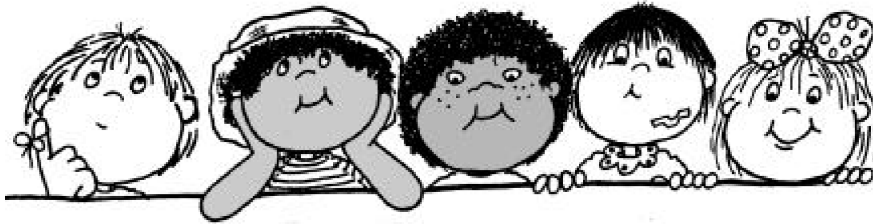


# Pre-Kindergarten Information Kit

Title I &  
Virginia Preschool Initiative  
Programs  
2023-2024



Cumberland County  
Elementary School  
Cumberland, Virginia

*A Foundation for Success!*



## A TYPICAL DAY

**Welcome/Arrival/Breakfast:** Children are welcomed and served free breakfast in the classroom.

**Circle Time:** Everyone comes together to hear of the day's activities.

**Work Time:** Children choose from activities in the centers which include dramatic play, table toys, blocks, art, sensory table, library, and computers. Learning is child-centered through play facilitated by the staff.

**Clean Up:** Children learn when it is time to stop an activity, put away toys and materials, and cooperate with others.

**Small Group Instruction:** Children receive intentional instruction on targeted objectives in a small group setting. Students are taught language, literacy, and mathematical concepts and skills through a variety of instructional strategies.

**Recess/Outdoor Learning:** Outdoor play provides opportunities for children to develop both physically and socially.

**Story Time:** Teachers read to children in both large and small groups. Reading enhances listening comprehension, stimulates thought-provoking questions and conversation, and develops concepts of print and vocabulary.

**Lunch Time:** PK3 and PK4 Students will participate in family style eating for lunch. Lunch may be brought from home or free lunch will be provided by the cafeteria for all students.

**Nap Time:** It is developmentally important that your child nap or at least rest during the day. As we tell our Pre-K students, "sleeping or resting will help your brain grow strong!"

**Snack Time:** Snacks are provided every afternoon by the cafeteria for each child.

**Dismissal:** Children are encouraged to review the day's events and independently collect their belongings.



### WISH LIST AND SUPPLIES THAT WE USE DAILY

Below is a list of items we always need and use often. If you would like to help provide us with any of these items, we would appreciate any support you can give.

- Hand Sanitizer
- Disinfecting Wipes
- Snack-size plastic storage bags
- Sandwich-size plastic storage bags
- Tissues
- Play Doh

### **Change of Clothing**

Occasionally accidents do happen (spilled food & drink and/or bathroom mishaps). For this reason, please send a change of clothes (shirt, underwear, pants, and socks) in a clear plastic bag with your child's name written on the outside of the bag. Please label each item of clothing. Clothing needs to be updated at the change of seasons. The clothes will be returned to you at the end of the year.

**Backpack** - Your child needs to bring a backpack every day. The backpack should be large enough to carry your student's folder.

- Please write your child's name on the outside of the backpack.
- We suggest your child practice opening and closing the backpack prior to the first day of school, so he/she can independently work the zippers and/or snaps.
- We discourage students from bringing toys to school.
- Please empty your child's backpack every day.
- For the child's safety, a backpack with wheels is discouraged.



## General Information

- Read and review the division attendance policy included in this document. The policy is monitored and enforced by the administration. Any questions should be directed to the Assistant Principal. All emails concerning your child's absences should be emailed to the office for documentation. Students with excessive absences may be removed from the Pre-Kindergarten program.
- All children are dropped off or picked up through the front office. All parents and visitors must be buzzed in at the front door prior to entering the office. Students will be escorted to and from class by staff members only. An official picture ID is required for student sign-out.
- Please notify the office immediately if your home address, telephone number(s), or emergency contacts change, so we may be able to reach you as necessary.
- During inclement weather, please tune in to one of the following radio or T.V. stations: 92.9 FM, WRVA AM, WTVR Channel 6, WWBT Channel 12, or WRIC Channel 8 for school closing information. You will also receive an Instant Alert Phone Message for inclement weather. School closings are also posted on social media outlets managed by the school superintendent.
- This program is federally funded by Title I and the Virginia Preschool Initiative.

## NURSE

### **ALLERGIES**

Students diagnosed with life-threatening allergic conditions should have documentation of known allergies from a licensed provider prior to entry into school or immediately after the diagnosis. A signed statement from a doctor will be required to administer epinephrine or substitute milk or juice. **Please make the school nurse aware of any known allergies.**

### **ILLNESS AND ACCIDENTS**

Students who become ill or are injured at school should report the condition to the teacher. The teacher will arrange for the child to see the nurse.

It is **important** that the school **has a telephone number where a parent can be reached promptly in case of an emergency.** Additional emergency contact information must also be provided in the event that a parent cannot be reached.

### **STUDENT HEALTH PROBLEMS**

If you suspect your child is having a health problem, please contact the school. Health problems may have a direct effect on classroom function and need to be brought to our attention.

### **ILLNESS AND ACCIDENTS**

A student may become ill or injured at school and can display a variety of symptoms which have not been diagnosed by a doctor, but are serious enough to warrant school personnel sending the student home and recommending a follow-up evaluation with a doctor. A student will be required to go home from school if he/she exhibits the following:

1. body temperature of 100 degrees or more
2. persistent diarrhea/vomiting
3. severe wheezing or respiratory distress
4. red eyes with drainage
5. infected areas of the skin with yellow, crusty exudates
6. evidence of live lice
7. serious or uncontrolled bleeding/serious injury
8. Any symptoms of COVID-19

The school nurse may use the following routine preparations in caring for a student: Bacitracin ointment, artificial tears, Calagel, Hydrocortisone cream, contact solution, Vaseline, Medicaïne Swabs, and antifungal cream. **Please notify the school nurse if you DO NOT want the clinic staff to use any of these preparations in the care of your child.**

#### **MEDICATION ADMINISTRATION INFORMATION**

A student may receive prescription medication at school if the following procedure is followed:

1. A medication consent form is completed by the parent.
2. The prescription medication is in the original container with the label from the pharmacy.
3. A written order from the licensed prescriber is either brought by the parent or faxed to the school clinic.

A student may receive over-the-counter medication at school if the following procedure is followed:

1. A medication consent form is completed by the parent(short term use only).
2. The medication is in the original packaging.

#### **Please Note:**

1. No medication will be accepted in a baggie, envelope, plastic container, wrapped in foil or tissue, or any container that is not the original container for that medication.
2. Parents or another responsible adult must bring any student's medication to the school clinic. **No medication is allowed to be transported by a student on a school bus. Any medication that is brought to school by a student or child will not be administered by school personnel.**
3. A student may not possess any prescription or over-the-counter medications on school property - the exception being emergency prescription medications for which parent and physician permission have been obtained.

4. Medication dosages that exceed the recommended daily dosage will not be administered by school personnel. In such cases, parents may make arrangements to come to school to give the medication.
5. **PARENTS/GUARDIANS HAVE UNTIL THE LAST DAY OF SCHOOL TO PICK UP ANY UNUSED MEDICATION. ANY MEDICATION NOT PICKED UP BY THE LAST DAY OF SCHOOL WILL BE DISCARDED BY SCHOOL PERSONNEL.**

**Please contact the school nurse if further information is required.**

### **Infectious Diseases**

State and local health departments have guidelines regarding the treatment and exclusion of students with infectious diseases. Some infectious diseases that are commonly seen in the school setting include impetigo, ringworm, chicken pox, pink eye, and head lice. Students who come to school with suspected infectious diseases will be managed at the discretion of the school nurse in accordance with state and local guidelines. **All students must be lice and nit-free and have their heads checked by the nurse before being admitted back into school.**

## **ATTENDANCE INFORMATION**

Establishing good attendance habits beginning in Pre-kindergarten is important at Cumberland Elementary School. This includes arriving to school on time, and remaining at school until dismissal. Our Pre-kindergarten program is intended to first meet the needs of students who could most benefit from a jump-start to kindergarten. **Students who do not maintain regular attendance to school can be removed from the program.**

Attendance on a daily basis is a mandatory requirement for all students beginning in Kindergarten. This information is provided to you so that you can become familiar with compulsory attendance specifications. The Code of Virginia, Section 22.1-254, requires that all children who have reached their fifth birthday on or before September 30 and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates more than seven (7) unexcused absences in an academic year, the Truancy Officer will enforce the provisions of the Code of the State of Virginia, Section 22.1-258, by either or both of the following:

1. filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision; or
2. instituting proceedings against the parent for contributing to the delinquency of a minor.

### **I. ABSENCES**

Students are expected to be in school every day. Parents/guardians are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents/guardians are encouraged to

notify the school of pre-arranged appointments as soon as the dates of such appointments are known. For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent/guardian within five (5) days of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained in the school office until the end of the school year for documentation purposes.

#### A. **EXCUSED ABSENCES**

In support of the mandatory attendance law, Cumberland County Public Schools defines excused absences as the following conditions which represent acceptable reasons for a student's absence from school:

- ***Illness*** – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the school. Students will be allowed five (5) excused absences per semester with a documented parent note for illness. After five (5) excused absences, a physician's note will be required.
- ***Chronic/Extended Illness*** – For students who are absent because of chronic illness, a disability, or because of a need for homebound services, the parent must complete a ***Chronic/Extended Illness Notification Form*** with the principal at the beginning of the enrollment of the student in school or upon the onset of the student's condition that affects regular attendance. Documentation from a physician will be required. **This form is available in the front office and online.**  
If the parent does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the principal will review the child's attendance for needed services and/or applicable sanctions of the attendance law (Code of Virginia 22.1-258).
- ***Prearranged Appointments*** – For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.
- ***Family Death or Emergency*** – For absences because of death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence. ("Family" is defined as immediate family of mother, father, siblings, and grandparents.)
- ***Religious Observances*** – Absences as a result of observances of religious holidays should be pre-arranged by the parent with school personnel. If the parent/guardian is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance.
- ***Exceptional Circumstances*** – The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family (example: college visitation). Prior to the student's absence, the parent or guardian must complete **the Request for Exceptional Circumstance to Attendance Form**. The parent/guardian will document on this request form the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will also be requested.

The principal must provide the response to the *Requests for Exceptional Circumstance* in writing to the parent/guardian. In documented extenuating circumstances, the principal may approve an absence after the fact as exempt from the sanctions of the attendance policy.

For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent/guardian must complete the *Request for Exceptional Circumstances* within two (2) days of the student's return to school.

No more than **two (2)** days may be approved by the principal for exceptional circumstances during a school year. For requests for **more than two (2)** days, the request must be approved by the principal and reported to the Truancy Officer.

## B. UNEXCUSED ABSENCES

In compliance with the Code of Virginia 22.1-258, the school division has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the pupil's parent/guardian is aware or supports the student's absence.

- **Suspensions** – For absences because of a suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.
- The law mandates that, whenever any student fails to report to school and no indication has been received by school personnel that the student's parent/guardian is aware of and supports the student's absence (unexcused absence), an effort to notify the parent by telephone to obtain an explanation for the student's absence shall be made.

## II. PROCEDURES FOR UNEXCUSED ABSENCES

- **Whenever a student fails to report to school for a total of three (3) unexcused days**, a letter will be sent to the parent/guardian by the school explaining the consequences when a parent/guardian and student are in violation of *Code of Virginia 22.1-258*.
- **Whenever a student fails to report to school for a total of five (5) unexcused days**, a parent conference will be held at the school with the principal, teacher, school counselor, and student to discuss the accrued absences. The meeting will be held to discuss the attendance of the student and to develop an "Attendance Contract" with the student and parent, outlining goals for improved attendance.
- **Whenever a student accumulates between seven (7)-10 unexcused absences**, the parent/guardian will meet in person with school officials to determine the reason for the continued absences.
- **Whenever a student fails to report to school for a total of (11) unexcused days, the parent/guardian and child will meet with the division truancy officer and the Juvenile Probation Officer to discuss the continued unexcused absences and the possibility of a "Child In Need of Supervision" (CHINS) petition being filed against the student in Juvenile and**



Domestic Relation District Courts and/or the filing of a petition against the parent or guardian if the unexcused absences keep occurring.

### III. PROCEDURES FOR ABSENCES AND TARDIES

- **Make-Up Work** - When students are absent, including absences for suspension or expulsion recommendations, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work within *five (5) school days*. Additional time may be granted by the principal due to the extenuating circumstances.
- **Perfect Attendance** - For the purpose of determining perfect attendance, the student must be in attendance during the school day to be counted as present for the school day. *Pre-arranged, excused absences for religious observance will not count against perfect attendance.*

### IV. REPORTS OF CHILDREN ENROLLED AND NOT ENROLLED

*Code of Virginia, 22.1-260*, requires that within ten (10) days after the opening of the school, each public school principal will report to the division superintendent:

The name, age and grade of each pupil enrolled in the school, and the name and address of the pupil's parent or guardian: and to the best of the principal's information, the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child's parent or guardian. Within one calendar month of the opening of school, the principal of each school will send to the parents or guardian of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and the policies established by the School Board.

The school division will typically comply with the above requirements by supplying a copy of the student **Code of Conduct Handbook** to students and their parents at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.

## School Bus Information

It is a privilege to ride the school bus. If a student does not exhibit appropriate behavior on the bus, the privilege can be taken away. Please remember the following:

- Your child needs to be at his/her bus stop on time each morning.
- Talk to your child about riding the bus to school. He/she needs to know that he/she must sit in his/her seat at all times and listen to the bus driver.
- Parents are not allowed on the school buses. This is the law. The only exception is when parents are with the class on a trip as a chaperone, or when their student is placed in or being removed from a safety harness.
- The bus driver may refer children who misbehave on the bus to the office. If you need to find out more about an office referral given by the bus driver, speak with the

assistant principal, or the child's bus driver. Bus rules must be followed in order for the student to continue using bus transportation.

- All Pre-Kindergarten students should be seated in the front of the bus, behind the bus driver. If your child is sitting further back, the bus driver will not be able to see him/her. Please ask the driver to make sure your child is kept in the front.

## **Changes in Means of Transportation**

- For safety and operating reasons, bus notes will not be allowed this school year.
- If your child will not be riding the bus and will be pick up instead, please provide a written note indicating who will be picking your child up.
- In the event of a last-minute change, **call the school office before 1:30 p.m.**
- A form of identification will need to be shown by anyone picking up your child.
- When completing the emergency cards, please list the names of individuals who are authorized to pick up your child.
- If someone is going to pick up your child early, please send a note with the appropriate information that morning. Remind that person to provide official photo ID at pick-up.

## **WHAT CAN YOU DO AT HOME?**

- Read with your child daily.
- Do simple cooking projects with your child.
- Give your child opportunities to help you at home.
- Be firm, fair, and consistent.
- Teach your child to take good care of toys and put them away.
- Encourage good health habits (washing hands with soap, proper use of tissues, brushing teeth, etc.).
- Eat healthy foods.
- Establish a consistent bedtime. We recommend a bedtime of 8:00 to 8:30 pm.
- Invite a friend to play.
- Display your child's work.
- Talk with your child daily about his/her school day.
- Provide writing materials (crayons, markers, pencils, paper, and cards. Show your child how you write to create lists and notes.
- Encourage exploration of different art media (paint, Play-Doh, tissue paper, construction paper, glue, and scissors).
- Attend parent education opportunities provided at school.

Thank you for participating in our Pre-Kindergarten program. It's going to be a great year of learning.