

2023-2024

Farrell Pre-K

Family Handbook



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Mission of the Farrell Area School District

- The Mission of the Farrell Area School District is to work collaboratively within the community to foster a dynamic standards-based curriculum within a safe, educationally-managed environment. Facilitated by a caring professional staff, opportunities abound for all students to become actively engaged as productive, responsible life-long learners empowered to meet the global changes and needs of a culturally diverse society.

School Contact Information

- Dr. Lora Adams-King - Superintendent
E-mail: ladams-king@farrellareaschools.com
Phone Extension: x1300
- Dr. Emily Clare - Elementary School Principal / Curriculum Director
E-mail: eclare@farrellareaschools.com
Phone Extension: x1304
- Mr. John Seybert - Special Education Director
E-mail: jseybert@farrellareaschools.com
Phone Extension x1216
- Ms. Margaret Principi - Administrative Assistant
Elementary School Phone Number: (724) 509 - 1114
- Miss Isabella Rapone - Teacher
E-mail: irapone@farrellareaschools.com
Phone Extension: x1152
- Mrs. Caitlin Elder - Teacher
E-mail: celder@farrellareaschools.com
Phone Extension: x1139

Class Size and Student/Staff Ratios

- At Farrell Area School District, we uphold a teacher student ratio of 1:15. We work very hard to ensure that all Pre-K classrooms also have a classroom aide on a daily basis.

School Term/Length of Day

- Our Pre-K program follows the instructional schedule and calendar of the Farrell Area School District. Classrooms in Pre-K through 2nd grade start at 8:00 a.m. and dismiss at 2:40 p.m. Students can arrive beginning at 7:45 a.m. On Early dismissal days, Pre-K students are dismissed at 1:30.

Transportation

- Parents/guardians are responsible for the transportation of students to and from school.

Arrival/Departure Procedure

- When dropping off or picking up students, please stay in your vehicle and a Farrell Area School District staff member will assist your child in or out of the car at door 17. The District also utilizes Pikmykid, an app to assist with the dismissal process.

Late Arrivals/Early Pick-up/Late Pick-up

- Any student arriving after 8:00 a.m. will need to be signed in at Central Administrative Offices.
- If your child needs to be picked up earlier than the normal 2:40 p.m. dismissal time, please communicate this with the teacher and school with a note. Parents will need to enter the Central Administrative Offices with identification. Our security personnel will call the elementary office, and your child will leave with you through the Central Administrative Offices. Please make every attempt to schedule appointments after the instructional day has ended.
- There is no after school care provided by the Farrell Area School District for Pre-K students. Please pick up your child promptly at 2:40 pm. Frequent late pick-up will result in meeting with an administrator.

Breakfast and Lunch

- All students are eligible for a free breakfast and lunch while enrolled in the Farrell Area School District Pre-K program.
- If you are packing a lunch for your child, please be advised that children will not have access to a refrigerator or microwave.

Food Allergies, Dietary Restrictions, etc.

- Please inform School Nurse and Pre-K staff if your child has a food allergy/sensitivity or dietary restriction. There is a section on the student health forms to indicate if your child has an allergy/sensitivity or dietary restriction. Arrangements will be made with the food service staff to ensure meals and snacks are appropriate and safe for all children.

Health Screenings

- Vision, hearing, and height/weight screenings will be completed by the school nurse during the school year.

Dental and Physical Exam

- A required dental and physical exam is due within the first 6 months of school.

Emergency Card

- An emergency medical form must be completed and turned in. This form provides information on the student's health history, emergency numbers, permission to screen, permission to give over-the-counter medication, and a HIPAA privacy section. A student cannot be treated in the health room without the signed and completed emergency medical form.

Immunizations

- Immunization forms must be turned in before the first day of school. If your child does not meet the requirements and is missing their latest dose, the remaining vaccines must be received within 60 days of the first day of school and updated immunization records must be turned in.
 - 4 doses of tetanus, diphtheria, acellular pertussis (last dose on or after 4th birthday)
 - 4 doses of polio (last dose on or after 4th birthday and at least 6 months after prior dose)
 - 3 doses of hepatitis B
 - 2 doses of MMR (measles, mumps, rubella)
 - 2 doses of varicella or evidence of having had the chickenpox disease
 - 2 doses of hepatitis A
 - 1-2 doses of influenza (must have 2 initially, then can be 1 dose yearly during flu season)

Medication Policy

- In general, medication will not be given during the school day unless absolutely necessary. If it is necessary, all medication shall be administered only by the school nurse. Please contact the school nurse for further specific guidelines that must be followed. These include the prescribed medications that must be in a container from the pharmacy labeled with the student's name. This must be accompanied by signed, written instructions from the physician and authorization from the parent on a form provided by the school. No student is to bring medicine to school.
- If your child is prescribed an inhaler or epi-pen, please be sure to bring one in for the nurse to keep during the school year.

Health and Nursing Services for Students

- The nurse is responsible for the maintenance of health records, routine health screenings, parental contact concerning health problems, care of minor injuries, and assistance in health teaching. Please be sure to contact the nurse if your child has any unusual health problems.

Toilet Training Policy

- All students enrolled in the Farrell Pre-Kindergarten must be toilet trained. This includes being able to notify the teachers when they need to use the restroom, undressing/dressing themselves independently in the bathroom, and wiping themselves independently.
- In the event of an accident or if a student is unable to clean and change themselves independently, the parents will be called to provide assistance.
- In the event that a student is having repeated/frequent accidents, enrollment in the program is subject to reevaluation.

Student Supplies/Dress Code

- Please send your child with a regular school-age backpack.
- At the beginning of the year, teachers will send home a bag for you to provide an extra set of seasonal clothing in case of an accident.
- Students are required to wear shoes that have an attached back or strap.
- Please send your child with appropriate outer wear. We go outside for recess daily, weather permitting.

Suspected Child Abuse/Neglect

- Whenever there is reasonable cause to suspect child abuse, school officials are required by law to report these cases to the appropriate authorities. These agencies have the legal right to interview students at school without parental consent.

Curriculum and Assessment

- The Farrell Area School District Pre-K program utilizes Wonders, Foundations, and Heggerty ELA Programs, as well as Eureka Mathematics Program, to ensure students are Kindergarten ready.
- Early development screenings are conducted during the registration process by Farrell Area School District staff. Families and staff will complete two screenings:
 - ASQ3- screener for possible delays in physical, cognitive, and communication areas and
 - ASQSE-2- screener for possible delays in social and emotional areas.
 - Children who qualify for early intervention services can receive those services during the school day.
 - If your child has a behavioral health technician, please make sure they are aware of Pre-K school day hours to ensure they are present at the appropriate times.

Behavior Policy

- Farrell Pre-Kindergarten students are learning to be independent and make their own choices. Sometimes those choices can cause conflicts. Our focus is to turn these situations into teachable moments where we can help the students learn to make better choices with their interactions with their peers, teachers and others.
- Each classroom will be using a behavior management program that best suits their classroom structure. All classrooms will place emphasis on a positive approach to behavior management. Time is spent introducing and explaining the classroom rules and expectations. A combination of verbal and non-verbal cues will be used as reminders and positive reinforcement and redirection will be implemented to help guide students towards good choices and behaviors.
- Biting, spitting, hitting and the use of profane language are unacceptable. In the event these types of behaviors are used, the student will be immediately removed from the activity and the teacher will speak with them about their behavior. Teachers will also discuss these matters with the parents to enlist their cooperation and support. Continued use of these types of behaviors can be grounds for removal from the program.

Parent Conference Resources

Communication between home and the District is essential to ensure the academic success of every child. It is for this reason that parent-teacher conferences can be scheduled upon the request of the parent or the teacher. Please contact your classroom teacher to schedule a meeting. Below is an example of our conference form that will be used to guide our discussion and keep track of any concerns that may need attention from outside agencies.

Farrell Pre-K/K-4 Parent/Teacher Conference Summary Form

Child's Name: _____ **Date:** _____

Child's Teacher: _____

Staff in Attendance: _____

Parent/Guardian(s) in Attendance: _____

Summary of what was discussed: _____

Next Steps: Follow up with MIU4 (mark if information was provided) Yes _____ No _____

Follow up with Psych Eval (mark if information was provided) Yes _____ No _____

Follow up with BHT agencies (mark if information was provided)

Other: _____

Date of follow up meeting if necessary: _____

Parent Signature: _____ **Date:** _____

**Mark if parent received copy of summary form -* Yes _____ No _____

School-Wide Positive Behavior Support

- School-Wide Positive Behavior Support (SWPBS), is an evidence-based discipline practice. School-Wide Positive Behavior Support promotes appropriate student behavior and increased learning across all educational environments.
- The goal of SWPBS is academic and social success. We have established clear rules for the behaviors expected in all areas of our school.

Farrell Students are: B.L.U.E. and GOLD

B- Be respectful

L- Live responsibly

U- Uphold integrity

E- Encourage others

Special Events

- Birthdays/Celebrations-We understand that a child's birthday is a very important day for them and their family. We have developed the following guidelines to assist in observing birthdays/celebrations.
- It is the parent's responsibility to contact their child's teacher to seek permission to bring non edible treats to school. Non-edible treats are to be dropped off at the office.
- Due to an increasing number of children being sensitive or highly allergic to some ingredients no edible treats are permitted to be distributed.
- The school will not deliver flowers, gifts, or balloons to the classroom to observe birthdays/special occasions. These items can become distractions and some children have allergies to latex balloons.
- Birthday party invitations may not be distributed in school.
- Below are some suggestions of non-edible treats:
Stickers, pencils, erasers, crayons, colored pencils, bookmarks, donation of a book to the classroom or the school library in honor of your child.

Involvement with Media

- Pictures, videotapes or other images of students may be taken or used throughout the school year and sent to local newspapers or used on the school website, social media, or advertisements for student, school, or program recognition. Please indicate on the media release form if you do not want your child's picture, videotape, or other image used. Otherwise, failure to do so will serve as permission to use their image.

Emergency Drills

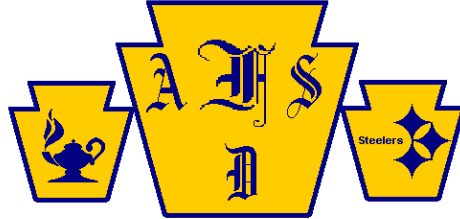
- Fire, lockdown, tornado, and evacuation drills are held for all children and staff. Drills are practiced throughout the year. In the event of an emergency, parents are requested to NOT phone the school or attempt to enter the school. Parents will be notified of any problems as soon as emergency needs are met. Every teacher is trained for emergency drills and has a copy of the Crisis Management Plan.

Inclement Weather

- For inclement weather, parents will be alerted on ParentSquare. Please make sure the elementary office has updated contact information so you can receive calls as well. When there are delays, students should report two hours later than the original schedule. There is NO breakfast served when there is a school delay.

2023 - 2024 Student Handbook Signature Page

Farrell Area School District



Parents/Guardians, Please review the Farrell Pre-Kindergarten Family Handbook. Included in the handbook is essential information regarding program policies and procedures. Once you have read the handbook, please sign and **return this form to your child's teacher on the first day of school.**

I, _____ acknowledge that I have read and understand the policies and procedures outlined in the **Farrell Pre-Kindergarten Family Handbook.**

Student's Name: _____ Teacher: _____

Parent Signature: _____ Date: _____