Pre-School Parent Handbook

2025-2026



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THE CURRICULUM AND LEARNING ENVIRONMENT

Park City School District Preschool has a curriculum that is teaching in ways that match the way children develop and learn. Educational learning centers throughout the room will provide opportunities for children to explore, experiment, discover, share, learn and practice newly acquired skills.

In keeping with Park City School District focus on closing the achievement gap for all district classrooms, the preschool day will include focus on pre-reading and early math activities. In addition, emphasis will be placed on the social/emotional, physical, intellectual, and language development of each child.

The preschool classrooms are designed to minimize behavioral challenges, as children are taught the classroom routines and expectations. If any serious behavior problems arise, the parent will be involved in determining needed interventions. Parents will be informed about such behaviors and actions taken.

ATTENDANCE

If your child is absent **two** consecutive weeks without teacher notification, your child will be withdrawn from the program.

CALENDAR

All PCSD preschool classes will follow the Park City School District Calendar. Classes will not be held on **scheduled holidays, compensatory days, professional development days, or any day the school is closed.** Be sure to review the teacher's monthly calendar for days children will not attend preschool and for early out days.

DRESSING FOR PRESCHOOL & BACKPACKS!

Please label all coats, jackets, sweaters, hats, mittens, boots, and backpacks with your child's name.

Select comfortable clothing for your child. Clothes should be washable. Some of our favorite activities are messy! We try to go outside ***every day*** so please send coats or sweaters so that the child can manage him/herself. Provide clothing suitable to weather changes. This means boots, mittens or gloves, hats, etc. Be sure boots are large enough so that your child can handle them independently. Please label all

coats, jackets, sweaters, hats, mittens and boots with your child's name. Send a change of clothing in your child's backpack. Please provide appropriate shoes for outdoor activities and gym time.

FIELD TRIPS

1. All field trips will be walking, or possibly taking public transportation. 2. Parents will be notified in advance the time and place of any field trip. 3. A permission slip showing the location, time, and skills/knowledge to be gained or practiced must be signed for each field trip.
4. Prior arrangements will be made for children with medical or mobility needs.



FOOD EXPERIENCES (SNACK)

Children may be offered a healthy snack every day. Please make sure your child eats before coming to school. Parents are welcome to provide snacks for the class; however, due to Health Department regulations, all food must be store bought. No homemade food is allowed. No peanut or tree nut products will be allowed.

FULL DAY STUDENTS

For students who attend the full day 4-year-old and 3-year-old program at JRES, PPES, TSES or MPES: After lunch recess students will take a short rest time to help their bodies recharge for afternoon activities. The school will provide individual rest mats assigned individually to each student.

HEALTH

Utah State Law requires that all children must be current on all immunizations. A copy of the student's current immunization record must be filed with the preschool office in order for your student to attend class. If a student is exempt from receiving immunizations, a Utah Immunization Exemption Form must be obtained and signed by the Public Health Department and submitted to the preschool office.

Reasons for keeping your child home from school:

· Fever above 100 degrees Fahrenheit

· Untreated pink eye – white of the eye is pink or red with yellow discharge or crust · Vomiting or diarrhea two or more times in 24 hours
· New onset of any discolored nasal discharge
· Body rash, especially with fever, or swollen glands
· Unusually tired, pale, difficult to wake, irritable, lack of appetite
· Untreated head lice
· Uncovered infected wounds
· Upper respiratory symptoms (i.e., uncontrolled asthma, excessive coughing, wheezing with difficulty breathing)

Children who are ill with the following communicable diseases must be kept home until cleared by a family physician.
These include:
Chicken Pox, COVID-19, Fifth Disease (Slap Cheek), Scabies,
Ringworm, Impetigo Scarlet Fever
Mumps, Conjunctivitis (Pink Eye), Strep Throat

PARENT NEWSLETTER

Each preschool classroom will have a newsletter that will be distributed every other week. Please watch out for the newsletter because it will have important information.

PARENT OPPORTUNITIES AND RESPONSIBILITIES

There are many opportunities for volunteering time and support to the preschool classroom.

1. Parents are encouraged to attend parent-teacher conferences.
2. Parents may donate items for the classroom. Check the list on the Parent Newsletter. Due to health reasons, all food items must be packaged from the store.
3. Parents are invited to share special talents with the children in the classroom, such as music, storytelling, or hobbies of interest to preschoolers.
4. All parents are encouraged to volunteer. Each day is planned to provide experiences that need your help to be successfully completed. Therefore, it is important that you:
    a. Sign up with the teacher and be there on your scheduled days. b. Arrive early to class – at least 10 minutes before the preschool begins. c. Come prepared to give your full attention to preschool. Older or younger children are not allowed in class with you.
    d. Please turn your cell phone off. If you need to take a call, please step outside the class and keep your conversation short.

e. Your help is absolutely necessary to keep our classroom in good order. Find the posted list of things you can help with before you leave class each day. A good rule: leave the classroom more orderly than you found it! A big THANKS for all you will do!!

PARENT – TEACHER COMMUNICATION

Parents are always welcome in the classroom. Concerns and celebrations about your child can be shared at any time with the teacher. All parents will be invited to a parent conference two times per year. Additional conferences are scheduled as needed.

PROPER HYGIENE

Good hygiene is a critical component of a healthy environment in the classroom. In order to provide the best learning environment possible for all children, we ask parents to take an active role. Please make sure your child comes to school each day: · With hands and face washed and hair brushed daily
· Wearing clean clothes and underwear
· With freshly brushed teeth
· Bathed and with regularly shampooed hair

All students at Park City Preschool must be potty trained. If you have questions, specific concerns, or needs, please contact your preschool teacher. If your child does have an accident, a staff member will support your child to change into fresh clothing.

Student Drop off and Pick up

Please **be considerate** of your teacher's time. They are not required to be available before or after class to watch your child. If you are transporting or walking your child to school, please bring your child on time. It is important to your student's learning that they arrive on time to start their day stress free with their peers. You must also pick your child up on time. It is very upsetting to your child to be left at school when everyone else has gone home. Preschool Services has a strict policy concerning parents who are late picking up their children after class. Parents are allowed 10 minutes to pick up their child after preschool is over. If a parent is late, the following, will occur:

***First Offense**:* Parents will be given a **verbal warning** from the Preschool teacher. A note will be kept on file in the child's record documenting the warning.

***Second Offense**:* Parents will receive a **written warning** from the Preschool teacher.

***Third Offense**:* Child and parent may be **dismissed** from the Preschool Program. For children with an IEP, the IEP team will reconvene to discuss options.

If your child rides the bus, you must be at the designated bus stop at the assigned pickup and drop off times. Transportation will return your student to school and report the incident to the classroom teacher or school office. The steps listed above will apply if you are not at the bus stop to pick up your child. There is NO 10 minute grace period for picking your child up at their designated stop.

If your child has not been picked up within 10 minutes of class ending the teacher will call emergency contact phone numbers and your student will be brought to the office.

If your child has not been picked up within 30 minutes, Child Protective Services or the Park City Police Department/ Summit County Sheriff may be notified. Children will only be released to individuals listed on the "authorized pick-up" list. Prior arrangements can also be made with your teacher to have someone else, with proper identification, pick up your child.

Student Safety

At Park City School District Preschool, we deeply care about every child feeling safe, valued, and supported. To ensure the well-being of all our students, we follow the Park City School District's policies designed to create a safe and respectful learning environment.

We encourage you to review the following key policies highlighted in our Student Handbook:

- **Safe School Policy**
- **Bullying and Cyberbullying Prevention**
- **Non-Discrimination and Harassment Policy**

These policies guide our practices and reinforce our commitment to maintaining a positive, inclusive space for every child.

SUPPORT SERVICES

If the need arises, teachers will notify the parent to discuss any concerns about your student. Teachers and other school staff members will work together to develop strategies to meet your child's needs. Depending on the need, support may be available from the special education teacher, preschool nurse, psychologist, speech pathologist, occupational therapist, physical therapist, and coordinator. Speech, hearing, and vision screening will be available for children enrolled in the program.

TUITION

Tuition is calculated based on the number of school days per year then divided into nine equal monthly payments. Your tuition is due the **10th school day of each month** August - June. You will be assessed a twenty ($20) dollar late fee if tuition is not received by the 15th school day of the month. Failure to pay tuition in a timely manner may result in removing your child from the preschool program. If you are facing unforeseen financial circumstances, which make it difficult to pay your tuition bill, you will need to call the school district office and speak with the Preschool Administrative Assistant – 435-645-5630

UPDATED STUDENT INFORMATION

It is very important that we have current information about your child. Changes may include: home address, parents' phone numbers, emergency phone numbers and contacts, authorized individuals to pick up your child, or health information. Please notify the Student Services Administrative Assistant (435-645-5600 ext. 1443) and your teacher of any changes during the year.