

## **THE MISSION**

Lee-Scott Academy is a college preparatory school offering a quality education in an environment where students are protected, nurtured, and challenged with Christian principles that promote the development of the total person. The pursuit of excellence in academics is the hallmark of the Academy complemented by opportunities to participate in programs that encourage student success.

## **PURPOSE**

The pre-kindergarten program at Lee-Scott Academy is designed to provide a safe and pleasant atmosphere in which children may develop socially, mentally, physically, and spiritually. Our goals and objectives are carefully geared toward the needs and developmental stages of the individual pupil.

We are committed to a low-key readiness plan for this age group, using familiar teaching vehicles to introduce language skills and number awareness. The program is lightly structured, based on our persuasion that four-year-olds thrive and learn in an atmosphere that stresses “fun with a purpose” or learning by playing. We follow a thematic approach.

Our firm conviction is that childhood is a once-in-a-lifetime experience and that each child should be allowed to savor all of the essence of each developmental stage. We believe in sponsoring the pure joy of learning. With those things in mind, we have designed the following program which is a guideline for our day-to-day plans and procedures.

## **ADMISSION**

Children must be four years old by September 1 to be eligible for admission to the pre-kindergarten program.

## **NEEDED ON FILE**

1. Alabama Certificate of Immunization (blue card)
2. Copy of Social Security Card
3. Copy of Birth Certificate

## **CONFERENCES**

Before the beginning of school, your child's teacher will make an appointment with you and your child to discuss a number of items and to introduce your child to the pre-kindergarten setting.

In addition to frequent communication between the teacher and parents, formal conferences will be held. At the end of the first semester, the teacher will conduct a parent conference for the purpose of reporting the child's progress. Parents are notified of the exact date. In May, the teacher will communicate with parents regarding recommendations for the next year based on the child's developmental progress.

The beginning of the school day is a very busy time for teachers and students; therefore, parents should choose a time other than early morning to discuss matters of concern with the teacher.

## **SCHOOL HOURS**

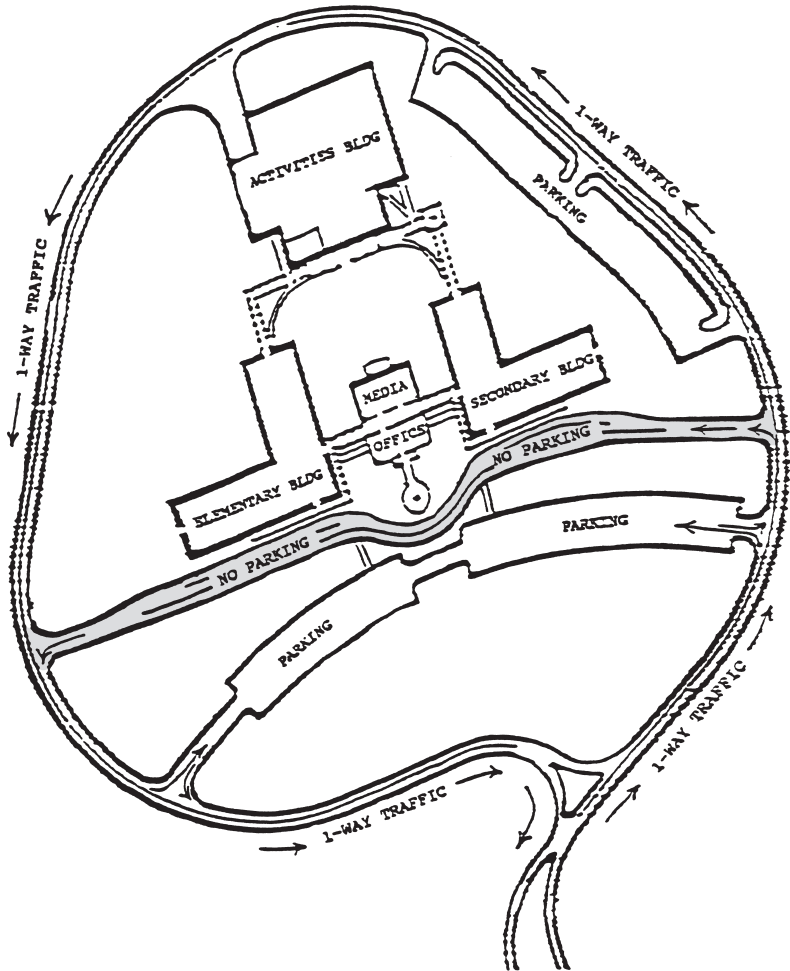
Classrooms are open at 7:30 a.m., and class begins at 8:00. At 12:00 noon, the half day children will be escorted to the front of the Lower School building by their teachers for dismissal. Full day students dismiss at 2:50 p.m., but may be picked-up anytime 12:00-2:50.

An information booklet on the extended day care program is available in the main office.

## **ATTENDANCE**

It is essential that your child attend class each day in order to keep pace with the curriculum. Absences for reasons other than illness should be cleared with the Lower School principal.

# TRAFFIC FLOW PROCEDURE



There are three lanes in front of the Lower School Building, and they are No Parking Zones. The lane next to the curb is to load and unload students; the other two lanes are for traffic flow only.

Anyone planning to leave a car should park in the designated parking area. **Do not park and leave the car on the road or pick-up area in front of the building.**

## **CURRICULUM**

**SOCIAL GOAL:** The development of strong character and social skills

Objectives:

- A. Respect the rights and property of others
- B. Practice courtesy, kindness and sharing
- C. Interact fairly with others
- D. Learn to settle disputes without physical aggression
- E. Exhibit self-control
- F. Complete assigned tasks
- G. Assume responsibility
- H. Participate courteously in group discussion
- I. Begin to learn to work independently
- J. Begin to demonstrate positive feelings about self

**COGNITIVE GOAL I:** The development of language skills appropriate for this age group

Objectives:

- A. Recognize and print first name
- B. Recognize and say letters of the alphabet
- C. Retell a story in proper sequence
- D. Begin to recognize how characters and their actions make the story meaningful
- E. Report information using acceptable grammar and pronunciation
- F. Develop listening skills which enhance language development

**COGNITIVE GOAL II:** The development of number awareness and skills appropriate for this age group

Objectives:

- A. Identify simple shapes
- B. Recognize sets 0-10
- C. Understand that numerals represent numbers of objects
- D. Count to 29 with "counters"
- E. Identify patterns
- F. Recognize more, less, equal

**PHYSICAL GOAL I:** The development of gross motor skills



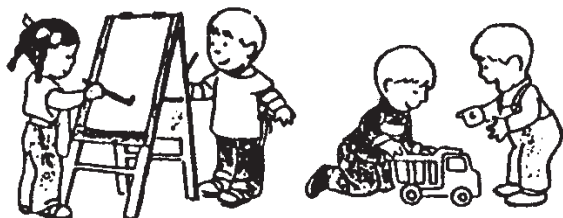
Objectives:

- A. Develop graceful movement
- B. Promote health and fitness
- C. Enhance coordination and hand/eye movements leading to reading skills

**PHYSICAL GOAL II:** The development of fine motor skills

Objectives:

- A. Learn to hold pencil, crayon and marker correctly in preparation for writing skills
- B. Learn to control hand movements within a reasonable space
- C. Learn correct hand/eye movements
- D. Develop physical strength in the fine muscles



## **ILLNESS**

A child experiencing an elevated temperature, vomiting, diarrhea, or any general symptoms of an infectious illness is to remain at home for twenty-four hours after the problem has subsided. Also, when being treated for strep throat, a child may not return to school until antibiotics have been administered for at least twenty-four hours. Students with conjunctivitis ("pink eye") may return to school after having been treated for twenty-four hours. Cooperating with this policy will be a help to your child as well as a consideration toward other students and teachers.

## **MEDICATION POLICY**

At no time should a student have medicine at school without the knowledge of the school nurse, classroom teacher, and the Lower School principal.

Parents must give the school nurse any prescription or non-prescription (aspirin, cough drops, nasal spray, etc.) drug and a schedule of the time it is to be administered; it will be kept in a secured place, and the nurse will be responsible for giving it to the student according to the doctor's instructions.

**In order for the medication to be given to the student, the parent or guardian must complete a *Student Medication Information form*.** The teacher or school nurse will provide parents with this form. This form gives the school permission to administer the medication, and a record of any medications dispensed; it will be on file in the nurse's office.

## **PARENT PARTICIPATION**

We encourage parents to enrich our program by sharing their experience, talents, and hobbies with the children. Let us know what you can share—music, art, carpentry, storytelling, etc. We will be glad to set up a time for you to visit with us.

## **CLOTHING**

Children should wear comfortable, washable clothing. Please make sure your child has closed toe, non slip shoes for comfortable and safe play.

Please mark all removable clothing such as coats, raincoats, and sweaters with your child's name so that lost articles can be returned to the owner.

Encourage your child to select the play clothes to be worn each day to school and to be responsible for dressing without your assistance as much as possible. This aids in the development of self-responsibility and independence in your child.

## **PERSONAL HYGIENE**

At this age the child should be completely toilet trained and using proper personal hygiene practices. Hair should not obscure vision and should be cut above the collar. There should be no non-traditional hairstyles or coloration.

## **SNACKS**

The children are given a snack daily. Please notify the school nurse and your child's teacher of any food allergies.

## **INCLEMENT WEATHER**

Should it become necessary for school to be closed due to weather conditions, the local radio stations will announce the information as soon as the school receives the warning. Teachers will remain on duty at the school to provide supervision of students until all have safely departed.

If a severe weather warning has been issued before school begins, please keep your child at home until an all-clear announcement is given. Please be alert to radio and television weather bulletins.

## **PRIMARY PLAYGROUND RULES**

Swings: (1) Face the building when swinging. (2) Do not jump out of a swing. (3) Wait until the swing stops before getting off.

The mulch pieces must remain on the ground at all times.

Sliding Board: (1) Only one person at a time may slide. (2) Do not jump off.

## **PLAYGROUND COLD WEATHER POLICY**

When wind chill factor is less than 32 degrees or less than 40 degrees with precipitation, recess will be indoors. If the wind chill is above the aforementioned temperature, it is still up to the teacher and administrator discretion on location. Student dress (i.e. shorts in cold weather) is a strong determinant in this decision. Please dress appropriately for cold weather.

## **PARTIES**

Party invitations may be handed out at school provided all children in the class receive one. Birthdays may be celebrated during snack time with special treat. The teacher must be notified several days in advance. Please work with your child's teacher for specifics.

Each class has a party at Christmas, Valentine's Day, Thanksgiving Feast, Easter and a party at the end of the year. These parties are for class members only and do not include other children.

Parents are asked to make arrangements for siblings on party days.

## **“SHARING TIME” ITEMS**

Items for “Sharing Time” may be brought to school for sharing on special days. Please do not allow your child to bring toys on other days. No pets, toy weapons, or breakable/valuable objects may be brought to school. Any items brought to school should be labeled with the child’s name.

## **EXTRAS**

- We need a note from home if a child is to go home with a friend.
- If there are any unusual circumstances at home (sickness, death, etc.) that would change your child’s behavior, please let us know.

## **LUNCH AND REST TIME FOR FULL DAY STUDENTS**

Lunch will provide us an opportunity for fellowship and practicing table manners. We will eat together in the classroom at 12:00 pm. Please provide a lunch for your child. Microwaves will not be available to heat or prepare items. Rest time will follow immediately after lunch clean up. Please provide a nap mat. Nap cots are furnished by the school.

