

Ventana Ranch Elementary School

PRE-K HANDBOOK

Please note that we follow the APS Student Behavior Handbook, this handbook contains all of the information specific to Albuquerque Public Schools and Ventana Ranch Elementary. In addition to the APS Handbook please note the following:

PRE-K HOURS:

A.M. Class

Monday, Tuesday, Thursday and Friday 7:30-10:15. Check-in in room A9 at 7:30. We eat breakfast in the Cafeteria from 7:45-8:15. Your child may bring a breakfast from home or they may purchase one from the Cafeteria. Prices are in the APS Handbook. Please pay the Cafeteria directly or set up an account online. Please do not send money with your child.

Pick up in Portable B-13 at 10:15. **Students are NOT permitted to stay after school to play on the playground even with parent supervision after dismissal, this is during our academic day.** *(Please see the Ventana Ranch and APS Handbook for more information regarding school visits during school hours)*

P.M. Class

Monday, Tuesday, Thursday and Friday 11:30-2:15. Check-in in room A9 at 11:30. We eat lunch in the Cafeteria from 11:45-12:15. Your child may bring a lunch from home or they may purchase one from the Cafeteria. Prices are in the APS Handbook. Please pay the Cafeteria directly or set up an account online. Please do not send money with your child.

Pick up in Portable B-13 at 2:15. **Students are NOT permitted to stay after school to play on the playground even with parent supervision after dismissal.**

Wednesday Schedule 7:30 (check-in in room A9)-11:30 (pick up in Portable B-13) The A.M. and P.M. Class will alternate on this day. Please check our webpage Calendar for the date your child's class will attend. On this day we will have breakfast from 7:45-8:15 (please label the bag if your child is bringing breakfast from home) and lunch from 10:00-10:30 (please label the bag if your child is bringing lunch from home)

PARKING PROCEDURES

Parking for parents is in the main parking lot. Please use the crosswalks when crossing to campus. This is for everyone's safety.

PRE-K FOLDERS

Each child has a Pre-K specific folder. Please make sure it comes to school with your child on a daily basis. We will place any pertinent information in the "To Home" side, if you would like us to know anything specific please place it in the "To School" side. We will check the folder daily and request that parents check the folder daily also.

PRE-K DRESS CODE

We follow the APS dress code but, please note the following:

- Make sure your child wears comfortable, durable shoes. We have a long way to walk to our various locations and our playground has a layer of wood chips. The wood chips will go through flip flops.
- Make sure your child wears comfortable clothes that they can move freely in. Pre-K is messy sometimes so please provide a change of clothes in a zip-lock bag with your child's name on it. Please keep this bag in their backpacks. If your child has an accident or a spill, they will be able to change.
- Please keep jewelry to a minimum. No long necklaces or earrings. They can easily get caught on our play equipment leading to injuries.
- Jackets, sweaters etc. Please label these with your child's name. If they get lost or misplaced it will be easier to find them.

FAMILY INVOLVEMENT ACTIVITIES

1-2 times a month we will have short activities in our classroom for Parents and children to be involved with. We will have a sign-up sheet on our Parent News wall. Please sign up at least 3 days before the activity so that we know how many will attend. Please note that our classroom is small and we may not be able to fit all who are interested. If this occurs we will try to schedule multiple times for our activities.

ATTENDANCE

Please call the school if your child will be absent. 890-7375 option 2. If your child is not feeling well please note the following:

- If your child has a fever they must be fever free for 24 hours WITHOUT fever reducing medication before they can return to school.
- If they need medication during the school day you must obtain a "Provider Order/Medication Authorization" form from the Doctor to give to the School Nurse before medication can be given at school.

- If your child has diarrhea, excessive coughing, unexplained rash or has vomited within the past 24 hours please do not send them to school.

CLASSROOM ROUTINES

Our class "Lesson Plans" are always available for Parents to see. They are located by our phone. You may always look through them to see what our classroom focus is for the week. The colored dots on our "Essential Indicator" posters will note which indicator is being observed by us for the week in each classroom area. Please note that Pre-K is a "Child-centered play-based" program. We provide different opportunities to build learning in Literacy, Math, Science/Sensory, Art, Library, Dramatic Play, Manipulatives and Blocks but, it is up to the children to decide where they would like to be and what they would like to do.

FIELD TRIPS

The Pre K program will pay for a volunteer clearance for one parent. Once your clearance has come through please give us a copy of the e-mail stating you have had the background check. You will then be able to accompany your child on our field trips. We will take 2-3 field trips during the year. The Pre K program pays for our bus and admission for the Pre K child and one parent. Parents may also ride the bus to the event with their child. We cannot take siblings on Pre K field trips.

SCHOOL WEATHER DELAYS OR CLOSINGS

If APS calls for a 2 hour delay start there will be NO A.M. Pre K Class! P.M. Pre K Class will attend at their normal time 11:30-2:15.

If the 2 hour delay is on a Wednesday the children (either A.M. or P.M. Class) will come to school from 9:30-11:30. There will be NO BREAKFAST served on that day but, we will go to lunch at our regular Wednesday time 10:00-10:30.

If APS closes schools there will be NO SCHOOL for Pre K.

INVITATIONS

If your child is planning on giving out invitations to their Birthday Party they need to have an invitation for everyone in the class for us to be able to pass out invitations for you. If your child is planning on inviting a few specific friends please pass these invitations out personally to the parents either before or after school.

CLASS WEBPAGE/INFORMATION

We have a class webpage! Please visit the Ventana Ranch webpage, click on "Staff" and then click on my name "Stephanie Larragoite", it will take you to our webpage where you will find our "Monthly Calendar" which will give you the Wednesday dates for attendance for A.M. and P. M. classes as well as our Newsletters and any pertinent information pertaining to our Pre K program. We also post information on our "Parent News" wall in our classroom and will have a limited number of hard copy newsletters available if parents do not have access to the internet.