

# HOUSTON COUNTY BOARD OF EDUCATION

## PRE-K PROGRAM 2020-2021 HANDBOOK



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## Houston County BOE Pre-K Sites

Bonaire Primary  
535 Thompson Mill Road  
Bonaire, GA 31005  
922-2194 ext 1226

Centerville Elementary  
450 North Houston Lake Blvd  
Centerville, GA 31028  
953-0400 ext 1330

Hilltop Elementary  
301 Robert Bryson Smith Pkwy  
Bonaire, GA 31005  
929-6113 ext 1838

Lake Joy Primary  
995 Lake Joy Road  
Warner Robins, GA 31098  
953-0465 ext 2148

Lindsey Elementary  
81 Tabor Drive  
Warner Robins, GA 31093  
929-7818 ext 2050

Miller Elementary  
101 Pine Valley Drive  
Warner Robin, GA 31088  
929-7814 ext 2259

Northside Elementary  
305 Sullivan Road  
Warner Robins, GA 31093  
929-7816 ext 2560

Perdue Primary  
150 Jerry Barker Drive  
Warner Robins, GA 31088  
218-7500 ext 1446

Russell Elementary  
101 Patriot Way  
Warner Robins, GA 31088  
929-7830 ext 3231

Tucker Elementary  
1300 Tucker Road  
Perry, GA 31069  
988-6278 ext 3390

C B Watson Primary  
61 Martin Luther King Jr Blvd  
Warner Robins, GA 31088  
929-6360 ext 1254

Eagle Springs Elementary  
3591 Highway 41N  
Byron, GA 31008  
953-0450 ext 1515

Kings Chapel Elementary  
460 Arena Road  
Perry, GA 31069  
988-6273 ext 1996

Langston Road Elementary  
315 Langston Road  
Perry, GA 31069  
988-6160 ext 2219

Matt Arthur Elementary  
2500 Hwy 127  
Kathleen, GA 31047  
988-6170 ext 2288

Morningside Elementary  
1206 Morningside Drive  
Perry, GA 31069  
988-6261 ext 2516

Parkwood Elementary  
503 Parkwood Drive  
Warner Robins, GA 31093  
929-7822 ext 3090

Quail Run Elementary  
250 Smithville Church Road  
Warner Robins, GA 31088  
953-0415 ext 3153

Shirley Hills Elementary  
300 Mary Lane  
Warner Robins, GA 31088  
929-7824 ext 3298

Westside Elementary  
201 North Pleasant Hill Road  
Warner Robins, GA 31088  
929-7820 ext 3752

# MISSION STATEMENT

The mission of the Houston County Pre-Kindergarten Program is to provide developmentally appropriate educational opportunities for four-year-old children and their families. The program will promote a partnership among the child, family, school, and community to encourage life-long learning.

## Overview

The Houston County Board of Education Pre-Kindergarten Program serves four-year-old children and their families. We emphasize developing the potential of each child through a well-rounded, age-appropriate instructional program.

The 2020-2021 school year marks the 25<sup>th</sup> year that the GA Pre-K Program has been available to eligible children through the Houston County School District.

### HOUSTON COUNTY SCHOOLS STUDENT CALENDAR 2020-2021

August 4, 2020	Tuesday	First day of school
September 7, 2020	Monday	<b>HOLIDAY</b> -Labor Day
October 9-16, 2020	Fri-Fri	Student <b>HOLIDAYS</b> – fall break (Staff report October 9)
November 11, 2020	Wednesday	<b>HOLIDAY</b> -Veterans Day
November 23-27, 2020	Mon-Fri	Thanksgiving <b>Holidays</b>
*December 18, 2020	Friday	<b>½ day for Students</b> NO AFTER SCHOOL PROGRAMS
December 21 – January 4		Christmas <b>Holidays</b> for students (Staff report January 4)
January 5, 2021	Tuesday	Second semester begins
January 18, 2021	Monday	<b>HOLIDAY</b> -Martin Luther King, Jr.
February 15, 2021	Monday	<b>HOLIDAY</b> -Presidents’ Day
February 16, 2021	Tuesday	<b>HOLIDAY</b> for students only (Staff report)
March 29 – April 2, 2021	Mon-Fri	<b>HOLIDAYS</b> – spring break
*May 26, 2021	Wednesday	Last Day – <b>½ day for Students</b> NO AFTER SCHOOL PROGRAMS

## Curriculum, Assessment, and Instructional Standards

Houston County School District Pre-K Program implements the FrogStreet Excel Pre-K curriculum. It is a research-based, high quality curriculum that is organized into nine themes that build connections across multiple domains of learning. The curriculum provides teachers with developmentally appropriate lesson plan ideas under a flexible framework aligned to standards. It offers a strong foundation in math and literacy, an emphasis on essential social-emotional skills, and differentiated instruction to support the needs of all learners.

Georgia Pre-K has adopted a set of high-quality, research-based early learning standards for children birth to age five called the Georgia Early Learning and Development Standards (GELDS). The purpose of the GELDS is to promote quality learning experiences for children and address the question, “What should children from birth to age five know and be able to do?” They are appropriate and attainable standards for Georgia’s youngest learners and are designed to be flexible enough to support children’s individual rates of development, approaches to learning, and cultural context.

The standards (GELDS) are written as a continuum of skills, behaviors, and concepts that children develop throughout this time of life. They are divided into age groups for convenience and serve as a framework for learning. The GELDS are aligned with the Head Start Early Learning Outcomes Framework, the Georgia Standards of Excellence (GSE) and CCGPS for K-12.

Pre-K students are assessed with the Work Sampling Online (WSO) assessment system which is aligned to the GELDS. The WSO system is an electronic portfolio collection of evidence of student performance with which teachers rate and describe student progress. Evidence of student performance is collected for across the various segments of instruction in the school day such as in the sample schedule below. Each classroom, however, will have its own unique daily schedule. A certified lead teacher and an assistant teacher (paraprofessional) are employed for each Pre-K classroom. Both staff members help with instructional delivery and evidence collection as appropriate, as well as with planning and supervision. The lead teacher is responsible for assessing the students and conducting the parent conferences to discuss progress. Each Pre-K family will participate in at least two parent conferences to discuss student progress as assessed by the WSO assessment system. Additional communication through newsletters, emails, telephone conversations, and other means will be ongoing.

#### **Sample Pre-K Daily Schedule**

8:00-8:30 Arrival/Morning Routines  
8:30-8:45 Opening Circle Time/Large Group  
8:45-9:00 Second Step  
9:00-9:15 Phonological Awareness Activity  
9:15-9:30 Music with Movement  
9:30-9:50 Large Group Literacy  
9:50-10:40 Outdoor Play  
10:40-11:10 Small Group Time  
11:10-11:25 Story Time 1  
11:25-11:55 Lunch Time  
11:55-1:00 Center Time  
1:00-1:15 Clean-up Time  
1:15-2:15 Rest Time  
2:15-2:30 Snack Time  
2:30-2:45 Story Time 2  
2:45-3:00 Additional Instructional Activity Related to Theme  
3:00-3:15 Closing Activity  
3:15-3:30 Afternoon Routines  
3:30 Departure

## **Enrollment and Selection**

The purpose of the GA BFTS DECAL Pre-K Program is to provide high-quality educational/instructional services to eligible four-year-old children. The Houston County School District Pre-K Program adheres to the age-eligibility requirement as defined in the GA Pre-K Operating Guidelines. Eligible four-year-olds are prioritized for enrollment.

## **Age Requirement**

Children must be four years of age **on** September 1, 2020, based on acceptable documentation and reside in Houston County to apply for the HCSD Pre-K program. Children whose birthdates are from September 2, 2015, through September 1, 2016, are eligible for participation in the 2020-2021 school year. **Proof of age must be on file the day the child begins the Pre-K program.**

Children who are five years of age on September 1, 2020, are age-eligible to enroll in their Houston County School District zone **kindergarten** program. A child who will be five years of age on September 1, 2020, and has not previously attended any GA BFTS DECAL Pre-K Program (for more than 30 days) as a four-year-old, may petition for enrollment in the Houston County School District Pre-K program **AFTER** the school year has begun. Once all four-year-old applicants have been placed, and if there are vacancies available, five-year olds will be considered. Consideration will be given to the child's date of birth, physical maturity, emotional maturity, and prior experiences when making the decision to grant the request to enroll the child in the Houston County School District Pre-K program at age five as opposed to kindergarten. Parents will be required to sign a **Parent Acknowledgement Form (Pre-K Operating Guidelines Appendix A)** indicating that the child did not previously attend Georgia's Pre-K Program for longer than 30 days. Contact the HCSD Pre-K Coordinator, Blanche Lamb, at [blanche.lamb@hcbe.net](mailto:blanche.lamb@hcbe.net) or at 478-988-6200 ext. 10193 to initiate this process or for further inquiry.

Children who are six years of age on September 1, 2020, and are age-eligible for first grade are **not** eligible for enrollment in Georgia's Pre-K Program.

## **Application/Registration**

Parents must register their Pre-K eligible children at the HCSD Central Registration Complex and for the school for which they are zoned according to the Houston County Board of Education zoning policies. (*HCSD employees should contact School Operations regarding additional enrollment requirements for their personal children*). Parents should schedule an appointment with the Central Registration office online at <https://houstoncountys.schoolinsites.com/centralregistration> in order to complete the registration/application process. Walk-in appointments are accepted, however wait times can be significantly longer. Priority will be given to appointments scheduled. The required on-line forms must be completed prior to the appointment in order to complete the application process. These forms can be found on the same website.

All parents must provide Central Registration with a certified copy of the child's birth certificate (or other approved document to verify age), social security card (or waiver), two proofs of Houston County residency (a lease or mortgage statement plus either a utility bill, property or income tax statement, automobile registration or insurance notice, or mail from a government agency), parent/guardian photo identification, and any guardianship/custody orders that may apply. All HCSD and/or GA Pre-K required registration and enrollment forms must also be completed as a part of the application process. Appropriate documentation should be on file prior to or on the first day of Pre-K.

During the Pre-K registration period, publicized annually, applications are accepted and the information is placed into an electronic system for a random lottery selection for possible

placement into the program at each school level, although HCSD employees will have priority placement prior to the lottery drawing. When more applications have been submitted than classroom slots, the lottery placement extends to the assignment of students to the waiting list in the order of their random lottery number drawn. To support family units, children who are siblings from a multiple birth will all be considered for enrollment if any one of the children is randomly selected. A family applying for a HCSD Pre-K program slot after the electronic lottery selection has been finalized will be placed in order on the waiting list for their zoned school and may be accepted into the program as vacancies occur. Parents should contact their zoned school to be placed on the waiting list.

Active duty military families with orders to relocate to Houston County can be considered with proper documentation. A student whose parent or guardian is on active duty in the United States armed forces and has received official military orders to transfer into Houston County, Georgia shall be eligible for application into the Pre-K Lottery process provided military orders reflect Houston County as the intended military duty placement and provided that documentation of a current/future lease/mortgage agreement is in place within the identified school zone. A Pre-K student must be residing in the identified school zone, or in TLF and with a pending lease/mortgage agreement in the identified zone, by the first day of school if selected in the Pre-K Lottery drawing for a slot. A Student not residing in the identified school zone, or in TLF with a pending lease/mortgage agreement in the identified zone, by the first day of school will be removed from that roster and will be placed on the Pre-K waiting list of the appropriately zoned school.

School administrators schedule children into the individual classrooms in effort to provide diverse experiences and maximum support for each learner. Parent input can be taken into consideration since parents are the primary educators of their children but specific requests cannot be guaranteed. The HCSD Pre-K program adheres to the O.C.G.A. 20-2-71 for placement of twins or higher order multiples in classrooms.

## Attendance

Completed and current DPH *Certificate of Immunizations Form 3231*, and DPH *Certificate of Vision, Hearing, Dental, and Nutrition Screening Form 3300* are **required** within the first 30 and 90 calendar days for continued enrollment.

Regular attendance in HCSD Pre-K is expected and is in accordance with standard procedures of the HCSD attendance and tardiness rules, with the HCSD student calendar, and with the time schedule of the school enrolled (ex: 8:30 AM – 3:30 PM). Parent contact will be made after 5 unexcused absences. A parent conference and an attendance contract will be required after 10 unexcused absences. A parent conference with the Pre-K Project Director will be required after 15 unexcused absences. A request for disenrollment will be submitted after 20 unexcused absences. Also, a parent contact will be made after 10 unexcused tardies/early dismissals. A parent conference and attendance contract will be required after 15 unexcused tardies/early dismissals. A parent conference with the Pre-K Project Director will be required after 20 unexcused tardies/early dismissals. A request for disenrollment will be submitted after 25 unexcused tardies/early dismissals.

A parent must agree to send the child to the Pre-K program for 6.5 hours of instructional time for the full 180 day school year or the equivalent 1170 hours. (\*Please note exceptions for ½ school days as established by the school calendar) A child who is chronically tardy or absent

can be disenrolled from the program. A child who is not enrolled in the After School Program and is not picked up at the end of the Pre-K day on a regular basis can be disenrolled. Pre-K students who do not attend school for **10 consecutive days without a medical or other reasonable explanation** will be referred to GA BFTS: DECAL for **disenrollment** from the program.

Parents should submit documentation from physicians visits that require an absence or tardy to occur. Parent notes should be provided for general illnesses which cause absences or tardies to occur. All notes should include specific dates and times (as applicable) and signatures. Advanced notice to teachers regarding appointments is strongly encouraged to help teachers plan for the student's return to class.

## ACCIDENTS, ILLNESS, AND HEALTH SERVICES

If a child is injured at school, office personnel will render first aid. Parents will then be contacted in those cases which the school deems are serious enough to warrant communication. If the school is unable to reach the parent, the emergency telephone contact person(s) will be called in an effort to find someone to come for the child. In the event a parent or emergency contact cannot be reached, EMS may be called for transport to the local hospital. Please assist the school by leaving current emergency telephone numbers to be used in the event that you are not available. When a child becomes ill at school, the parent will be notified just as in the case of an accident. Parents will also be contacted in cases of children soiling their clothes at school through accidents such as vomiting, urinating, or defecation. If a child shows signs of illness, he/she should not be sent to school.

**Parental assistance is urgently needed in providing pertinent medical information upon the enrollment of the child in school. Please assist the school by notifying the office of any change in student data (medical or otherwise) that will ensure your child's success for a safe and healthy school year.**

**Proper medical forms (HRS-29) must be completed before any medication can be administered to a student while at school.**

### *When to Keep Your Child Home*

Preventive and emergency school-based health services are provided to public school children in grades Pre-Kindergarten through Twelfth. The Health Related Services department uses "Best Practice" standards that strive to eliminate barriers, increase attendance, and identify health related concerns that influence learning.

**Please refer to the following guidelines when considering returning a sick/recovering child to school:**

- 1. A child should be fever-free for 24 hours without medication before returning.**
- 2. A child must be diarrhea or nausea/vomiting free for 24 hours without medication (anti-diarrheal or anti-nausea/anti-emetic) before returning.**
- 3. A child with strep throat must be on an antibiotic for 24 hours before returning.**

4. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note.
5. A child with chicken pox may only return to school when all lesions have crusted over. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
6. All open, draining, or contagious skin areas (i.e. Staph, ringworm, Molluscum Contagiosum) must be able to be contained by a bandage/covering. Please provide a note from the doctor releasing the student to return to school and to excuse the absence(s).
7. A child with scabies will be allowed to return to school the following day after the first treatment.
8. A child must not require narcotics to control pain during school hours post procedure or injury.

**KEEP A CHILD HOME, if she/he:**

1. **Has had a fever\* of 100 degrees or higher in the past 24 hours.**
2. Is nauseous and/or vomiting and/or has diarrhea.
3. Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
4. Has undiagnosed skin rashes or contagious conditions such as scabies or chicken pox. Students will be excluded from school until the rash is gone or when cleared by a physician for any contagious illness. Your doctor can help determine the exact cause and ensure you receive proper treatment.
5. Has live lice on the scalp. A child will be allowed to attend if only nits are seen.

***Children who have been at home because of illness should not be brought to school for parties and/or special events.***

\*A fever refers to a temperature of 100 degrees or more without the use of Tylenol or Advil or other fever reducing medications. The school cannot give aspirin, or products that contain aspirin products. A high occurrence of Reyes Syndrome associated with viral infections and the use of aspirin.

Please send a parent or physician's note to the homeroom teacher **within three days of the absence**; otherwise, the absence is unexcused and subject to the truancy regulations.

**The information provided is not intended to replace a physician's advice. When your child is ill, please contact your health care provider.**

## Transportation

Bus **transportation** is provided within most school zones. Parents must check with Houston County BOE Transportation Department for details on busing routes and stops at (478) 329 2218 ext. 0 or ext. 1.

## Additional Fees – Meals, ASP, and Other Costs



Parents may choose to enroll their Pre-K child into the school's **After School Program (ASP)** for the appropriate fees as associated with this service. Weekly fees are \$40 per week and daily drop-fees are \$10 per day. An additional one-time per year application fee of \$25 applies before a child may participate. See the school ASP Coordinator for an application and more details.

Pre-K students wishing to eat breakfast and lunch at school may do so for the same price as K-12 students. Free and reduced pricing for both meals is available through an application process at those schools not eligible for the Community Eligibility Provision (CEP) where all meals are free. Applications for free/reduced meals can be found online at <https://houstoncountys.schoolinsites.com/schoolnutrition> . Parents can make meal payments online at [www.myschoolbucks.com](http://www.myschoolbucks.com). The full cost of elementary school meals is **\$1.75 for breakfast and \$2.50 for lunch per day**. Meals are prepared and costs are based on USDA guidelines. Parents may use the MySchoolBucks method of electronic meal payment and management. Students may also bring their own lunch.

Additional donations not to exceed \$25 for the year for **field trips** may be requested but not required for field trips. Monetary donations for the purchase of supplies shall not be requested, however parents may choose to donate actual classroom supplies.

## School Closings

In the event of school cancellations, parents will be notified by telephone through School Messenger, our automated notification system. Please keep phone numbers up-to-date in the student information system by contacting the school office. The message will also be posted to the HCSD website at [www.hcbe.net](http://www.hcbe.net) and HCBOE Facebook/Twitter/Instagram. A Public Service Announcement request will also be sent to the local media, to include 13 WMAZ TV, FOX24 TV, WMGT41 TV, WRWR TV-38, and all local radio stations. Students will not be released to leave school building during a tornado warning.

## Discipline

Behavioral expectations will be taught in the classroom as an integral part of the daily curriculum through explicit instruction, role playing, modeling, stories and other means. Classroom/School rules will be designed, taught, and reinforced regularly. Classroom management should focus on proactive strategies of engaging the learners in meaningful activities that captivate their interests. Low profile, reactive techniques such as positive guidance, re-direction, or alternative activities shall be used as necessary. The intent of any behavior management technique is to support the child's ability to become self-disciplined. When necessary, staff will implement a positive discipline approach with choices followed by consequences to promote accountability. Consequences shall be consistent, age-appropriate, and as closely related to the behavior as possible so that they are understandable to the child. Expectations shall be taught prior to any behavior that may result in disciplinary action. Teachers should help children develop self-control and appropriate relationships with peers and adults. Parents and staff should explicitly teach children positive alternatives to inappropriate behaviors resulting from emotional impulses. Teacher planning, preparation, and proximal supervision are key for student success.

Schools will request parent support as needed to help in the classroom as well as at home. This may include parents assisting in supervising the child during the school day or extending instruction on behavioral expectations at home. Schools and parents must work together in partnership to ensure each child's success. Parents should ensure that schools have all current contact information where they can be reached if their support is needed. Although a last resort, immediate suspensions may be imposed if a child is causing harm to himself/herself or others or if the child is unable to successfully participate in program activities. Continuous behavioral concerns will require the school and parents to collaborate on a plan of intervention with strategies to enable student success. Students not showing progress in response to interventions may need to be referred to the school psychologist for evaluation. Referral for disenrollment or long-term suspension may be considered when serious health and safety issues are present.

## Dress Code

School uniforms are not required. Parents are encouraged to dress Pre-K students in clothing that allows for independent toileting. Pre-K children will work with paint, water, play-doh, sand, foods, and other materials that can soil or stain clothing/shoes, therefore, parents are encouraged to dress children in comfortable clothing that can be washed vigorously. Outdoor play is a critical part of gross motor development for young children and planned daily, so shoes that allow children to run and climb safely should be worn. These gross motor activities evolve into fine motor skills that support more academic skills such as writing.

Pre-K students must comply with the Houston County School District **dress code** for elementary schools. Details of the dress code can be found on the Houston County Schools website in the Elementary Student Handbook (Click on the Parents tab, then on Parent Information Center, then on Student Handbooks). The direct link is <https://www.hcbe.net/districtstudenthandbooks> .

## Rest Time

Part of the Pre-K routine includes a daily rest time. Students are not required to sleep but must rest quietly on their cots/mats. Cots/mats will be provided. Children need to bring two small blankets or towels to school for rest time. Teachers will send these covers home weekly to be washed. This helps to keep a more sanitary classroom environment.

## Wetting/Accidents

Pre-K students are expected to use school restrooms without their teachers' assistance; however, accidents do happen. Parents are asked to send a change of clothing, including underwear and socks that can remain in the classroom for their child. The clothing should be updated as the child grows and as seasons change and returned following an accident.

Students will be encouraged to change themselves if an accident occurs. If the accident is such that the student cannot change himself/herself, a parent may be called to assist. If a parent(s) cannot be reached, school personnel may assist in directing the student in cleaning up.

# Family Involvement and Volunteers

Research shows that students who have families that take an active part in their education are more likely to succeed as productive students and adult citizens. The Pre-K program provides a wide range of opportunities for families to share in the educational development of their child. Field trips and Parent and Child Time (PACT), are a just few school functions that involve parents and family members. Parent and Child Time (PACT) activities are scheduled during the school year. During these sessions, parents and teachers are actively involved with the students in the classroom. PACT emphasizes that parents are the child's first and most important teachers. Younger siblings may also attend some of these activities with an adult chaperone.

The Pre-K Program may also expose students to exciting and educational real life experiences through field trips. Each student must have a signed permission form for each field trip.

Parents, guardians and other adult family members are encouraged to volunteer as chaperones (see Security Clearance below). Houston County Board Policy prohibits younger siblings from riding school transportation.

**Security Clearance** - All volunteers, including parents, must receive a security clearance. A security clearance form may be picked up in the school office. The form must be completed and approved before volunteering will be permissible. This also includes chaperones for field trips. The approval process may take several weeks, therefore it is recommended that you submit a clearance form as soon as possible if you feel there may be an opportunity that you will volunteer at some time throughout the school year. Some schools may also require a training orientation prior to volunteering.

## ✿Frequently Asked Questions✿

### 1. **What will I need to send to school with my child?**

The program provides all school supplies. Children sometimes have accidents, so an extra set of clothing appropriate for the season with the child's name on it should always be kept at school. Book bags are helpful in transporting materials and important papers. Two small blankets or towels for rest time are recommended. Personal toys and other items not necessary for school activities should be kept at home.

### 2. **How should my child dress for school?**

Students should wear casual, comfortable clothing that is easy for the child to take on and off. The clothing should not be too tight or loose-fitting because it could be dangerous or embarrassing to the child. Clothing should be washable as the students will be involved in activities such as painting and playing on the playground. The Pre-kindergarten Program follows the county dress code policy. **\*\*\*Heavy coats, hats, and gloves are needed during the winter months for required daily outdoor play.**

### 3. **When may I contact my child's teachers?**

If you must call during class time, please leave a message with the front office so the teacher can return your call after class time. Pre-K Staff may also be contacted through

email or other digital means as established by the teacher.

**4. Will my child be provided meals?**

Yes, breakfast and lunch will be offered. Breakfast is \$1.75, and lunch is \$2.50. Lunch and breakfast money should be placed in an envelope with your child's name, lunch number, and teacher's name. Applications for free or reduced meals will be available from your child's teacher, the school office, or the lunchroom.

**5. Will my child be provided a snack?**

No. There **will be** a snack time opportunity within the school day, however students (parents) must provide their own snacks. Please ask your child's teacher about how snack is managed in that classroom.

**5. Can children with special needs be served by the Pre-K program?**

Yes, this service is seen as the least restrictive and appropriate environment for your child. Consideration of each child's individual IEP will reflect the appropriate placement.

**6. Can my child repeat/be retained in Pre-Kindergarten?**

Special requests for children to have the opportunity to repeat the GA Pre-K experience must be made to the GA BFTS DECAL by a committee comprised of the parents, teachers, school administrators and Pre-K project director. Extensive documentation and justification must be submitted prior to mid-April.

Houston County Schools Pre-K programs operate in compliance with the GA BFTS DECAL Pre-K Operating Guidelines. More details can be found at <http://www.decal.ga.gov/documents/attachments/Guidelines.pdf>.

Websites for Additional Information

GA BFTS DECAL About Pre-K - <http://decal.ga.gov/Prek/About.aspx>

GA BFTS DECAL Useful Resource Links - <http://decal.ga.gov/BftS/UsefulLinks.aspx?PreK=1>

GA Early Learning and Development Standards - <http://www.gelds.decal.ga.gov/Search.aspx>

Second Step Program - <https://www.secondstep.org/>

CDC Developmental Milestones - <https://www.cdc.gov/ncbddd/actearly/milestones/>

Free Developmental Screener for Parents - <https://www.easterseals.com/mtffc/asq/>

Pre-K Parent Acknowledgement of Policies and Procedures  
(Available on the Houston County Board of Education website at  
<http://houstoncs.schoolinsites.com/> on the Parents tab under System Student  
Handbooks)

- ✓ I agree to work in **partnership** with the school to support my child in being successful in Pre-K.
- ✓ I understand that my child must have the **required GA DPH Forms 3231 and 3300** completed and submitted to the school by the appropriate deadlines in order to continue participation in the program.
- ✓ I agree to participate in both of the **required parent conferences** to discuss my child's progress, usually held in December and May.
- ✓ I understand that the district is supporting a more efficient system of communication and a healthier environment by providing stakeholders with general information regarding policies and procedures in an **electronic format** on the Houston County School District website. I understand the full details of the policies and procedures can be found there and that hard copies of specific documents may be attained by special request.
- ✓ I understand, and agree with the required **attendance policy for 6.5 hours per day for 180 days** of instruction and will support my child in the program by making sure that he/she is **consistently on time and present**. I also agree that my child will be picked up on time at the end of each program day. I am aware that students with chronic tardies or absences or who are routinely late being picked up can be **disenrolled**.
- ✓ I understand my obligation for the daily fees associated with **breakfast (\$1.75) and lunch (\$2.50)** and how to apply for free or reduced costs for my family.
- ✓ I understand that **after school programming** may be available at my child's school for additional fees.
- ✓ I agree to participate in the success of my child in Pre-K by acting as an **engaged partner** when my child is having difficulties exhibiting safe and appropriate **behavior**.
- ✓ I understand the school **dress code** and will ensure that my child is appropriately dressed each day.
- ✓ I agree to check daily for **school information** sent home with my child. I also agree to promptly complete, sign, and return forms, permission slips, or other necessary documents sent home with my child.
- ✓ I understand the importance of being available for the school to make contact with me during the school day as needs arise. I agree to ensure that my **contact information as well as my emergency contact list** information is accurate and up-to-date at all times. I understand that the District will contact me directly regarding school closures using the telephone number I provide.
- ✓ I understand that I may contact my child's teacher, a school administrator, or the Coordinator for Special Programs with any **questions or concerns**.

**Please complete the form below and return to your child's teacher.**

\_\_\_\_\_  
(Print) Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print) Parent Name

\_\_\_\_\_  
Parent Signature