



# Iroquois Universal Pre-K Handbook

Please read the handbook in its entirety and sign and return the last page  
at UPK Meet & Greet on:  
Tuesday, August 27<sup>th</sup> from 9:00am -10:00am.  
Thank you!



## **WELCOME TO UPK!**

We hope this handbook is able to answer some questions you may have about the UPK program at Iroquois. If there are any other topics you are wondering about, please feel free to contact your child's teacher anytime! If you need to communicate information that is immediate in nature, please call the main office at 652-3000 ext. 3001. Teacher extensions ring before and after school hours. Teachers may not have an opportunity to check email until after the children leave so any communication that is immediate in nature, the main office should be contacted.

Mrs. Sue Guarino Sguarino@iroquoiscsd.org EXT 3043	Mrs. Danielle Hyrek Dhyrek@iroquoiscsd.org EXT 3042
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## **Arrival/Dismissal**

UPK begins at 9:00 am. Please park in the church lot and walk your child to the main entrance of Marilla Primary. We will greet you and your child at the main doors. Mrs. Hyrek's class will line up behind the blue pylons and Mrs. Guarino's class will line up behind the green pylons. Your child will have a great start to their day if they arrive on time. If your child will be arriving to school late, please enter at the main doors and report to the office. Pick up will begin at 3:00 pm. Please park in the church lot, come stand in line behind your child's class pylon, and wait outside the main doors. Your child's teacher will dismiss students one at a time. If you need to pick up your child from school early, please send in a note in the morning. Please come to the main entrance and sign your child out in the office. We will bring your child to you. If someone other than



yourself is picking your child up, please send a written note with your child stating who and what time. Please tell the person picking up to have their photo ID with them.

### **Meals**

Breakfast and lunch will be provided to all students free of charge. The lunch served will be the main item listed on the lunch menu. Children are able to bring their own lunch to school.

### **Snack**

Please send a snack with your child daily, separate from their lunch. The front pocket of their backpack is always a convenient spot.

### **Daily Preparedness**

Your child will need:

- Full size backpack
- Leak proof water bottle
- Lunch if bringing
- Sneakers & appropriate clothing for the weather inside and out
- Name tag (please wear the first two weeks of school). Mrs. Hyrek's children will have a blue sticker on their name tag and Mrs. Guarino's children will have a green sticker on their name tag. (Name tag will be provided at Meet & Greet)



**ABSENCE:** If your child is going to be absent from school, please call the school nurse at 652-3000 ext. 3600 and let us know. On the day your child returns to school, please provide a written excuse with the reason for the absence.

**APPOINTMENTS:** If you are picking your child up early for an appointment, please send a note the morning of the appointment. You will need to sign out your child at the main office. We will bring your child down to the office to meet you after you have arrived.



**BIRTHDAYS:** We look forward to celebrating with your child in school on his/her birthday! You are welcome to send in a **store-bought treat** to share with your child's friends in school. Please check with your child's teacher for possible food allergies in the class.



**CALENDAR:** The students will follow the Marilla Primary/Elementary calendar for all events including half days and days off.

**CHANGE OF CLOTHES:** Please have your child bring an extra set of clothes, including socks, to school in a large ziploc bag labeled with his/her name. Each child's spare set of clothes will be kept at school in the event a bathroom accident or spill occurs.

**COMMUNICATION:** Communication between home and school is very important. Your child will be given a RED TAKE-HOME FOLDER that will be sent home and must be returned to school each day. Please check this folder daily for any papers/projects that will be sent home. We will also utilize the app SeeSaw for our main communication. We will use this to send out pictures, reminders, and other classroom news. This is a great way to get in touch with your child's teacher by using the private message function. You will be able to sign up using a QR code during your child's welcome day and supply draft.



**DRESS:** Each day children should wear comfortable clothing that can get messy and **SNEAKERS**, suitable for active play. Children will go outdoors daily (weather permitting), and sneakers are required. Children will play outside in the winter months when the temperatures are above 25 degrees. More information will come home regarding this, but we will ask for snow pants and winter gear to be sent to school when the colder months are upon us.





**HEALTH:** If your child is not feeling well, please keep them home from school. If they have a fever, vomiting, or diarrhea, they must remain home for 24 hours AFTER symptoms stop WITHOUT medicine. For example, if your child has a fever, they need to be fever free for 24 hours without taking ibuprofen or acetaminophen. If you are unsure if they can come to school, please call the school nurse. Please let your child's teacher know of any special circumstances which may affect your child at school. These could include allergies, medication that may make him/her active or sleepy, etc.



**ILLNESS & INJURY:** If a child receives an injury or becomes ill while at school, the school nurse will render any necessary assistance and you will be contacted to come pick up your child.



**PLAY:** Play is an important piece of a young child's development and is incorporated throughout the day. Play allows children to use their creativity while developing their imagination, dexterity, physical, cognitive, and emotional strength. It is also used to reinforce new lessons that have been taught and is essential to students learning.

# R

**RESTROOMS:** Please make your child's teacher aware of any medical problems that might require frequent trips to the restroom. **Also, please make sure your child is completely independent with toileting before school begins in September.** We understand that children this age may still have accidents and require frequent reminders to use the bathroom. Having this skill mastered prior to the start of school helps your child feel more comfortable and confident.

**RECESS:** Students will have daily recess. We will have access to the gymnasium and safe outdoor space.

**RULES:** Our classroom is a family community where teamwork and positive relationships are expected and encouraged. We will spend some time learning class procedures, expectations and practicing them. Each student is expected to act within our Marilla Primary standards of behavior and code of conduct. If a situation occurs with your child, we will inform you of the issue and work together to find a resolution.

# S

**SCHOOL CLOSINGS:** If school is ever closed for any reason, you will receive an automated phone call. It will also be broadcast on local television stations.



**WATER BOTTLES:** Please send a leak free water bottle daily.

I have read and reviewed the UPK Handbook.

Parent/Guardian Signature: \_\_\_\_\_

Child's name: \_\_\_\_\_

If you have any further questions, please feel free to reach out via email prior to school. Thank you!