

# Kennett Square Preschool Cooperative

## Procedures

610-444-1553

[www.KennettSquarePreschool.com](http://www.KennettSquarePreschool.com)

Please review the following procedures for KSPC. If you have any questions, please feel free to ask your child's teacher.

### **Allergies:**

Please tell your child's teacher about any food allergies or specific medical needs he/she may have.

### **Backpacks:**

Your preschoolers should come to school every day with a backpack. Label *EVERYTHING* - helmet, backpack, coat, hat, clothing, etc. Please remember to change clothes seasonally and as your child grows.

### **Bicycles:**

Every student must wear a helmet when riding a bike, scooter or when using a wagon. Please label the helmet and make sure it is fitted correctly to your child. All children must ride within the areas marked off by the orange cones. Classes will go outside to play every day that is weather permitting.

### **Birthdays:**

If you wish to send in a special treat for your child's birthday, please remember that smaller is better! Mini muffins, mini cupcakes, cookies and donut holes work best. Also, remember to refer to the enclosed snack list as all treats must be peanut free.

### **Clothing:**

Your child should come to school in comfortable clothing that they can manipulate themselves. Elastic waistband pants/shorts are suggested. For safety and comfort, children should wear sneakers or rubber-soled shoes every day. Flip-flops, sandals, dress shoes, boots, and crocs are not recommended.

### **Drop Off/Pick Up:**

All school doors will be locked until 8:55am/12:25 pm. Do not bring your child to school prior to these times as teachers need time to prepare for the day. Always come to classroom door to drop off and pick up your child. Never leave children unattended in car while dropping off or picking up your student. Please refrain from talking on cell phones during drop off and pick up times. Also, if someone else will be picking up your child, please provide your child's teacher with a written note containing the name and contact information.

### **Emergency Contacts:**

Please make sure that you always have 2 emergency contacts who can get to the school within 10-15 minutes, if necessary. Please provide the name and contact information of anyone who will be picking up your child. Also, please notify your teacher with any contact, address or phone changes.

### **Field Trips:**

Every child should wear their KSPC T-shirt on field trips. All children must travel in car seats installed by the parent into the chaperone's car. No siblings are permitted on field trips.

### **Gym:**

KSPC children have gym every week. Please remember that your child should wear sneakers or non-marking soled shoes.

### **Homeroom Parents:**

You will be asked to sign up to be a homeroom parent for one month during the school year. During that month, you will be asked to provide:

- Snacks for the class; Snack ideas include pretzels, goldfish, and teddy grahams, crackers, etc. All snacks must be peanut free.
- 4 gallons of water(2 at beginning of month and 2 at end of month)
- 4 pack of commercially made play dough

### **Illness:**

If your child is sick, please do not send him/her to school. Be mindful of the other students and use your best judgment as to when he/she is well enough to return. Please call the school if your child will be absent. Also, if your child becomes ill during the school day, the teacher will call requesting that he/she be picked up as soon as possible.

### **Lost and Found:**

Please check the lost and found box located near the restrooms for any lost or misplaced items.

### **Lunch Bunch/Enrichment:**

Please refer to the lunch bunch flyer in your folder for specific dates, policies, and procedures. Enrichment programs are offered during the year and information will be posted on the bulletin board and on the website. Please remember that all lunches must be peanut free. Almond or soy butter is permitted if accompanied by a note.

### **Safety Rules:**

All doors will be locked at 9:15 and at 12:45 and will remain locked until close to dismissal time. Fire drills and safety drill are conducted regularly throughout the school year. At least 2 staff members will accompany the children on the playground at all times. If you and your child are on the playground before or after normal school hours, please supervise your child at all times and follow the playground rules according to the sheet found in your folder.

### **Show & Tell:**

Children are asked to bring in a show and tell item, according to the teacher's schedule. Include your child in selecting an item. Toy weapons, guns, swords, etc. are not permitted.

### **Snow Closings:**

We follow the KCSD closing/delay schedule. Information will be posted on the school website and on NBC10. You will also receive an email blast.

### **Website:**

The school website is [www.KennettSquarePreschool.com](http://www.KennettSquarePreschool.com). Please refer to the website for information on calendars, upcoming events, newsletters, registration, etc.

**Enjoy the year and please do not hesitate to contact the school or your child's teacher with any questions or concerns you may have!**