Tioga Central School District
Universal Pre-Kindergarten

...a fun place to play and learn!

Parent's Guide
2026-2027

WELCOME to Pre-Kindergarten!

Dear Families,

Welcome to the Tioga Central School District Pre-K Program! We are excited to have your child begin their school learning experience with us. Our team is eager to start playing and growing with your child, as well as assist them in all developmental and educational needs. At Tioga, we will work together to provide your child with positive learning experiences that will keep them excited about school for many years to come!

The following information in our Pre-K Parent Handbook will help guide you through an exciting year of Pre-K as well as familiarize you with procedures of Pre-K.

If you have any questions or concerns, please feel free to contact me at 607-8002 or at mbombard@tiogacentral.org

We are looking forward to a great school year!

Michelle Bombard
Elementary Principal, Pre-K through 4

Our Program

Tioga offers three full-day Pre-K sessions. Children who are distict residents and turn four on or before December 1st are eligible to attend. Each classroom is staffed with a certified teacher as well as a monitor. We will be learning in a fun, child-centered atmosphere with a wide variety of self–directed and teacher–directed opportunities.

Our Staff:

Pre-K Teacher: Mrs. Klossner
Aide: Mrs. Williams
Pre-K Teacher: Mrs. Briggs
Aide: Mrs. Brink
Pre-K Teacher: Miss Parshall
Aide: Mrs. Seeley
Nurse: Miss Allyssa Murrelle

Parents are an essential part of our program at Tioga Pre-K. There are many activities and ways you can be involved with your child's development here at school. The home-school connection is very important! At this age, children are anxious to share their school "work" with their families. To avoid an "I don't know" or "nothing" reponse, try beginning your discussion with "Tell me about…" or "How do you feel about…" This will help your child focus on their day and remember more details. The weekly newsletter will be a good source for starting conversations as well. Other ways you can get involved:

- Communication through the daily folder lets you see what your child is working on and how you can support your child at home.

- Some activities are school-to-home. Baggies full of books or activities go home and return to school daily or weekly.

If you have questions or concerns regarding your child's Pre-K experience, please contact their classroom teacher.

Pre-K Program

Arrival: Our Pre-K program begins at 7:45 AM. The Pre-K building doors will open at 7:45 AM. If you drop your child off for morning Pre-K you **must** park in a parking space behind the middle school. Please do not allow your child to get out of your vehicle by themselves - there is an incredible amount of traffic in the mornings! Our aides will be out there to assist in drop off and pick-up for both walkers and students who ride a bus. (*Students riding a bus must be four years old).

Students enter the classroom and breakfast is served around 8:00. You may send a packed breakfast for your child or your child can have a free breakfast from school.

Dismissal: If your child is a walker, **you must pick your child up at 2:20.** Please come to the Pre-K building to sign your child out. Again, if you are picking your child up in the afternoon, please make sure you park in a parking spot. If someone other than a parent or guardian is picking up your child, **we must have a note from you.** This is for your child's safety. If your child will ride a bus home, the bus will pick your child up behind the middle school and our aides will be out there to assist.

Breakfast, Lunch, and Snack

All Tioga Central students eat breakfast and lunch for free! If you wish to pack a breakfast and lunch, you may do so! We will eat breakfast around 8 a.m., lunch at 11:10, and a snack break at 1:30. **Please send a healthy snack in with your child daily.**

Daily Schedule

Learning occurs in all of your child's activities. From the time they enter the classroom they are learning about the school routine and how to take care of themselves and their belongings. Social emotional development is encouraged throughout the day through free play time, recess, breakfast, large and small group times. Students will be involved in a variety of activities during their time in preschool: Breakfast and/or lunch, free time to explore, circle time, calendar, read alouds, center activities, brain breaks, movement, music, art, and recess. All of these activities will address your child's physical development, communication skills, language, literacy, and knowledge about the world.

Transportation

Pre-K students who are four years old are allowed to ride the school bus. The busses drop students off at the Pre-Kindergarten building where two of our aides are waiting with them. At the end of the day students ride one bus over to the elementary school and then aides and a teacher assist them onto their bus to home.

If your child's dismissal procedures are different than a normal day, please make sure you make their teacher aware by writing a note so they can ensure your child's safety at dismissal.

Attendance

Attendance is expected Monday through Friday. Please ensure our Pre-K students are on time and attend Monday through Friday to ensure they are successful. We will follow the Tioga Central School District Calendar (including snow days, delays, early dismissals, or holidays). Tioga utilizes an automated system to inform parents and guardians of any changes or cancellations in the school day. For that purpose, please ensure you inform your child's teacher of any changes in phone numbers or address. For emergency closings primarily due to bad weather, please turn to Channel 12 (TV) or our district website. Additionally, all families will receive automated calls.

Absences

A written excuse is required when your child returns to school. If you know ahead of time that your child will be absent, please let your child's teacher know.

Special Activity Policy

A special activity is defined as any activity other than regular classroom instruction, which is scheduled and supervised by the school. These activities may include:

Field trips – activities conducted with the class off school grounds.

Field trips are a privilege. Teachers and/or administration reserve the right to revoke that privilege if students are not performing to an acceptable ability which includes but is not limited to:

- Violation of the code of conduct

- Excessive Absence
- Poor grades

Rules of Conduct

One of our goals at Tioga Elementary is that we will help raise students who learn and possess honest character traits and who practice self-control to ensure positive reactions and responses at all times.

In our Pre-Kindergarten program, it is expected that your child will:

- Behave in an acceptable manner while under the supervision of the school. This includes during the school day, on the school bus, and off-campus during any school event.
- Treat all others with respect.
- Respect all property: Your own, the property of others, and school property.
- Come to school prepared and ready to learn!
- Bring folders, backpacks, sneakers, etc. to be prepared for the day.

Electronics are <u>not to be brought to school</u> with you. The only exception to this rule is if you have permission from a teacher or principal.

<u>DISCIPLINE (District policy)</u>

A student shall be subject to disciplinary action in relation to the following:

- Stealing, lying, cheating, plagiarism, or other acts of dishonesty.
- Any violation of the Board of Education Use of Computer and Information Technology Policy.
- Verbal or physical intimidation.
- Fighting or causing physical harm to another.
- Disrespect toward a staff member
- Possession or use of firearms, knives, or other weapons.
- Failure to comply with directions of a teacher, administrator, or other school employee
- Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
- Using in either work, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another.
- Selling, using, or possessing obscene material.
- Lateness for, missing, or leaving school without permission or an excuse given by a faculty member.
- Any willful act, which disrupts the normal school operation.
- Smoking a cigarette, cigar, or pipe, or using smokeless, vapor or chewing tobacco on school premises (including building and grounds) or on a bus going to or from a school function or a school sponsored function. The range of penalties which may be imposed for the conduct set forth is as follows:

1. Verbal warning
2. Written warning
3. Written notification to parent
4. Counseling
5. Probation
6. Reprimand
7. Detention
8. Suspension from transportation

9. Suspension from athletic participation.
10. Suspension from social or extra-curricular activities.
11. Suspension from other privileges
12. Exclusion from a particular class
13. Involuntary transfer; or
14. Suspension from instruction

The type and extent of punishment shall be determined by the building principal or superintendent. Such disciplinary measures shall be appropriate to the seriousness of the offense, and where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance which Education Law 3214(3).

BUS RULES OF CONDUCT (District Wide)

1. Obey the request of the driver. The driver is in charge of the students and has the same authority as a classroom teacher. The bus driver may assign a student or students to a designated seat.
2. Be on time to your bus stop. The drivers cannot wait beyond their regular schedule for tardy students.
3. Do **not** run to the bus while it is in motion.
4. Ride only the bus assigned to you.
5. Wait for the bus in an orderly manner off the highway or street.
6. If you must cross the street in front of the bus, cross far enough (10-12 feet) in front of the bus so the driver can see you.
7. Board the bus in an orderly manner. Take a seat and remain in that seat for the trip. If the bus driver has assigned seats, the students must sit in the assigned seat. If all

seats are taken, the students are to stand to the rear of the white line.

8. Student rules of conduct are the same on the bus as they are in the classroom.
9. Do not engage in any activity which may distract the driver's attention and thus endanger the student's safety such as:
    a. Unnecessary conversation with the driver.
    b. Loud talking or laughter
    c. Throwing objects within the bus or out the windows.
10. No activity which will damage property is allowed. Report any damage done to the bus to the driver promptly. Persons responsible for the damage are expected to defray the full cost of any damage.
11. The following are prohibited at all times on the bus:
    a. Smoking and spitting
    b. Possessing weapons, knives or any other sharp object.
    c. Bringing animals, glass objects or aerosol cans.
    d. Tampering with mechanical equipment, accessories, or controls.
    e. Extending any part of the body out of the bus windows or doors.
    f. Playing with emergency exits
12. Students are not allowed to leave school.
13. Students need written permission from the principal to bring a guest on the bus.

PLEASE NOTE:

The range of penalties which may be imposed for violating the "Bus Rules of Conduct" is as follows:

1. Verbal warning
2. Written warning

3. Written notification to parents
4. Detention
5. Suspension from transportation
6. Suspension from school

Emergency Go Home Procedures

Please discuss with your child where they will go in case of an emergency. This is very important. Please fill out the form in September and keep us updated. If this emergency imformation changes at any time during the year, please let the office know.

Birthday Parties

We love birthdays! Birthday parties will be celebrated on the day closest to your child's birthday. You are more than welcome to bring in cupcakes and juice or some kind of birthday treat **(sorry, no homebaked treats please)**. Also, please do not send in birthday invitations for your child to pass out to their friends in school. This avoids any hurt feelings from someone left out.

Quiet Rest Time

We do have a scheduled rest time after lunch every day. Students will be encouraged to rest before we head back into learning and play for the afternoon. Students may bring in a small stuffed animal, pillow, and/or blanket for rest time that they will **keep at school**. They will be asked to keep items on their cots when they are not resting.

Recess

We have recess everyday. It is important to send in **socks** and **sneakers** with your child so they can play on the playground. Shorts/pants should be worn under dresses and skirts. They are welcome to wear dress shoes, but need sneakers for safety on the playground. Please refer to the Tioga Parent Handbook (which will be sent home the first day of school) for more information on appropriate clothing.

Notes from the Nurse:

You will be called if your child is sick with:

- Persistent fever greater than 100.4 orally without the aid of medication.
- Child is too sleepy or ill from illness, like vomitting and/or diarrhea.
- Significant cough that makes child feel uncomfortable and disrupts the class.
- Sore throat that is severe, accompanied by fever and/or feeling ill.

If a child is sent home with symptoms, they must be 24 hours free of the symptoms before they may return to school.
Please let the nurse and teacher know if your child has any significant medical issues and/or food allergies. Notes from the Doctor are required and need to be updated yearly.

The nurse cannot give your child any medication without a doctor's note **and** a note from you explaining the dosage and time it needs to be taken. This includes over-the-counter medications.

Toileting

We encourage your child to be as self-sufficient as possible in toileting. We know that accidents will occur and request that you send in an extra set of clothing (underclothes, shirt, pants, socks) just in case.

Keeping Our Pre-K Students Safe

Ensuring the safety of our students and the security of our building is priority at Tioga Pre-K. We have several measures in place to best keep your child safe:

Pre-K has a double-entry door system.

Upon arriving, all visitors must ring the doorbell on the outside of our Pre-K building. There is a camera system on at all times. The classroom teacher has a monitor in her room so that she can see the arrival of any parents or guardians. Once the doorbell is rung, the teacher or the classroom aide will come to the pre-K office and buzz you into the first set of doors.

All parents picking their child up must come to the building to sign your child out.

From there, you will be asked to show your ID. Your ID will be checked against the form you complete that lists all persons allowed to pick up your child. If a person shows up to pick up your child and is not on the list, they will not be allowed to take your child with them. If at any point in the school year you need to

add/remove someone onto or from the list please let the classroom teacher know in writing.

Unless you have a scheduled meeting with a classroom teacher or myself no parents, guardians, or any other unauthorized adults are allowed in the Pre-K building unless there are special events happening that you have been invited to.

Please know that although we welcome parent involvement, we must keep these measures in place to ensure your child is kept safe!

All Pre-Kindergarten students are held to the standard of our district code of conduct surrounding behavior and consequences. It is the expectation parents work with us to ensure student behavior is acceptable and safe.

Thank you,
Mrs. Bombard and our Pre-K Team