

# Mount Calm ISD Pre-K Guidelines

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Enrolling a child in the Pre-K Program requires parents to agree to comply with the following guidelines that help support the curriculum being taught and a child's transition into a structured quality program.

### General Guidelines

- ❖ There will be a 22 student cap on the Pre-K program as a whole. This includes both three and four year olds. Four year olds will be considered first for the program, whether they live in the district or are transfers from another district. Three year olds will then be considered for enrollment. Children living in the district will be considered first, with transfers being allowed to enroll as room permits.
- ❖ Every child enrolled must be completely potty trained. They must be able to clean themselves accordingly. No pull-ups are allowed at any time.
  - Should there be an accident during nap time, a change of clothes, provided by the parents, will be given to the child for them to change. This will not be considered as one of the 5 accidents
  - If a child soils their clothing, someone will be called to pick up the child for proper bathing.
  - After 5 accidents (when not sick), a child will be considered not potty trained and must withdraw from the program until potty training is completely successful.
- ❖ An afternoon snack is part of the day in the Pre-K Program. Parents are asked to provide snacks during their designated week during the school year for the class. A list of healthy snack suggestions will be provided at the beginning of the school year or at time of enrollment.
- ❖ Once a child is enrolled in the program, they are expected to attend school on a daily basis and be on time each day. While we know there will be times that a child is sick and/or there has been a situation at home that may deem an absence or tardy, regular daily attendance is important for the child's development and progression in the program. Once enrolled each child is subject to the schools district's compulsory attendance policy,
- ❖ A child's behavior also plays a role in a successful program. All children must be at the proper maturity level for their age and be developmentally ready to attend the program. See further details under Behavior Guidelines in this packet.

# 3 & 4 Year Old Program

## Enrollment and Attendance

The program has attendance goal of ninety-eight percent (98%). The strategy to achieve and maintain a 98% ADA is to involve staff members and parents in a process of identifying the importance of school and instilling those values in the children. Good attendance results in positive progress in the program for each child. Should child's attendance violate the compulsory attendance policy, they will be asked to withdraw from the program.

## Discipline Policy

Between the start of preschool and graduation from high school, a child will spend more than 16,000 hours in school. Those hours should be safe ones for every child, and we believe that each child should expect, and contribute to, a safe and orderly school environment. The work that takes place in our schools by teachers and their students is the most important work in the world, much too important to be disrupted by disorder, distractions or dangers of any kind. Student success is our top priority. Our schools and our students must be safe for learning to occur. The following procedures will be used in the Pre-K program to maintain a safe classroom environment for the students and staff.

## Classroom Behavior System

On a daily basis there are guidelines set for each child to follow. Each child's folder will be sent home with a calendar for the month inside. On the calendar is where any upcoming events will be marked and his/her behavior for the day will be noted. Parents/Guardians should check the folder every day and initial on the square for that day. If you have questions about behavior problems or as to why your child might have changed their color please feel free to call the teacher at the school during conference time. The behavior system is as follows:

- ⊙ Purple smiley face means had an outstanding day.
- ⊙ Blue so-so face means had to sit out of recess for 5 minutes
- ⊙ Yellow so-so face means had to sit out for 10 minutes
- ⊙ Orange so-so face means had to sit out for 15 minutes
- ⊙ Red sad face means had to go to the office

### Basic class rules

- ✦ Raise your hand to speak.
- ✦ Use good manners.

# 3 & 4 Year Old Program

- ✦ Follow directions quickly.
- ✦ Be a caring friend.
- ✦ Always do your best work.

Persistent unacceptable behaviors that warrant going to red and making a referral to the office.

- ⊙ Hitting and/or striking students or adults
- ⊙ Destruction of property
- ⊙ Blatant failure to follow rules
- ⊙ Direct disrespect of authority
- ⊙ Throwing items to intentionally cause harm
- ⊙ Aggressive behaviors, such as temper tantrums, biting, spitting, etc.
- ⊙ Deliberate public toileting .

\*\*Parent/Guardian, teacher and administrator will meet or have a phone conference to discuss the behavior or behaviors that are taking place. A resolution will be determined on each referral. Should negative behaviors listed above persist with no resolution or intervention being effective, upon the sixth (6th) referral, the parent/guardian will be asked to withdraw the child from the Pre-K program for the remainder of the school year. If the child is a transfer student, according to the Mount Calm ISD Transfer Policy, the student will not be allowed to re-enroll in the school district for the following school year.

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As a parent/guardian of a child enrolling in the Mount Calm ISD Pre-K Program, I agree to the guidelines set forth in the document.

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Parent/Guardian Signature

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Date

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Student Name

