



Brenwood Academy's Georgia Lottery Pre-K
School Calendar: 2018-2019

Here is an outline of our Pre-K academic calendar for 2018-2019, which closely aligns with the Cherokee County public school calendar:

- Friday, July 27: Pre-K Orientation
- Wednesday, August 1: First day of Pre-K for students
- September 3: Labor Day / No School
- September 17 – 21: Fall Break / No School
- November 19 – 23: Thanksgiving Break / No School
- December 18: Parent/Teacher Conference Day / No School for students
- December 24 – January 6: Christmas Break / No School
- January 7: First day back to school
- January 21: MLK, Jr. Day / No School
- February 18– 22: Winter Break / No School
- April 1 – 5: Spring Break / No School
- May 21: Parent/Teacher Conference Day / No School for students
- May 27: Memorial Day/ No School
- Wednesday, May 29: Last Day of Pre-K for students

Brenwood Academy's Georgia Pre-K
Monthly meal fees for 2018-2019

August 2018	\$ 138	January 2019	\$ 108
September 2018	\$ 84	February 2019	\$ 90
October 2018	\$ 138	March 2019	\$ 126
November 2018	\$ 96	April 2019	\$ 102
December 2018	\$ 84	May 2019	\$ 114

Brenwood Academy – Pre-K & Elementary

2018-2019 School Calendar

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
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26	27	28	29	30	31	
						23

September 2018						
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23	24	25	26	27	28	29
30						14

October 2018						
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28	29	30	31			
						23

November 2018						
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						16

December 2018						
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30	31					14

January 2019						
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27	28	29	30	31		
						18

February 2019						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28		
						15

March 2019						
Su	M	Tu	W	Th	F	S
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31						21

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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28	29	30				
						17

May 2019						
Su	M	Tu	W	Th	F	S
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June 2019						
Su	M	Tu	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30



School Closed/ Holidays



Teacher in-Service Day or Parent/Teacher Conference day (no school for students)



Potential Inclement Weather Make-up Days for Students



First Student School Day/Last School Day

Answers to Frequently Asked Pre-K Questions

Necessities for Pre-K

Students will need to bring a **picture of their family (preferably not larger than 5x7)**, **one blanket** for quiet time, **extra clothes** (please see below), and a **book bag** to school each day (all items need to be labeled with child's name especially all clothing including coats and jackets). Pictures will be placed up around the room for the children to see throughout the school year. Pictures will be returned at the end of the school year.

Communication

It is our belief that communication between the parents and the teacher is critical to the success of the students. As one of the major sources of communication, there will be a monthly newsletter to keep you informed on the happenings in our classroom. The newsletter will also contain information on upcoming events, dates that the school will not be in session and activities that you can engage in with your child to extend what we have been learning about in the classroom. Please remember that our door is always open! If you would like to talk with us about concerns with your child, we are in the building from 7 a.m. until 3:30 p.m. every day. Please feel free to stop in, or call, to discuss concerns.

Friday Folders

Another opportunity for you as a parent to communicate with us on a regular basis is through your child's Friday folder. This is a folder that should come to school each Friday and return home each Friday afternoon. If there is something that we need sent home (that we do not need returned to school), it will be placed in the "Keep At Home" pocket of the folder. The "Return to School" pocket of the folder will contain important papers that need to be returned to school. If you need to let us know about any changes in transportation, concerns, or questions, you may call or write a note and place it in the "Return to School" pocket. The folders will be checked every Friday, and we will respond to any comments and questions as needed.

Pre-K Homework

As children enter Pre-K, they are eager and ready to learn. These enthusiastic young students enjoy age-appropriate homework with assignments that provide successful learning experiences. We believe that homework in Pre-K also serves the purpose of communicating with parents what are the important skills and concepts we are learning in class. Furthermore, positive homework helps establish the home-school connection and involves parents as partners in the child's daily learning experiences. We will begin sending out monthly homework calendars on September 12th. Each month, a calendar of activities will be sent home on the inside of your child's daily folder. There are five activities described each week. These activities are designed to support the learning we've been doing in class. No new concepts will be introduced as homework. Your child should be able to complete each activity with minimal support from you in around five to ten minutes. It's still important that you be actively involved in their practice, but the concepts should not need a lot of explaining from you. It will soon be obvious to you which skills your child has successfully mastered, and which ones they continue to need more support and practice. In order to be considered proficient, children are asked to complete a minimum of 2 activities per a week. They are to color in the corresponding day and activity on the calendar as they complete them and keep the calendar in their daily folder.

Classroom Rules

We try to keep the general classroom rules simple due to the age of the children and the various language barriers.

- Helping Hands
- Listening Ears
- Looking Eyes
- Quiet Voices
- Walking Feet

Sickness

If your child is sick please keep him/her at home. Small children catch germs very easily and illness can spread rapidly around the classroom.

- Rash
- Fever
- Diarrhea
- Vomiting
- Lice
- Pink Eye/Conjunctivitis
- Chicken Pox
- And other symptoms that could affect the health of other children

If your child requires any type of medication, it must be signed in at the front desk and stored in the locked medication cabinet with administration.

If you will not be sending your child to school due to illness please contact the school.

IF YOUR CHILD IS SENT TO SCHOOL SICK, OR BECOMES ILL DURING THE SCHOOL HOURS, THE SCHOOL WILL BE CONTACTING YOU TO COME AND PICK UP YOUR CHILD. PLEASE KEEP ALL PHONE NUMBERS CURRENT SO WE MAY REACH YOU IN THE EVENT OF AN EMERGENCY.

Nap Time

To maximize instructional time, rest time does not exceed one hour per day. Children who do not rest shall be given quiet activities such as books and puzzles.

School Attire & Change of Clothes

Please send students to school dressed in comfortable clothes. Pre-K students are very active and play on the playground daily. Please send an extra change of clothes to school as soon as possible.

****Please include the following items: Underwear, Socks, Shirt, Pants or Shorts (labeled with child's name)****

Skills to Help Your Child in School

Please work with your child on the following skills at home:

- Sharing
- Cleaning-Up
- Recognizing colors and shapes
- Recognizing/identifying numbers
- Recognizing/identifying letters
- Cutting with scissors
- Buttoning, snapping, zipping, and tying

Mystery Readers

What's the mystery behind mystery readers? In a nutshell, becoming a mystery reader is a fun way for you to get involved in your child's classroom. We are setting aside a small amount of time to allow parents, grandparents, older siblings, or any other family members to come in and read to our class. The fun part of these experiences is that no one knows who the reader is until they show up with their favorite childhood book. The mystery reader has to answer a few questions about themselves and give the information to the teacher beforehand. Just before the mystery reader shows up, the teacher reads the clues that the mystery reader has given to the children. The children try to guess who the reader is and it is an absolute delight when a child finds out the mystery reader is their parent or relative. Parents can sign-up in the classroom or by calling the teacher. Getting involved in your child's classroom is a great way for you to re-enforce the home and school relationship. It also allows parents to show their children that school and reading are valued.

Brenwood Academy
2018-2019 Pre-Kindergarten Program
Operation, Services, and Curriculum

Instructional Services / Curriculum

Curriculum

Brenwood Academy Pre-Kindergarten Program provides a complete educational program in accordance with age appropriate instructional practices and utilizes the Bright From the Start approved HighScope approach.

Parent Participation

Parents are encouraged to volunteer to help in the Pre-Kindergarten classroom and to participate in meetings, parent group activities, or workshops offered by Brenwood Academy or Bright From The Start. At least two individual conferences per year between the lead teacher and parent/guardian shall be offered and documented in each child's on-site file.

Student Discipline

No employee shall use any form of corporal punishment (which includes but is not exclusive of paddling, striking, or hitting) as a method of discipline in the Pre-Kindergarten Program.

HighScope

The HighScope preschool approach is a clearly defined and integrated framework within which both teachers and children work with great freedom and initiative. The approach's positive benefits for children have been well documented and have led to the U.S. Department of Education's recognition of the HighScope preschool approach as a national demonstration of a successful, comprehensive early childhood educational program.

Active Learning

Children are involved in direct, hands-on experiences with people, objects, ideas and events in school and at home with their parents. Teachers are guided by fifty-eight key experiences that all children need to have as a part of their intellectual, physical, social and emotional development.

Adult/Child Interaction

Adults observe and interact with children at their level to discover how each child thinks and reasons. Adults interact with children in ways that empower children to take responsibility for their own learnings. Teachers help parents learn how to work efficiently with their children at home.

Learning Environment

Classroom furniture and equipment are arranged in several clearly defined interest areas that enable children to find, use and return the materials they use. The classroom takes on a familiarity of the children's own home.

Daily Routine

Each day follows a similar schedule of events, providing consistency for both children and teachers. A daily Plan-Work-Recall process is at the core of the HighScope routine and gives children the opportunity to pursue their own

interest, make plans, follow through on them, and think and talk about their experiences with their classmates, teachers, and parents.

Assessment

HighScope teachers keep records of children’s activities to better understand each child’s intellectual, social and physical development. Teachers use these records to plan for children’s classroom activities and share them with parents.

Delivery of Services

Classroom Delivery

Each classroom has licensed space for a minimum of 18 children with not more than 22 children enrolled. Two adults shall be present at all times during the 6.5 hours of instructional time each day of operation, with the exception of the one hour rest/quiet time.

Program Delivery

The Pre-Kindergarten Program provides 6.5 hours of instructional time, five days a week, 180 days per year for eligible four year old children. Lunch, rest/quiet time and supervised outdoor play are a part of the Pre-Kindergarten Program. Breakfast is available prior to the beginning of the 6.5 hour instructional day. Please note: All children enrolled in the Pre-Kindergarten Program are required to attend during core instructional hours. Children not attending during core instructional hours shall be considered partial day participants, and may not participate in the program. The Pre-Kindergarten Program schedule at Brenwood Academy is as follows:

<u>Carpool 1</u>	<u>Description of Activity</u>	<u>Carpool 2</u>
6:00 a.m. to 7:30 a.m.	Optional Morning Extended Care*	6:00 a.m. to 7:45 a.m.
7:30 a.m. to 7:45 a.m.	Optional Carpool*	7:45 a.m. to 8:00 a.m.
7:45 a.m. to 2:10 p.m.	Core Instructional Hours*	8:00 a.m. to 2:20 p.m.
2:20 p.m. to 6:30 p.m.	Optional Afternoon Extended Care*	2:30 p.m. to 6:30 p.m.

*Times may vary slightly due to individual class schedules

Orientation

An on-site orientation for all teaching and administrative staff and parents will be provided within 20 working days of beginning Pre-Kindergarten services to children.

Rest/Quiet Time

In order to maximize instructional activities, rest/quiet time will not exceed one hour.

Brenwood Academy
2018-2019 Pre-Kindergarten Program
Daily Transitions

Saying goodbye in the morning and even reuniting at the end of the day can be stressful times for both the parents and the child. Here are some ideas that may help.

Give your child a picture of your workplace

Visit your workplace together or at least show your child a picture of where you work. If you work at home, show your child what you do each day and let him or her help you with some small task. This way your child will know where you will be and what you will be doing during the day.

Family Photo

Help your child choose a favorite photo of the family to bring to school so that when he/she misses you they can look at it.

Stay a while

If you say goodbye in the classroom, make an effort to help your child put his or her belongings up together. You may want to arrive at the center a little earlier, but the comfort you will both gain will be worth it.

Say your goodbyes clearly

Never sneak away. Making sure that your child knows you are leaving builds trust.

Goodbye Rituals

Your child will find comfort in personal rituals that you create together. A hug, kiss, a wave or other gesture at the window will always help ease stress.

Show an interest

Take time to talk about your child with the teacher – about your child’s friends and favorite activities, classroom special events, and even the song that your child sings the most.

Ask specific questions

Don’t forget to tell your child about your day, too. Tell them who you had lunch with and that you thought about him/her during the day. You can also ask them what they had for lunch. From your conversation with the teacher you can ask your child if they played with “Jimmy” today. This will prompt a much more involved reply than “what did you do today.”

Do something together when you get home

Brenwood Academy
2018-2019 Pre-Kindergarten Program
Program Philosophy and Parent Involvement

We Believe That:

1. *Education is a life-long process.*
2. *Children are educated by the adults with whom they come into contact.*
3. *Parents want to be involved in their child's educational experience, but often they need to be shown how.*
4. *Parents and teachers are partners in their child's education.*
5. *Communication between the home and the school is essential for the child's development.*
6. *When parents participate in their child's school experience, everyone – the child, parents, and teacher – benefit.*

Parent Communication and Involvement

1. Each child's folder in their backpack is used as a mailbox – you will find items such as memos, notes, and/or a summary of weekly classroom activities in your child's backpack.
2. The "Parent Board" and doors leading to each classroom are often used for notices and special information on upcoming events.
3. The center staff is available to greet and talk with you daily.

Parent/Teacher Conferences

1. We are happy to discuss your child with you whenever you have a concern. However, it is best not to discuss a child's behavior in his or her presence. Let us know if you would like a teacher to call you or set up a time for a conference.
2. Program-wide parent/teacher conferences are scheduled for December and May.

Brenwood Academy
2018-2019 Pre-Kindergarten Program
Highlighted Rules and Tips

Attendance

Daily attendance is important in order for your child to benefit fully from our educational program. If it is necessary for your child to be absent, please contact the center as soon as possible. (770-704-4925)

Legal Issue

If you are separated or divorced, please submit a copy of any court issued document referring to your custody and visitation rights. We cannot refuse a parent the right to visit or pick-up their child without documentation.

Health

Immunization records (Form 3231), the Eye, Ear, Dental and Nutritional Screening Form (Form 3300), and the Evidence of Health Check Form are due at the time of enrollment and must be kept up to date for the child to remain in the program. Your doctor has access to the approved State of Georgia forms.

Clothing

All children should wear comfortable, washable play clothes in which they are allowed to get dirty. Many learning activities are messy activities, and children should not be afraid to participate for fear of getting dirty. Each child must have an extra change of clothing, including underwear that is kept in their classroom for emergencies. Should your child have to wear home clothes belonging to the center, please wash and return them as soon as possible. In cold weather, send a cap and mittens, along with a coat that is appropriate for the temperature that day. Please label all clothing – including hats and mittens – with your child's full name.

Rubber soled shoes are best for running and climbing. Cowboy boots, Crocs, flip flops, wedges, and shoes with openings (ex: sandals) will not be permitted during the school day. Shoes with openings, either at the toe or on the side, often cause injury to the child by tripping or stubbing toes. Children should be wearing their own shoes which fit and will stay on properly in order to prevent injury. If your child's footwear does not meet these guidelines, the parent will be called and requested to bring alternative footwear. Your child's safety is of utmost importance to us.

Personal Belongings

Do not allow your child to bring toys, games, or other items to the center. The center cannot be responsible for lost or broken items. Special days will be the only time when these items may be brought to school. No weapon, toy gun, sword, knife, or other object that can be used as a weapon will be permitted on school grounds for any reason.

Medications may not be sent to school in your child's backpack. If your child requires any type of medication or treatment throughout the day, it must be discussed with administration at the front desk and stored in a locked medication cabinet. This includes, but is not limited to, prescription and over-the-counter medications, inhalers, breathing treatments, chapstick, and lotions. You will be asked to sign in the medication form and provide specific instructions for use for the day.

Family Information

Parents must notify the center of any changes of address, employment, Category 1 status, family status, home or business telephone number, emergency numbers, and emergency contact and pick-up persons.

Illness

The center is a place for well children. Children who become ill at the center will be moved to a quiet area and will receive the necessary attention until parents can be notified. **Children with a fever of 100.5 degrees or higher and another contagious symptom, such as but not limited to, a rash, diarrhea, vomiting or sore throat, must be picked up and may not return to the center until 24 hours after the fever subsides without medication.** Please pick up your child as soon as possible to protect the health and well-being of the other children.

If your child has been exposed to a communicable disease you will be notified. Please let us know immediately if your child develops such an illness so that we can inform other parents. We follow the recommendations of the Center for Disease Control concerning the length of time a child must be excluded from school with a contagious disease.

Children need fresh air every day. Even in cold weather we will go outside for short periods of fresh air. Exposure to the cold, when appropriately dressed, does not cause illness but helps to kill germs that cause colds and flu. When children return to the center after an illness, we assume they are well enough to go outside and participate in all activities. Please do not ask a teacher to keep a child inside because our staffing patterns require that we maintain adequate staff to child ratios at all times.

Curriculum Enrichment Activities

Curriculum enrichment activities are an important part of our educational program for children. Activities that take place outside of the classroom help engage children and enhance the classroom learning environment. Brenwood Academy is not responsible for permission forms sent in backpacks.

Alternate Pick-up Person

If someone other than persons listed on your enrollment form is to pick up your child, you must notify the center in writing. This is for your child's safety. Proper identification will be requested before your child will be released.

Damaged Items

Parents or guardians will be financially responsible for any broken or damaged toys, furniture or repairs to the facility caused directly by their child. A parent needs to reinforce with their child the importance of taking care of their own belongings as well as the belongings of others.

Responsibilities

Brenwood Academy is not responsible for lost, stolen, or broken items. Please do not allow your child to bring his or her toys or treasures from home. At no time will toy guns, bows and arrows, swords, knives, or other weapons be allowed on school property. These items only stimulate aggressive behavior, and will be confiscated if they are found with a child. Brenwood Academy is also not responsible for items sent to school in backpacks. These items include, but are not limited to, money or checks for tuition or meal charges, permission forms, and withdrawal notices.