/bin by the parent/caregiver dropping off.
- **Enrichment and Lunch Bunch Arrival:** If your child is in a morning session on the day of their enrichment or lunch bunch class, their teacher will walk them to their enrichment/lunch bunch class. If they do not attend a morning class, you will be responsible for walking them in to the lobby to a staff member who will get them to their enrichment/lunch bunch class.

Pick Up: 12:00 (AM Session) 3:00 (PM Session)

Doors will be unlocked 5 minutes before dismissal time.

- Adults picking up will **enter through the FRONT door of the school**, and wait outside of the child's classroom until the teacher dismisses.
- After the child has been dismissed, **please exit through the BACK door of the school.**
- If someone other than a parent is picking up a child, the teacher must be made aware of this **in writing**. (If this is a regular occurrence, such as a nanny, please fill out the form your teacher will provide, indicating this is a safe person to pick up your child. If it's a one time occurrence, such as a playdate, a written note that day, including name and contact info of the person picking up, is all that is

required).

- If you are in need of assistance with dismissal, (ex: early dismissal, new baby, health condition that prevents you from entering the building) please contact your teacher, and arrangements will be made.

Emergency Contacts:

Please make sure that you always have 2 emergency contacts who can get to the school within 10-15 minutes, if necessary. Please provide the name and contact information of anyone who will be picking up your child. Also, please notify your teacher with any contact, address or phone changes. All documentation must be on file **before the child attends the first day of school.**

Gym:

Please remember that your child should wear sneakers or non marking soled shoes on Gym days. (Your teacher will give you a class calendar for Gym dates).

Activity Fee:

At the beginning of the school year, we will be collecting an "Activity Fee" in order to purchase both water and snacks for daily use in the classroom. This will also help supply activities and treats for holiday parties and other special events. The fees are as follows:

5 day classes, \$100/yr; 3 day classes, \$80/yr; 2 day classes, \$70/yr

Illness:

While we will not ask parents to fill out a screening form, we are asking you to thoroughly check your children before coming to

school (fever over 100.4, coughing, runny nose, sore throat, diarrhea, or excessive tiredness or irritability.) **If a child is displaying symptoms, he/she should not come to school.** We want to keep all of our children healthy and happy.

Safety Rules:

All doors will be locked after the car drop off line, and will remain locked until 5 minutes before dismissal time. Fire drills and safety drills are conducted regularly throughout the school year. At least 2 staff members will accompany the children on the playground at all times. **Parents will be given playground rules for after-school playground use. PLEASE follow these rules.

Show & Tell:

Children are asked to bring in a show and tell item, according to the teacher's schedule. Include your child in selecting an item. Toy weapons, guns, swords, etc. are not permitted.

Snow Closings:

We follow the KCSD closing/delay schedule. Information will be posted on NBC 10. You will also receive an email blast. (Please see the sheet included in the Parent Folder).

Website:

The school website is www.KennettSquarePreschool.com. Please refer to the website for information on calendars, upcoming events, newsletters, registration, etc.

Enjoy the year and please do not hesitate to contact the school or your child's teacher with any questions or concerns you may have!