

Lakeforest Elementary School  
**Prek Family Information Packet**

**Teacher: Ms. Vernon**

**Teacher Assistant: Mrs. Fuller**

***2017-2018***

**Keeping Up with Classroom News**

Facebook: Lakeforest Prek

Monthly Newsletters: We will send home a newsletter at the beginning of each month to share classroom news, announcements, and other important information

Daily Communication Folders: We send home communication folders every day to share a little bit about your child's day and other important information. Please read, sign, and return each day.

**Meals At School**

Students will be served free breakfast and lunch each school day

Bag lunches are optional

Inform staff of any food allergies

**Things Your Child Should Not Bring To School**

Toys of any kind, unless requested for a unit of study

Real or toy weapons or toys with weapons or ammunition

Medications, unless requested and a medical plan is in place

**Family-Child Monthly Activities**

Each month we will either host or send home a fun activity for our families and children to participate in together. We hope to see all our parents throughout the school year, and encourage learning at home and school!

**Safety Reminders**

Children **MUST** be walked to the classroom and signed in every morning.

Drive slowly on school property.

Never leave a child unattended.

Always carry PreK passes when dropping off and picking up students.

Park in visitor's parking spaces at pick up and drop off.

**Extra Clothes**

Please send in a full change of clothes including a shirt, pants, underwear and socks.

The extra clothes are for emergencies or accidents only. We will not be changing your child's clothes if they get a little dirty.

**Arrival Procedures**

\*Students may be dropped off starting at **7:20 am** in our classroom. The tardy bell will ring at **7:50am**. You will have a "school" pass to show the front office when you walk by with your child. Please walk your child into his/her class and sign them in using the sign

in book by the door. You can park out front in the **visitor's parking spaces** at the front of the parking lot.

\*Students need to be on time **everyday**. Children will not be accepted before 7:20 am. If a student arrives after 8:10 am, they will **not be accepted to class** unless out for a medical appointment and you have a note from the doctor's office. We want our children to be here on time so they can get the most out of their school day. Excess tardies could result in removal from the preK program. Please see your NC PreK Handbook for more information on tardy consequences.

\*If you are having car trouble, please call the office and notify staff.

### **Dismissal Procedures**

\* Park in the **visitor's spaces** at the front of the parking lot. To pick up your child, make sure you have your PreK pass. You will need to wait **outside of the school's front doors** where we will bring the students to be signed out at 2:00. We look forward to telling you all about your child's day at school!

\*Dismissal is at 2:00pm. Please be on time to pick your child up. Any child picked up after 2:10pm is considered late. Please see NC PreK handbook for late pick up consequences.

\* If your child is going to be picked up by someone other than you, please let us know that morning and write a note with the person's first and last name. If your child goes to daycare in the afternoons or should start going to one, please let us know. We want all of our children to get home safely! If your child does go to daycare in the afternoon it is your responsibility to call the daycare if your child is sick that day or is not going to the daycare in the afternoon.

\* If you must come early to pick up your child, please go to the office and they will call the classroom for your child and we will meet you with them. **Early dismissals are not permitted before 2:00pm without a doctor's note.** Early Dismissals count the same as a tardy, please see NC PreK handbook for late pick up consequences.

### **Health Policies from the NCPK Handbook**

Review health policies.

Do not send sick children to school! We all want to stay healthy!

Review the policy for sick students to be picked up promptly.

Wait **24 hours** after symptoms have disappeared to return child to school.

\* Make sure we have three working contact numbers for sickness and emergencies, and update us with any number changes

No smoking is allowed anywhere on school property.

We look forward to a great year with both you and your child! Please feel free to call at 252-756-3941 or email [vernonal@pitt.k12.nc.us](mailto:vernonal@pitt.k12.nc.us) if you have any questions, comments, or concerns. We are always here to make sure your child learns all they can and has a great preschool experience!