



Welcome to The Classical Academy's Preschool and Pre-Kindergarten program

*We will do the Good, We will learn the True,
We will love the Beautiful*

Age Policy

TCA follows the Florida State Standards in regards to age

- A child must be 3 years of age by September 1st and be fully potty trained to enroll in the Preschool program.
- A child must be 4 years of age by September 1st and be fully potty trained to enroll in the Pre-Kindergarten program.
- A child must be 5 years of age by September 1st to enroll in Kindergarten.

TCA Preschool (3/4) Class- Children 3 years old turning 4 during the school year.

TCA PreK (4/5) Class- Children 4 years old turning 5 during the school year (or sometimes 5 years old turning 6 during the school year).

Uniform Policy

- We follow TCA's uniform policy except for:
 1. Preschool/Pre-K students do not have to wear a belt.
 2. Preschool/Pre-K students do not have a dress uniform.
 3. **We HIGHLY recommend velcro shoes and sneakers are the best type of shoes for school.** No sandals, boots, or Crocs
 4. They must wear socks with their shoes.
 5. Girls must wear little shorts under dresses.
- Sweaters and sweatshirts must be TCA colors, navy blue or white.
- Be sure to label all TCA sweaters and sweatshirts with their name on the tag.
- **Preschool and Pre-K students also need to have a regular size backpack, one that is big enough to fit a folder. We would also like it to have a side pocket that fits a water bottle. Please NO mini backpacks.**

Label Everything

- Please label ALL your child's belongings with their FIRST and LAST NAME: backpacks, water bottles, lunch boxes, sweaters, sweatshirts, stuffed animals, show and tell, etc. This will help us tremendously when things inevitably get misplaced or put in the wrong backpack.

Arrival/Dismissal

- **New this year (2023-2024):** Since we will be on 2 different campus' this year, we will be doing a staggered start time. **The lower school (Fruitville Campus) school day will be 8:10-3:10.** You may drop off your child at their classroom no earlier than 8:00am. Please wait in the front side hallways. We will open the main doors to the back hallway promptly at 8:00am. Upper school (Bee Ridge Campus) school day will be 8:30-3:30.

Morning Drop off

- We understand that drop off in the beginning may be emotional for your child, especially if this is his/her first school experience. Please know that your child will be safe, cared for, and loved while at school.
- If your child is having a hard time with separation in the morning, the best way to help them is to keep the goodbye brief: a hug, kiss, and reassurance that you will be back after school to pick them up.
- In our experience, it is best that if they are crying to make it a quick goodbye. Parents staying for a long time tends to make the situation escalate even more. Always give lots of love, a hug, kiss, and let them know that you will be back after school. Then teacher or aide will be right there to comfort, reassure them of your return, and get them started on a fun activity.
- If they continue to have very difficult drop offs, your child's teacher will help come up with a plan to make drop off time easier.

Car line Morning Drop off

- **We encourage you to drop your child off at their classroom each morning**, but you may use the car line in the morning, unfortunately, we do not have "morning care" for the kids that come early. An aide will be out by the fountain around 7:50 to bring back any students that were in car line.
- If possible, please do not use the car line to drop off your preschool/ pre-k child until the second week of school. That way they have time to become comfortable with the teachers and their new classroom.

Half Day Students Pickup (School Day 8:10-12)

- **Please wait in your car at the front circle drive.** Ms. Stephanie or one of the aides will bring all the half day students from each class to the circle drive in front of the cross promptly at 12. Please do not come to the classroom to pick up your child.

All Day Student Pickup (School Day 8:10-3:10)

- Dismissal is at 3:10 for the lower school Fruitville campus. There are 2 ways to pick up your child:

1. **Walk up:** You may come to the glass doors at the front of our main building (across from the fountain) and wait till we see you. Preschool and PreK classes will be sitting there waiting for pick up. Please do not come in the building.

2. **Car line-** If you wait in the car line, Mr. L will call your child's name on the radio, and we will then walk your child out to your car.

Early Pick up

- If you need to pick your child up early for any reason, please see Ms. Redhead in the gym to sign your child out. She will then radio your child's teacher, and they will bring them out to you through the front glass doors.

Rainy/stormy weather during pickup time

- If it is extremely rainy or stormy during dismissal time, then all classes will wait in the gym to be picked up. You may still do car line or walk up.

After Care

- Please notify your child's teacher in the morning if your child will be in after care.
- Students who have not been picked up by 3:30 will be sent to after care, and parents will be charged the corresponding fee for their student's attendance. After care ends at 5:30.

New Pick-Up Person

-In order to ensure your child's safety, we cannot release your child to anyone who is not on the pick up list. We will have you fill out this form as part of the Back to School Night pack.

- Please inform your child's teacher through email, text or in person if someone other than the normal pick up person will be picking your child up from school. **They MUST bring their photo I.D. for us to check.**

- If we do not know/recognize the person picking up your child, we will check their photo I.D. to make sure that they are on the pick up list.

- If your child is half day, please also inform Ms. Stephanie if a new person will be picking up that day.

Part Time Students (3 days a week)- School Make Up Days

- If your child will be attending preschool/pre-k 3 days a week, we ask that your child only come on the days they are scheduled to attend school. **If there is no school on a day they are scheduled to attend, they may come the following day (i.e. if they are MWF and there is no school on Monday, then they may come on Tuesday).** **Your child's teacher will email you when this occurs.** Unfortunately, they may not make up days because of illness or personal vacations.

Parent/Teacher Communication

- The best ways to communicate with your child's teacher are:

1. *Through email.* Your child's teacher will provide you with their school email at back to school night or you can find them on the TCA website.
2. *Set up a conference with your's child's teacher.* Drop off and pick up time can be very busy, and we want to be able to give you our full attention. If you have a question or concern please let us know, and we will pick a time that works best for everyone.
3. *Leave a note in your child's blue folder.* Every day your child's blue folder will be sent home to be emptied and returned the next morning. We will check blue folders each morning for any notes and/or other important papers.

How to Report an Absence

- If your child is absent because of illness or an appointment for which we have not been notified previously, please call the school to make us aware of the situation before 8:00 a.m. You may call early and leave a message. Please also email or text your child's teacher if they will be absent for any reason. It is critical to student safety that we know where all students are on school days. Please notify the school every day your child is to be away from school.

Bathroom Accident Policy

- Students enrolled at The Classical Academy must be FULLY potty trained to be admitted in our Preschool (3-4 year olds) and Pre-K (4-5 year old) classes.

A FULLY potty trained preschool/PreK child:

1. NO longer wears diapers or pull ups at any time at school, including nap time.
2. Can tell a teacher when he/she needs to use the restroom
3. Can attend to his/her own hygiene. We understand that some children may still need some help, and a teacher will assist when needed.

In the classroom, teachers will:

1. Have times throughout the school day where every child will be asked to use the restroom, especially before recess and nap time.
2. Make sure the students know they are free to use the restroom any time they need to go
3. Remind students that it is important to stop playing and use the restroom when they need to go.

- We understand that children will have occasional bathroom accidents. If a child is having consistent bathroom accidents, the teacher and parents will meet to come up with a plan of action to help the child succeed at staying dry throughout the school day. For example, maybe the teacher asks the student more often throughout the day to use the restroom or maybe the student switches to half day instead of full day for a short time.

- If the student continues to have repeated/consistent accidents:

1. The parents will be called to come to the school and change their child when they have a bathroom accident.

2. We may ask that you take a break from school for about a week or 2 to work on potty training at home. Sometimes they just need that extra time at home to be able to work on going potty. Once they are able to go consistently on their own without having an accident, then they are welcome to come back. But we understand that the occasional accident may still happen.

- Everyone is asked to please bring a 2 full changes of clothes (2 tops, 2 bottoms, 2 pairs of underwear, and 2 pairs of socks) in a gallon-sized ziplock bag labeled with your child's first and last name.**

This change of clothes does not have to be a uniform.

Snack, Lunch, and Water Bottle

- We will let you know if there are any food allergies in the classroom at the beginning of the year.

Snack Time

- Parents are asked to pack a healthy morning snack each day for their child.
- Please label as "snack" and/or put in a separate pouch of their backpack so we know it is for snack time.

Lunch time

- Lunch starts at 12 for all day students
- Please pack a healthy lunch with an ice pack to keep things cold, if needed.
- We are not able to heat students lunches in the microwave.
- We do have hot lunches that can be ordered each week. Please visit the TCA website for more information on how to order.

Remember to bring a water bottle every day filled with water only and labeled with your child's first and last name.

Sunscreen

- Please apply sunscreen in the morning before your child arrives at school. We have two times that we go outside for recess, 9:30 and 12:30. During the first couple months, if it is too hot to go out at 12:30, then we will have indoor recess. Unfortunately, we are not able to apply sunscreen at school. But they are allowed to bring a hat or sunglasses to wear outside, if needed.

Preschool and PreK Nap/Quiet Rest Time (1:20-2:20)

- We believe that a nap/quiet rest time is very important to each and every child for a few reasons:

1. Our day is filled with so much learning, activity, and fun! This quiet rest time helps the children to avoid becoming over tired and/or over stimulated from a long day at school. We want to try to avoid those meltdowns after school too.
2. They are able to learn the importance of letting their bodies and brains rest (although they do not have to go to sleep), so that they can grow stronger! It also helps them to learn to appreciate a peaceful, quiet environment while listening to a short story followed by classical music.
3. Many children still require a nap, so it is very important for them to get the extra rest they need.
4. Your child's teacher is also able to use that time to send important emails and work on lesson plans for the following week/month.

- During our nap/quiet rest time, lights are turned off, the kids get all cozy on their mats and under their blankets, then a story will be read for the first 5-10 min. Once the story is finished, quiet classical music will be played.

- The children are not required to sleep, but they will be asked to rest quietly on their mat. They may rest with a small stuffed animal, but they may not have other toys and/or books on their mats. It becomes too distracting to the other children who need to be sleeping or resting.

- Around 2:15, the children that are not sleeping may get up, put their beds away, and play quietly. We will wake everyone else up around 2:20.

If your child will be staying for nap, he/she will need to bring something to sleep with:

- There is a wonderful blanket/pillow combo called a Toddler Nap Mat

Here are 2 examples from Amazon:

1.) <https://a.co/d/OK8equL>

2.) <https://a.co/d/8iUvlgf>

- If you would rather not purchase a toddler nap mat, they may bring:

- A small pillow (no full size pillows)**
- A small blanket**

- They may also have 1 small stuffed animal to sleep with if they would like to bring one.

- **Because of very, very limited storage space, oversized sleeping bags, full sized pillows, comforters, etc. will NOT be allowed.**

TCA will provide a foam, plastic sleeping mat (Kindermat) to sleep on and an XL ziplock bag to store all your child's nap time items.

- **Nap items will be sent home in the XL Ziplock bag every 3 weeks (on Friday) to be washed and returned in the bag by the following Monday.** If you would like your child's nap items sent home every week to wash, please let your child's teacher know.

Birthday Celebrations

-If you would like to bring in a special snack for your child's birthday, please discuss this with your child's teacher. Birthday treats will be enjoyed at the end of the day before dismissal (around 2:45). We enjoy **small** birthday treats such as mini cupcakes, cookies, popsicles, brownies, fruit, fruit snacks, lollipops, etc. Your child's teacher will inform you if there are any food allergies in the class.

Sickness Policy

- Children showing signs of contagious illness may not come to school. This is for the protection of your child, the other children, and the staff. If you administer medication related to the presenting condition/illness, please keep your child home until they are **symptom-free for at least 24 hours**. If your child demonstrates symptoms of illness at school, the parents will be contacted to immediately pick up their child. **The child may not return to school until he or she is symptom-free for at least 24 hours.** If your child has been ill and taken to see a physician, please provide a note from the doctor that indicates when the child is safe to return to school.

Please keep your child at home when they display any of the following symptoms and for 24 hours after symptoms disappear:

- A fever of 100° F or higher
- Diarrhea (more than three abnormally loose stools with a 24 hour period)
- A skin rash that has not been identified by a physician who has seen the rash
- Evidence of head lice, nits, scabies, or other parasite infection until treated
- Severe coughing
- Conjunctivitis ("pink eye"), a cold in the eye, or other eye infection
- Vomiting
- Severely sore throat
- Test positive for Covid

Traffic Light Discipline Policy

- At TCA, we use a clip system in each of the classrooms. Every student starts on green everyday.

- In preschool and PreK, we give a verbal warning to change any behavior that is not in line with our rules. We understand that they are young and sometimes still learning the difference between correct and incorrect behavior. We give them lots of grace each day.

- If they continue to disobey, they will be asked move their clip to yellow and have a consequence (time out). If they continue to be disruptive, they will be asked to move their clip to red and have a consequence (speaking with administration, Ms. Stephanie, and having another time out). If the behavior continues after that, parents will be called and informed of the situation.

Below is our traffic light system:

- **Green:** Everyone starts the day on green. It's a great day!

- **Verbal warning:** If they continue to disobey, they will be asked to move their clip to yellow.

- **Yellow:** Miss 3 or 4 minutes of recess or free play time

*Teacher will notify parent by email as to why he/she had to move their clip

- **Red:** Ms. Stephanie or Mr. L (if needed) is asked to talk to the student. They will also receive a 5 min time out or miss either recess or playtime if this is a repeat offense.

* Teacher will notify parent by email as to why he/she had to move their clip

- **Our Classroom Rules:**

1. Listen and obey the first time (Habit of Attention)
2. Do your best (Habit of Excellence)
3. Be respectful of everyone (Virtue of Justice)
4. Share and take turns (Habit of Fairness)
5. Say please and thank you (Habit of Courtesy)
6. Raise your hand before talking (Habit of Patience)
7. Listen when others are talking (Habit of Self Control)
8. Clean up after yourself (Habit of Courtesy/Gratitude)
9. Work hard and have fun! (Habit of Grit/Habit of Joyfulness)

- If a child has to move his/her clip consistently for the same behavior, we will set up a conference with the parents to discuss ways we can all work together to help change the behavior in a positive way.

Learning to be Responsible

- We love to partner together with parents to help your child learn what it means to be a responsible student. As our Preschool and Pre-K students become more familiar with the morning routine, we ask that you begin to show them what it means to be responsible for their own property.

You can help them achieve this by encouraging and reminding them to:

1. **Bring their backpack, water bottle, snack/lunch every day**
2. **Carry their own backpack to/from class**
3. **Put own blue folder/water bottle where they go in classroom**
4. **Sit down at the table and begin working on morning activity**
5. **Being responsible for bringing a show and tell every Friday**

This takes some time and practice, but after just a few weeks you will be so proud of what your child can do all by themselves!

We look forward to a wonderful, fun, and exciting new school year!