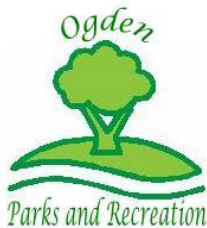


O_{gden} **C**_{ommunity} **C**_{enter} **P**_{reschool}

PARENT HANDBOOK 2018-2019

3 Years Old Preschool & Pre-Kindergarten Programs

**TOWN OF OGDEN
PARKS AND RECREATION DEPARTMENT**



269 Ogden Center Road
Spencerport NY 14559



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www.odgenny.com

www.odgenny.com/YourGovernment/ParksandRecreation/PreschoolPrograms.aspx

QUICK REFERENCE GUIDE

Please utilize this handbook as a supplement to the general information in your Registration Packet. Read the document carefully and keep it handy, as a reference throughout the year.

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IMPORTANT DATES IN CHRONOLOGICAL ORDER

- **Monday 8/20: Two photos of your child need to be dropped off or mailed to the Recreation Office**
- **Backstage Pass Events:**
Stop by the classroom and say, "Hi!" Wednesday, 9/5, Thursday, 9/6 or Friday, 9/7 from 10:00am – 11:00am

Call or e-mail us if you are interested in a brief classroom visit, but cannot attend any of the "Backstage Pass Events."
- **FIRST DAY OF CLASS:**
Pre-K program – Monday, 9/10/18
3s- Tuesday, 9/11/18
- **LAST DAY OF CLASS:**
3s- Thursday, 6/6/19
Pre-K program - Friday, 6/7/19
- **CLASS PICTURES:**
3s - Tuesday, 9/25/18
Pre-K - Wednesday, 9/26/18

HOLIDAY PARTIES:

- **Halloween:**
3s - Tuesday, 10/30/18
Pre-K - Wednesday, 10/31/18
- **Winter Holidays:**
Pre-K - Wednesday, 12/19/18
3s - Thursday, 12/20/18
- **Valentine's:**
Pre-K - Wednesday, 2/13/19
3s - Tuesday, 2/14/19

PRE K GRADUATION: MONDAY, 6/10/18

- **THE AM PRE K CLASS WILL GRADUATE AT 10AM IN THE TOWN BOARD MEETING ROOM.** The AM Pre K class graduates should arrive no later than 9:45. **THE PM PRE K CLASS WILL GRADUATE AT 1PM IN THE TOWN BOARD MEETING ROOM.** The PM Pre K class graduates should arrive no later than 12:45.
- **END OF YEAR PICNIC** will be **Tuesday, 6/11/19, from 10:00am - 12:00pm** in Owens Lodge at Pineway Ponds Park. This picnic is for the Three Years Old and Pre-K programs' students and their families.

SCHEDULE OF PRESCHOOL CLOSINGS

We follow the Spencerport School District Calendar

*** Please note, we are IN session for all Spencerport School District Half Days**

Friday, 10/5/18	Superintendent's Conference Day
Monday, 10/8/18	Columbus Day
Monday, 11/12/18	Veteran's Day
Wednesday, 11/21/18 - Friday, 11/23/18	Thanksgiving Recess
Monday, 12/24/18 - Tuesday, 1/1/19	Holiday Recess
Monday, 1/21/19	Martin Luther King Jr. Day
Monday, 2/18/19 - Friday, 2/22/19	Mid-Winter Recess
Monday, 4/15/19 - Friday, 4/19/19	Spring Recess
Friday, 5/24/19 - Monday, 5/27/19	Memorial Day

A Typical OCCP Day

Our preschool day has a similar schedule for our three years old program and our Pre-K program with developmentally appropriate differences embedded in planned activities.

Table Activities Time - As we ease into our class day, there will be free play with toys/games and a teacher facilitated fine motor activity (2 for Pre-K), followed by clean-up.

Teacher facilitated fine motor activity is one-on-one or small group:

For 3 yr olds – We start with pre-writing activities and in January introduce cutting

For Pre-K – Cutting/gluing activity (reflecting our theme, art project, or academic skill)

Handwriting (In September we introduce and practice writing our name and then we transition to our writing program to learn all uppercase and lowercase letters)

Open choices during Table Activities Time:

Gross Motor Center
Cognitive and Fine Motor Centers
Literacy Center
Listening Center

Circle Time - Morning Greeting, Weather Report, (Calendar for Pre-K), theme related story, and Centers Talk (we discuss the choices available in the classroom that day).

Centers Time - There will be games, activities, and a process-art project related to our monthly theme.

Open choices during Centers Time:

Art
Science Table (changes weekly)
Dramatic Play (changes monthly to reflect the theme)
Gross Motor Center
Cognitive and Fine Motor Centers
Literacy Center
Listening Center
Writing Center for Pre-K (students independently practice learned material)

Music and Movement - We have an Ipad with speakers to lead and facilitate lots of music-related fun. We also teach some basic child-friendly Yoga poses which are posted on the wall near the Circle Time carpet.

Snack - We provide snack and juice/water.

Gym/Playground** - We provide approximately 15 - 30 minutes of exercise through gross motor activities/games.

**We also allow flexibility within our structured schedule. Weather, class dynamics, or an individual child's needs can affect the schedule. We may start our day on the playground/in the gym OR we may end our day on the playground/in the gym.

- **DROP-OFF AND PICK-UP:** Parents/caregivers are expected to bring their children in/out of the building. **Please bring your children into the building using the Main Town Hall Entrance**, located in the middle of the building. As another measure of security, the **doors at the south entrance will *be locked between the hours of 8:45am-3:15pm***. Parents/caregivers are required to sign their children in and out of school each class session.

Drop-off occurs at the end of the hall, across from the Preschool Parent Board. Please hang any coats/garments/backpacks on the coat hooks by the Parent Board. Each child has a cubby in the classroom, but they are small and intended for art projects/paperwork and are shared with children attending class on opposite days.

At the start of class, parents/caregivers are welcome to walk up the stairs with us and visit the classroom for a couple of minutes. If parents/caregivers miss our “class greeting” by the Parent Board, parents/caregivers will need to bring their children to the classroom and sign-in. At the end of class, parents/caregivers pick up their children upstairs in the classroom. Sometimes, pick-up will occur in the Gymnasium or at the Playground.

Please make us aware of others, such as grandparents, car pools, babysitters, etc., who will drop off or pick up your child. We require a written note from the parent giving permission to anyone not listed on the authorized pick up list. We will ask for photo identification from anyone we do not know initially.

It is important that parents/caregivers observe **cubby etiquette**. Cubby etiquette refers to emptying your child’s cubby at the end of class to ensure the contents go home in a timely manner and important letters/notices are not missed. Please remember, children share cubbies and on the reverse side of your child’s cubby is a picture and name of another child who utilizes the same cubby on different days.

- **LATE PICK-UP: Children must be picked up promptly by 11:30 am for the morning session and 3:00 pm for the afternoon session. A late fee of \$1 per minute per child will apply.**

If there is an emergency, please contact us or have another authorized person pick up your child. In the event we cannot reach you or an authorized person by 12:00 pm/3:30 pm, Child Protective Services and the Town of Ogden Police Department will be notified.

- **Independent Bathroom Skills:** As stated in your Registration Packet, there is a program policy that prohibits diapers/pull-ups in the 3 years old and Pre-Kindergarten classes. The expectation is children are independently using the bathroom; this includes pulling up/down underwear and pants, using the toilet, wiping themselves, flushing, and washing/drying hands.

If you have concerns about your child using the bathroom, please discuss it with us. We will actively work with you and your child to support his/her independent bathroom skills. Accidents are very common in the first couple of weeks of school and should not be treated as a stressful event for your child or you.

- **Communication:** We utilize multiple modes of communication including e-mails, our Parent Board, a second bulletin board outside the classroom door, letters/notices in children's cubbies, "conversation starters", and newsletters. Our Monthly Newsletters are very informative and will be distributed at the beginning of each month. These will provide information about monthly themes, activities/projects, events/dates to remember, and field trips. "Conversation starters" is a white board located by the entrance of the classroom. Envision the information on that board as a snapshot of your child's day at school. It will tell you the title and author that we read during circle time and what we did in art. You can use this information as a jumping off point when asking about your child's day.

Please make sure we have your most up to date e-mail address. You can always contact us via e-mail at occpreschool@ogdenny.com or via phone at 585.617.6173

www.ogdenny.com/YourGovernment/ParksandRecreation/PreschoolPrograms.aspx

Bookmark the above web address to find links to all OCCP information.

- **Art:** We engage predominately in process art. Sometimes, especially during holidays, we do arts and crafts type projects. Process art allows children the freedom to explore with new and different materials and techniques. Even when a project is meant to represent something, the children make the key choices that create a piece that is as individual as they are. For example, if we create an ocean, the children choose where the real or fake pebbles get affixed, where the fish or ocean animals live, what color paint to use (all blue or maybe some green and white too), how much glue is needed, etc. Also, when introducing a new tool or technique we will model how to use it or suggest what to do, but after the initial introduction it is up to the children

what they do. The philosophy of process art is important because when the children practice their cutting and writing skills there are limited choices.

- **Field Trips:** We plan approximately one field trip every other month. Field trips take place during class time. Parents/caregivers are responsible for transportation and must stay for the duration. Field trips may be scheduled in the morning or afternoon, and they replace the class sessions for the day.
- **Birthdays:** Celebration of your child's birthday in the classroom is optional. If you choose to celebrate your child's birthday in the classroom we offer some options. A portion of the end of class time is used to celebrate this special day. If you wish to send a treat for all to share, please consult with your child's teacher a few days ahead. We will remind you of any food allergy concerns. The birthday child's parent(s)/caregivers are invited to join us for the last 15-30 minutes of class for the celebration. Parents who wish to bring in a special story to read may do so at this time.
- **Class Parties:** We will celebrate Halloween, Winter Holidays, and Valentine's Day with class parties. These are special days when we may ask for parent participation. We plan special activities and projects for parties and we will provide a sign-up sheet for donations of supplies or snacks.
- **Snacks:** We provide snacks and water/juice for the children, but donations are always welcome.
- **Behavior Management:** Expectations need to be clear **AND** consistent, so children can meet those expectations.

A child is in control of his/her own behavior; we serve as a guide for their behavioral "choices." Reminders, re-direction, positive reinforcement, and modeling are typical ways of handling behavioral situations.

We model for children appropriate ways to "use their words" and interact with peers and toys. We also employ a technique we call "look at my nose." Many children find it difficult to make/maintain direct eye contact, so we get down to their level and tap our nose saying, "look at my nose." When children focus on your nose they don't realize they are also making eye contact which is a key component of effective communication.

Occasionally, a child will be invited to the "rest rug" for a couple of minutes for repeated difficulties or aggressive behavior. The "rest rug" provides a safe place for a child who may be feeling frustrated to gather his/her emotions. Most times, a child will be invited to make a choice before needing to visit the "rest rug". They can make "better" choices by changing their

“words” and/or behavior or they can decide to visit the “rest rug” to think about it some more.

- **Separation Anxiety:** It is very common at this age for children to experience some separation anxiety when beginning school, this includes coming back to school after extended weekends or school breaks. We find that **prompt arrival** to school, as well as prompt pick-up, creates a comfortable and reliable routine. We encourage parents to give a hug and kiss goodbye and let us take the child from them. If you are concerned, you are welcome to call our classroom 15 minutes after leaving. At that time, we can tell you how your child is feeling. Most times children only take a few minutes to transition to active play. Please remember the biggest piece of advice we can impart to you: Separating from your child is harder for you than it is for your child. Your child responds to your emotional output (unintentional or not), so if you are happy and positive about separating they will begin to transition more easily.

General Program Details

3 years old program:

- Daily Schedule
 - Table Activities- As we ease into our session, there will be free play with specific toys and games, followed by clean-up.
 - Circle time- Morning greeting followed by weather and story
 - Centers- There will be games, activities, and a process-art project related to our monthly theme.
 - Music and movement
 - Snack
 - Gym/Playground- We provide approximately 15 - 30 minutes of exercise through gross motor activities.

Please note: Our daily schedule is flexible. We will make variations and/or accommodations to the schedule for some of the following reasons: group dynamics, hungry children, and/or antsy children.

- Goals
 - Socialization and making new friends through language, play, and activity
 - Recognition of their names, shapes, colors, numbers, counting and the alphabet
- Curriculum Checklist
 - We conduct informal and formal assessments in developmentally appropriate areas, using a Curriculum Checklist.
 - The checklist is mailed home and parents may schedule a conference to discuss; this is only done once a school year.
 - A blank Curriculum Checklist for both programs (age groups) is enclosed in the Welcome Packet, so you have an understanding of the areas we will be assessing.

General Program Details

Pre-K program:

- Daily Schedule
 - Table Activities- As we ease into our session, there will be free play with specific toys and games, followed by clean-up.
 - Circle time - Morning greeting followed by weather, calendar and a story
 - Centers- There will be games, activities, and a process-art project related to our monthly theme.
 - Letters of the Day- each day we focus on recognizing and properly forming the letters of the day, following the Kumon method.
 - Music and movement
 - Snack
 - Gym/Playground- We provide approximately 15 - 30 minutes of exercise through gross motor activities.

Please note: Our daily schedule is flexible. We will make variations and/or accommodations to the schedule for some of the following reasons: group dynamics, hungry children, and/or antsy children.

- Goals
 - Readiness for kindergarten, focusing on preschool skills, independence, and communication
 - Strengthening of cognitive and fine-motor skills, including: alphabet letters, numbers, cutting, gluing, writing and recognizing names, addresses, and phone numbers
 - Strengthening of gross-motor skills
 - Continued practice of listening and cooperation
- Curriculum Checklist
 - We conduct informal and formal assessments in developmentally appropriate areas, using a Curriculum Checklist.
 - The checklist is mailed home and parents may schedule a conference to discuss; this is only done once a school year.
 - A blank Curriculum Checklist for both programs (age groups) is enclosed in the Welcome Packet, so you have an understanding of the areas we will be assessing.

Pre-Kindergarten Writing Program

OCCP follows the Kumon writing method, which introduces the letters from easiest to most difficult to form. For example, the letter “L” is first because it is a straight line down and a straight line across. After straight lines, forming diagonal lines will be introduced, and then letters with curves.

When we introduce/practice writing letters, we will use lined paper or white boards. There are three lines. The top and bottom lines are solid and the middle line is dashed. We refer to the top line as the “head” line, the middle line is the “tail” line, and the bottom line is the “feet” line. These names help when we demonstrate and describe for the children where the writing implement needs to start and stop during letter formation.

During the first few weeks of the school year, we will be working on writing our names with the first letter capitalized and the remainder in lowercase. There will be a strong focus on using proper letter formation skills.

After working on our names, we will begin with the uppercase letters, learning/practicing one or two letters a day, in the following order:

L T H I F E X V Y N Z A K M
W D P B R J U S C G O Q

Then we will segue into the lowercase letters:

l t i j f v w r n h m x y z
k s c o e u a q g d b p

Kindergarten Readiness Checklist

Personal Information

1. Knows his/her full name
2. Knows his/her address and telephone number
3. Knows his/her birthday and age

Academic Skills

1. Recognizes shapes (square, circle, triangle, rectangle)
2. Can sort items by color, shape and size
3. Can identify six parts of his/her body
4. Understands concept words such as: in, out, up, down, behind, over
5. Counts from 1 to 10
6. Recognizes at least five colors
7. Can write his/her first name (with a capital letter at the beginning followed by lower case letters)
8. Recognizes his/her written name
9. Can recite the alphabet

Social Skills

1. Uses words instead of being physical when angry
2. Speaks clearly and can articulate words
3. Plays with other children
4. Follows simple directions
5. Expresses feelings and needs
6. Uses the bathroom independently
7. Waits his/her turn and shares
8. Speaks in sentences
9. Asks questions about things in his/her environment
10. Enjoys having books read to him/her
11. Can tell a story about a past event
12. Says "please" and "thank you"
13. Can spend extended periods away from Mom and Dad

Fine Motor Skills

1. Puts a 10-12 piece puzzle together
2. Holds scissors correctly
3. Holds a pencil or crayon properly
4. Can zip/unzip coat independently

Gross Motor Skills

1. Runs, jumps, and skips
2. Walks backward
3. Walks up and down stairs
4. Puts on/takes off sneakers, boots, and outdoor clothing independently

SUPPLIES LIST

****PHOTOS OF YOUR CHILD ARE NEEDED BY MONDAY, 8/20****

All other supplies can be dropped to the classroom or the Ogden Parks and Recreation Office any time prior to the first day of school. Please ensure all supplies are labeled with the child's first and last name.

ALL Classes

Two recent photos of your child, labeled with your child's first and last name on the reverse side – *****images may be a duplicate or you can provide two different images. We will be laminating your photos for classroom use and they will be returned to you at the end of the school year

One Family Photo, labeled on the reverse side

A sturdy Take Home Folder for daily communication between school and home

Complete Change of Clothes –

sweater/sweatshirt, pants (**no shorts**), shirt, underwear, and socks. Please label everything and secure in a labeled ziplock bag(s)

Pre-K Classes

Fine Tip Markers (personal writing use) - **OPTIONAL – soft pencil case

24 pack of crayons (any assortment)

3's Classes

Markers (class use)

Box of Ziploc Sandwich Bags

THIS IS A PRIVATE DOCUMENT; PLACED IN YOUR CHILD'S PERSONAL FILE AND ONLY VIEWED BY THE TEACHERS

Please complete the following information about your child. This will help us get to know him/her more quickly and create an environment that suits everyone's needs.

Child's Full Name: _____

Nick Name (if any): _____ DOB: _____

Immediate Family Members: _____

What are some of your child's favorite activities?

How long has your child been using the bathroom? What is his/her bathroom routine?

Please describe your child.

What are your goals for your child at The Ogden Community Center Preschool?

On the reverse side of this paper, be sure to include vital information such as Severe Allergies, Past/Current Preschool Services (i.e. – speech therapy, occupational therapy, etc.), Acute aversions/fears, Family relationships, and any other concerns.

Classroom Directory

A classroom directory can serve many purposes including providing information to arrange car pools, play dates, and birthday parties.

Participating in the classroom directory is **OPTIONAL**.

Below you can choose whether to be a part of the classroom directory.

Please only fill in the information that you wish to share with the other families:

Child's Name: _____

Parent/Guardian Name(s): _____

Telephone Number: _____

Home Address: _____

Email: _____

School District/Elementary School: _____