



AGSD
Early Learning Lab
Pre-K
Handbook

Avon Grove High School
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Room 104
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Extension 40001 Little Friends Classroom

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Mission and Vision

The mission of the Avon Grove School District (AGSD) is to foster a learning environment for all students to be exceptionally well-prepared to succeed and lead full and meaningful lives.

Purpose

Avon Grove High School sponsors the Pre-K Early Learning Lab program as a real-world learning experience for students enrolled in the Early Childhood I & II courses. Before enrolling in the Pre-K courses, students must complete our Child Development course. These courses are offered by AGHS's Family and Consumer Sciences (FCS) department. AGSD's Pre-K Early Learning Lab program provides a mutually beneficial learning opportunity for both our youngest learners and our high school students.

Is Your Child Ready for Pre-K?

To provide a positive experience that will lay the foundation for a love of school and learning, your child must be ready for preschool. The following checklist may help determine if Little Friends Early Learning Lab is right for your child:

- ☐ My child is potty trained without pull-ups.
- ☐ My child's speech is clear and understandable.
- ☐ My child is able to handle changes in routine and environment.
- ☐ My child is able to separate from parents/caregivers without difficulty.
- ☐ My child is able to engage in social play and interactions with others.

Children who are ready will likely thrive in Little Friends and have experiences that will positively shape their outlook on education!

Early Learning Lab Curriculum

- ❖ **Pre-K Curriculum** - The Little Friends Pre-K curriculum is guided by the Pennsylvania Early Learning Standards, which emphasize developmentally appropriate practices in early literacy, math, social-emotional skills, and physical development. A structured literacy approach is incorporated, laying a strong foundation for reading. The curriculum includes hands-on, play-based learning while aligning with state guidelines to prepare children for kindergarten readiness, focusing on both academic and social growth.
- ❖ **Early Childhood 1 & 2** - The AGHS students participating in the Early Learning Lab program will be guided by the Pennsylvania Learning Standards for Early Childhood Education and the National Association for the Education of Young Children (NAEYC) guidelines for Developmentally Appropriate Practice for preschoolers. High schoolers will learn the benchmarks for all domains of early childhood development, allowing them to craft and implement engaging, enriching, age-appropriate learning experiences for the Little Friends Early Learning Lab.

Registration

- Completed applications must be received by March 13, 2026.
- Children must be 4 years of age on or before August 31st to enroll.
- Admission to the Little Friends program is open to children living within the Avon Grove School District community. Placement will be determined by lottery as spots are limited to 15 students. You will be notified by mid-April of your child's acceptance; those not accepted will be given the option to be placed on a waiting list.
- A \$50 non-refundable deposit will be due upon your child's acceptance to secure a spot. Once your deposit is received, you will receive a welcome letter with further details and instructions.
- The Little Friends program operates from October 6, 2026 - May 6, 2027, Tuesday - Thursday, 9:15 am - 12:15 pm. Students are expected to attend all 3 days.
- Tuition is \$500 for the seven-month program; \$250 is due in the Fall and \$250 in the Spring.
- Children must be fully toilet-trained; pull-ups are not acceptable.

Please contact Michele Koenig at mkoenig@avongrove.org with any questions. If you need assistance with completing registration documents, please reach out.

Drop Off and Pick Up

- Student drop-off will be in front of AGHS at the Early Learning Lab entrance promptly at 9:15 am. High school students will meet parents and caregivers at their cars and escort the Little Friends into the building.
- Pick-up will be in the same location at 12:15 pm. A placard with the full name of the child must be present on the passenger side dashboard. High school students will escort children to the vehicle.
- Parents/Guardians must make verbal contact with a staff member or high school student upon arrival and departure to confirm the transfer of responsibility for their child.
- For the safety of all children, our procedure is to release a child only to designated parents/guardians or individuals listed as approved by the enrolling parent/guardian. If someone other than a designated adult needs to pick up the child, the teacher must receive advance written notice, and the person picking up the child must present valid photo identification. In emergencies, as determined by the director, a phone call may be accepted for the release of a child to an unlisted individual.

Inclement Weather

- Schedules are modified to work in conjunction with the high school schedule. If school is closed due to inclement weather, Little Friends Pre-K will also be closed. If AGSD schools are operating as a Flexible Instructional Day (FID), Little Friends Pre-K will be closed and will not operate virtually.
- A 2-hour delay will result in Little Friends Pre-K being closed.
- Talking Points will be used to communicate weather delays and other necessary information with families.

Attendance and Wellness

- Regular attendance is necessary for children to progress and to develop good habits related to future school attendance. Please email Mrs. Koenig before 9:15 a.m. to report an absence. If your child is not well enough to participate in all aspects of the daily schedule, please keep them home.
- Any child who has shown signs of illness in the previous 24 hours should not attend class. To keep all our Little Friends healthy, please adhere to the 24-Hour Rule:
 - Fever-free: A child should be fever-free for 24 hours, without the use of fever-reducing medicine.
 - Antibiotic timeline: A child should be on antibiotics for 24 hours before returning to school.
- Parents should notify Mrs. Koenig immediately if a child is diagnosed with any highly communicable diseases, including strep throat, pink eye, lice, pinworms, or any other diseases common to the school environment. Names of children or families involved will not be released, should Little Friends families need to be alerted to an outbreak.

Clothing and Supplies

- Little Friends should dress in clothes that are comfortable and seasonable. Pajamas and costumes may only be worn on designated occasions.
- Footwear that is appropriate for indoor and outdoor play should be worn daily. Flip flops, open-toed sandals, and footwear with a heel are not recommended.
- *Each child is required to provide a change of clothes on the first day of school*, including a shirt, pants, underwear, and socks. These clothes should be placed in a clear ziploc bag labeled with your child's name and will be kept at school for the year.
- Children must bring a book bag daily to carry home artwork, projects, and letters, etc.
- Children may not bring any personal items or accessories to class that are outside of classroom activities, such as blankets, stuffed animals, toys, or electronic devices.

Communication

- Communication between home and school is vital to a successful learning experience for your child. Talking Points will be used for both general communication, reminders, and emergencies. Digital newsletters will also be provided.
- High School students will send parents/caregivers personalized updates on their child.
- Check your child's school bag daily for hard copy notices.
- Please note that as a lab preschool, we do not conduct formal conferences or issue report cards; however, your child's teacher will be happy to discuss any concerns or questions you may have about your child's progress at any time!

Safety and Security

Authorized Pickup / Emergency Contact

Parents/guardians are required to provide all relevant contact numbers on the enrollment form, including home, work, and cell phone numbers, as well as email addresses. Additionally, Little Friends Pre-K should have the names and contact information of individuals who can help locate a parent/guardian if

necessary. Please note that staff members are authorized to contact emergency contacts to pick up a child if we are unable to reach a parent/guardian in a reasonable time frame.

Emergency Drills

Drills are held monthly at different times throughout the day to ensure that both staff and children are well-prepared. Each classroom displays an evacuation plan by the door, along with a copy of the standard response protocols for easy reference. In the event of an actual emergency, parents will be promptly notified.

Visitors

All individuals not directly associated with the Learning Lab must sign in at the High School front desk and wear an identification badge. AGSD employees will be recognized by their official AGSD badge, while all other visitors will be issued a designated visitor badge and must adhere to district procedures. Visitors will be escorted by a Lab School employee at all times. Anyone not wearing a badge should be reported to the front desk immediately.

Building Safety

To ensure the safety and security of all students, all exterior doors are kept locked throughout the day. Access to the building is strictly controlled, with visitors required to enter through the high school main entrance, where they must sign in and be issued a visitor badge. Classroom doors are also locked during instructional hours, with staff maintaining visual supervision of entrances to monitor any incoming individuals. This is in place to prevent unauthorized access and protect everyone in the building.

Indoor and Outdoor Play Safety

- The safety and security of children playing inside and outside are of the utmost importance. To ensure a safe environment, the play area is closely monitored to prevent unauthorized access. Staff and/or high school students are always present to supervise children during indoor and outdoor play.
- Before use, the play area is inspected daily to check for any hazards or damage to equipment, ensuring it is safe for play.
- In the event of an emergency or when transitioning from outdoor play, staff and/or high school students ensure that all children are accounted for with regular headcounts. Additionally, any visitors or individuals attempting to access the play area are closely monitored to ensure that only authorized persons are permitted in the area.

Admission Lottery Procedure

Upon receipt of the initial application, all applicants are assigned a number. Once registration closes, each applicant's number is entered into an online randomization system, which will select the 15 students who will be admitted to Little Friends for that school year.