

**Little Zebras  
Preschool  
Handbook  
Columbia Elementary  
2019-2020**

Director: Jen Shank  
Building Principal: Jason Snyder  
General Education Teacher: Stacia Conrad  
General Education Teacher: Bailey Back

# **Welcome to Preschool**

We are very excited for your child to attend Little Zebras Preschool at Columbia Elementary! We are happy to be able to offer two preschool classrooms. The classes are specifically for four-year olds who will be attending kindergarten the following year. The classes offer a rigorous play-based curriculum geared toward the individual needs and learning styles of each individual student.

## **Curriculum**

Our classrooms will utilize the High Scope curriculum as the year progresses, along with other research-based activities implemented by teachers. It's important to know that High Scope curriculum does not incorporate the use of many worksheets. The work students do bring home will be from chosen stations such as Art or Writing stations. The classrooms are set up in different work/play areas: House, Toy, Book, Art, Block, Woodworking, Writing, and Sensory Table. During our small and large group times will be when key concepts needed for kindergarten will be introduced/reviewed. We have a daily routine that provides structure and time to address individualized needs. We will also incorporate time to work on individual goals for students with IEP goals. High Scope uses Key Developmental indicators (standards). These include: Approaches to Learning, Language, Literacy and Communication, Social and Emotional Development, Health and Well-Being, Arts and Sciences.

## Contact Information

Columbia Elementary: (574) 223-2501  
Learning Center: (574) 223-1600

Little Zebras Preschool

Teacher: Mrs. Stacia Conrad: (574)223-2501 ext. 2052  
[Stacia.Conrad@zebras.net](mailto:Stacia.Conrad@zebras.net)

Teacher: Miss Bailey Back: (574)223-2501 ext. 2102  
[bailey.back@zebras.net](mailto:bailey.back@zebras.net)

## School Hours

8:45am - 2:15pm

Students will be able to attend before and/or after school care as needed for a fee. See below for more information regarding "Before/After School Care".

## Before/After School Care

Before and After School Care is available through our childcare program at Rochester Community Schools.

Before School Care (6:30-8:45 a.m.): \$10 per week

After School Care (2:15-5:30 p.m.): \$20 per week

For more information, please contact the childcare supervisor, Mrs. Deb Bryant at Columbia Elementary, 574-223-2501.

## **Drop-off & Pick-up Procedures**

Drop Off: All students will be dropped off in front of the school. Parents will pull up in front in the “car line” on the east side of the school. Please wait with your child in the car and the preschool staff will come to each car to get your child. Drop off time is 8:45 a.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays, drop off time will be 9:15 a.m. due to late start Wednesdays.

Pick Up for Car Students: All students will dismiss out of the preschool doors by the preschool playground. The gate opens at 2:00 pm and closes at 2:25 pm. School staff will bring students out to the car, so you are encouraged to stay in your car to wait for your child. If you do not have your child picked up by the time the gate must be closed at 2:25 p.m, then you will need to go to the main office at the front of the building to pick up your child.

\*\*\*If you have older children at Columbia, you will need to pick up your preschooler first and then get in the car line for regular car pick up for other Columbia children. Your preschooler will not be permitted to go with their older sibling to the car room.

Students Riding Bus: Parents of students who are riding the bus will be contacted by their child’s bus driver. The bus driver will inform you the time your child will be picked up and dropped off for the school year. Please be sure to write these times down and be prompt when getting your child out to door to the bus.

## **Toileting**

Your child is expected to be potty trained before enrolling for preschool. Please discuss any toileting needs your child has with the teacher.

## **Breakfast/Lunch Procedures**

Breakfast is available for any child whose parent wishes for them to eat at school. Please notify your child's teacher if you wish for them to eat breakfast.

Lunch will be provided and eaten in the classroom daily. If you are packing your child's lunch please be sure that it is in a lunch box labeled with your child's name. Lunches will not be able to be warmed in a microwave. Please contact Dena Lehman (223-2501 ext. 2009) if you have any questions or special dietary circumstances that need considered for your child.

Lunch Price:     \$1.90  
Reduced Price: \$ 0.40  
Breakfast:        \$1.30  
Reduced Price: \$.30

## **Change of Address/Telephone**

Please be sure to notify the office promptly if your address or phone number changes. This is the only way we will be able to contact you if your child is sick.

## **Rest Time**

Students will be required to rest for one hour. They do not have to sleep, but do need to stay on their cot for the hour rest time. Sheets will be provided by the school. All blankets and pillows will be washed at the school weekly.

## **Payments & Rates**

All day Pre-K payments will need to be sent to Columbia Elementary by the 1st of the month. Cost is \$1500 per year, or \$150 per month (August through May). If you have any questions pertaining to payments you may contact Columbia Elementary office at 574-223-2501.

Scholarships are available through the Fulton County Community Foundation. Parents must fill out an application to be considered. Please keep in mind that the scholarships are only for residents of Fulton County. So, if you move out of county during the school year, you will no longer be eligible for the scholarship. Please call the Learning Center for an application or for more information: 574-223-1600.

## **Delay Schedule**

Preschool will start at 10:45 AM on a two hour delay. In the event of a 3 hour delay, full day preschool will be cancelled for the day.

## **Specials**

Students will be incorporated into the Columbia specials schedule. They will attend gym, art, library, music, and STEM each week.

## **Zebra Zone**

Your child will be attending Zebra Zone one Friday each month. Zebra Zone is a program put on by the faculty of Columbia which teaches character traits. Zebra Zone is not open to the public.

## **Parent Conference**

Parent/Teacher conferences will take place in the Fall and Spring.

# Attendance Procedures

If your child will be absent from school, please call the school before 8:45 a.m. and leave a message for the attendance secretary. The 24-hour attendance telephone number is **574-223-0506** for Columbia. **If the office has not received a call by 9:15 a.m., a call will be placed to your home or work to verify your child's absence.**

If your child has had a fever, they must be fever free for at least 24 hours before returning. If your child becomes ill at school you will be notified and must make arrangements to get them home.

For the Columbia Preschools, a **95% attendance rate** is required to maintain eligibility in the preschool program.

**EMERGENCY SCHOOL DISMISSAL:** There may be instances, especially in the winter, when it is necessary to either begin school late or close school early or for an entire day. In the event of heavy snow, severe fog, etc., parents should listen to radio station: WROI - Rochester, or watch one of two television stations in South Bend: WSBT or WNDU or Channel 4 on RTC. Announcements will be made only when schools are closed, dismissing early, or beginning late. Parents/Guardians are requested to provide the most updated information so School Messenger, our automated calling system, can contact parents in the event of an unscheduled early dismissal, delay or closing, or other school information. If there is no announcement, then school will be in session as usual. PLEASE DO NOT CALL THE SCHOOL OFFICE OR THE RADIO STATION. These calls only tie up telephone lines which need to be kept open in order to handle the emergency. Parents can also look for postings on the school district website: [www.zebras.net](http://www.zebras.net). **In the case of early dismissal, preschool students will be dismissed ½ hour before**

**school-age students.** For example, if early dismissal is at 1:00 p.m. for Columbia students, preschoolers will be dismissed at 12:30 p.m.

## **Medication**

All medication must be turned in to the nurse. Medication must be brought by a parent to school in the original container. Before medication of any type will be administered, a form from the nurse must be filled out when medication is brought in.

## **Personal Belongings**

For safety reasons please do not allow your child to bring any toys or candy to school. Toys can easily become broken, lost or stolen. Teachers will not be responsible for toys brought to school.

## **Backpack Suggestions**

All students will need a backpack large enough to hold a 9x12 inch notebook inside without folding or bending.

Many backpacks look alike, please label your child's backpack with his/her name visible on the outside.

Please make sure your child brings a backpack to school every day!

## **Birthday Treats Policy**

You may provide unopened store bought cupcakes or cookies for your child's birthday. They will be distributed during snack time.



# Supply Checklist

Please only label your child's backpack and extra clothes, the rest of the supplies will be used by the whole class. Thank you!

- Backpack
- Extra Clothes and underwear
- Disinfectant wipes (3 pack)
- 4 Dry-Erase Markers-any colors
- 1 package napkins
- 1 package baby wipes
- 4 glue sticks
- 1 package markers
- 1 package crayons
- 1 watercolor paint set
- 1 pair of scissors
- Small blanket for nap time