



ARCHIMEDEAN

PRE-KINDERGARTEN

2019-2020
PARENT HANDBOOK



PRE-K Calendar

JULY 2019						
SU	M	TU	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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AUGUST 2019						
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SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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JUNE 2020						
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28	29	30				

Teachers Report

Teacher Planning Day (No Opt) District wide PD day

Teacher Planning Day

Beg/End Of Grading Period

Recess Day

Legal Holiday

Days in Grading Period

- 1 - 46
- 2 - 45
- 3 - 43
- 4 - 46

PRE-K Calendar



Archimedean Pre-K follows **MOST** of the Miami Dade County Public School Calendar. However, Archimedean has a different Spring Break. Pre-K will be closed on all National Holidays and Teacher Planning Days. To see the Archimedean Calendar, please visit archimedean.org/calendarofeventsall


August 12-16th	Teachers Report Parents MUST drop off Supplies this week
August 16th	1:00-2:30 pm Welcome Meet and Greet PreK Students & Teachers
August 19th	First Day of School
September 2nd	Labor Day; holiday for students and employees
September 10th	Pre-K Back To School Night
September 30th	Teacher planning day; no students in school Parent Teacher Conferences will be scheduled
September 23rd-October 7th	Pre-K Dominos Pizza FUNDRAISER
October 9th	Teacher planning day; no students in school Parent Teacher Conferences will be scheduled
October 22-26th	Book Fair (Pre-K Date TBD)
October 25th	Teacher planning day; no students in school
October 28th	Pumpkin Face Contest Begins
October 30th	Storybook Character Parade at drop off Celebration in class; Students only
November 4th	Greek Night Main Campus
November 6th	Teacher planning day; no students in school
November 11th	Veterans' Day Holiday NO SCHOOL
November 14	Pre-K Holiday Picture Day
November 26th	Thanksgiving Celebration 1pm in Class (Parents Invited)
November 27th - November 29th	Thanksgiving Holiday NO SCHOOL
December 19th	Pre-K Holiday Show at 11:00 a.m Lunch Celebration to follow
December 20	Pre-K Pajama Party
December 23-January 5, 2020	WINTER BREAK NO SCHOOL
January 20th	Dr. Martin Luther King, Jr.'s Birthday; NO SCHOOL
February 5th	100 Day Celebration
February 10th-February 12th	PRE-K AdvancEd Accreditation
February 14	Valentine Celebration in Class: Students Only
February 17	All Presidents' day; holiday for students and employees
March 2nd	Read Across America, Dr. Seuss Week
March 9th- March 13th	SPRING BREAK NO SCHOOL
April 9th	PreK Egg Hunt
April 10th	Teacher planning day; no students in school
April 24	Administrative Assistants Day (Ms. Phyllis)
May 4th-May 8th	Teacher Appreciation Week
May 8th	Mom's & Muffins at drop off time
May 20th	Pre-K Promotion Celebration 8:30 a.m. (ALL STUDENTS)
May 25th	Memorial Day; holiday for students and employees
June 1st	Dad's & Donuts at drop off time
June 3rd	Last Day of School



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DIRECTORS MESSAGE



It is my pleasure to have your child enrolled at Archimedean Pre- Kindergarten. Our goal is to prepare your children with the skills necessary for a successful educational career. We want to make school a fun, and exciting place where children love to come and learn. At Archimedean Pre-Kindergarten we encourage young students to grow cognitively, creatively, socially, and emotionally with an ultimate goal of instilling within the students a desire to become life long learners.

MISSION STATEMENT



The mission of the Archimedean Schools is to initiate the young mind into the art of thinking through the teaching of Mathematics and the Greek Language.

Η Αποστολή και ο Στόχος των Αρχιμηδείων Σχολείων είναι να μυήσουν τον νεαρό νου στην τέχνη του σκέπτεσθαι μέσω της διδασκαλίας των Μαθηματικών και της Ελληνικής Γλώσσας.

School Hours



Before School Care	7:00 a.m. – 8:15 a.m. (Pre-K)
Full Day Student Arrival	8:00 a.m. (Pre-Kindergarten)
Classes Begin	8:15 a.m. (Pre-Kindergarten)
Full Day School Ends	3:15 p.m.
Half Day Begins	12:15 p.m.
Half Day School Ends	3:15 p.m.
After School Program	3:15 p.m. – 6:30 p.m.

IMPORTANT INFORMATION!

Students arriving before school hours **MUST** attend the Before School Program. Students who arrive at school before school hours and are not registered with the Before School Program **WILL** be placed in the Before School Program and will be charged the daily fee.

Parents are responsible for paying these fees on the days service is rendered. Failure to pay these fees on the day of service will result in \$20 monthly Late Fees. Eventually, failure to pay these fees will result in account sent to a collections agency.



ARRIVAL POLICY

Parents are to obey all drop-off and pick-up procedures to ensure the safety and security of your child(ren).

- PreK Parents should have the PreK Parent Parking Pass showing in their dashboard.
- Students are dropped-off in the back of the building. Parents must park, and walk their child through the back gate up to the back doors of the PLC by the cafeteria. Parents only walk their child into the building the 1st week of school. After that, parents will say their good-byes at the back door. A staff member will be at the back door to welcome students.
- Students need to learn the importance of regular school attendance. It is the parents' responsibility to ensure that their child(ren) arrive to school on time.
- The Archimedeans Full day Pre-Kindergarten classes begin promptly at 8:15 a.m. The school day ends at 3:15 p.m. Half-day students arrive at 12:15 p.m. and are dismissed at 3:15 p.m.



EARLY ARRIVALS

“Early Arrivals” are students who are dropped off at school before 8:00 a.m. At the PLC the students who arrive early will report to the cafeteria and will be placed in the Before School Program, AND charged the daily rate of \$4.50 breakfast is included.

PAYMENTS NOT RECEIVED WITHIN 5 BUSINESS DAYS WILL BE CHARGED A LATE FEE OF \$20.00.



LATE ARRIVAL

If you are late, you need to park in the back and walk to the front desk. Regardless of the time (or weather). Parents are NOT allowed to park in the front of the building. You will sign in at the desk and receive a tardy slip for your child. The front desk staff will accompany the late students to their class. Parents are not allowed to escort their child to the class, once the school day has started.

- Tardies count against your attendance record, as well as end-of-the-year attendance recognition. Parents are responsible for making sure that their child(ren) are on time to school every day. Being late affects the learning and tone of your child’s entire school day.
- Should continued tardies be noted, the parent will be contacted by School Administration.
- A student will NOT be awarded perfect attendance if they have more than 3 tardies.



DISMISSAL POLICY

Dismissal takes place outback. Parents are asked to line up in front of the cone that is labeled with their child’s homeroom section. Please have your photo identification in hand. (Drivers License)

- Dismissal starts at 3:00 p.m PK-A, PK-B, & PK-C
- Dismissal starts at 3:15 p.m for PK-D, PK-E, & PK-F
- Dismissal Ends at 3:30pm sharp. The back gate will get locked at 3:30 p.m.
- **Only those persons listed on the EMERGENCY CARD are authorized to pick up students.** Students will **NOT** be released to someone who is not listed on their Emergency Contact List.
- **CHILDREN MAY NOT RETURN TO THE BUILDING, CAMPUS, OR PLAY AREAS AFTER DISMISSAL TO WAIT FOR FRIENDS OR SIBLINGS, NOR VISIT OTHER CLASSROOMS.**

****IF A STUDENT HAS NOT BEEN PICKED UP BY THE END OF DISMISSAL, THEN THE STUDENT WILL BE ESCORTED TO THE AFTER SCHOOL PROGRAM AND WILL BE CHARGED ACCORDINGLY.**

1. LATE PICKUP FEE: \$1/minute AND not to exceed \$12.50/day

2. LATE PICKUP FEE AFTER 6:30 PM: \$1/minute

The ACC has several after school programs available for parents that are not able to make Dismissal Pick Up arrangements for their child(ren). For programs and rates information please visit the school’s website: www.archimedeans.org or send an email to acc@archimedeans.org



EARLY DISMISSAL

If you plan to pick up your child early, you must report to the front desk. Your child(ren) will be paged in their classroom by an office staff member. In order for your child(ren) to be excused early, he/she must be signed out by the adult picking them up in the Log for “Early Pick-Up.” If someone other than a parent/guardian is coming to pick up your child, the adult MUST be listed on their Emergency Contact Card. Students will NOT be released if the person is not listed on the Emergency Contact Card.

- There will be no early dismissals after 2:45 p.m.
- Exceptions will be made for doctor appointments, with an appointment card shown by the parent to staff in the main office.



ABSENCES

Please email your child’s homeroom teacher (or the director) and inform the School if your child will be absent, or call the school.

The following are considered excused absences:

- Student illness (medical evidence may be required by the Director for absences exceeding five (5) consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, s/he must be under the supervision of a health care provider in order to receive excused absences from school.
- Absences due to a medical appointment require a written statement from a health care provider indicating the date and time of the appointment and submitted to the Director.
- Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance
- Attendance at a center under Department of Children and Families Supervision
- Death in the immediate family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- Family Vacation is NOT an excused absence.

If attendance procedures are not followed:

- **If a child does not comply with the attendance, and has excessive school absenteeism, the child may get dismissed from Archimedeans Pre-Kindergarten program.**

Parents are responsible for their child’s attendance. Parents are expected to:

- Be responsible for his/her child's school attendance as required by law
- Report and explain an absence to the school. Provide a Doctors note for medical absences. They should be sent to the homeroom teacher or school Director. All medical notes of absences will stay on file for your child.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts
- The learning of other students
- Stress the importance of regular and punctual school attendance with his/her child
- Personally contact the school after his/her child's third consecutive absence (a doctor's note is required.)

A student accumulating (10) or more unexcused class absences in a school year will be subject to an administrative/parent meeting to review all absences. Failure to attend school and/or to meet the requirements for the school year could also result in dismissal in the program or retention.



HEALTH & SAFETY

Illness

In order for the School to maintain a healthy environment, we need your cooperation. We are aware that it is difficult for parents who are working outside of the home to make arrangements for the care of a sick child. We recommend that you plan in advance for alternate care should your child become ill at school, or unable to attend school due to illness.

- **Please do not send your sick child to school.** Runny nose, congestion, coughing, sneezing, etc. can be most contagious at the onset of an illness. It is to everyone's benefit, especially to your child, that he/she be kept at home.
- If your child has been vomiting, or has had a fever or diarrhea during the evening, s/he needs to remain home a minimum of a day, symptom free, before returning to school.
- If your child has a communicable condition or illness, e.g., strep throat, chicken pox, conjunctivitis, lice, ring worm, etc., a doctor's note is required in order for your child to be readmitted to school. Please be sure to call us immediately when your child contracts such illness or condition, as other parents in the School must also be advised.
- The school has a nurse, on the main campus. If needed the nurse will come to the PLC for ill children. If during the course of the day, it is determined that your child is not well enough to stay in school, your child will be sent to the nurse, and the parent will be contacted for pick up. Your child will be more comfortable resting at home.
- When a parent cannot be reached, the first person listed as the emergency contact person will be called to pick up your child.

Medication

- If your child is taking a prescribed medication, the office must be notified with a doctor's note. The school must be made aware of any side effects (drowsiness, hyperactivity, diarrhea, etc.) that may impede your child's activity at school.
- If your child requires (prescribed) medication or over-the counter items during the school day, the following procedures must be followed:
 - a) The parent must come to the office and have the ***Authorization for Medication*** form completed by a physician.
 - b) The medication will be kept under lock and key in an area designated by the Director.
 - c) A log is kept for each student taking medication.
 - d) The ***Authorization for Medication*** form will remain in a folder with the log until such time that the student is no longer taking medication.
- **Your child is NOT allowed to keep medication of any kind (prescribed or over-the-counter) in his/her backpack.**
- All medication is locked in a cabinet in the main office.
- Teachers are NOT allowed to administer medication to your child, nor are children allowed to self-administer medication without adult supervision. Only trained, specified office personnel are allowed to administer medication to the child(ren). If you plan to administer medication to your child at school, please pre-arrange the time of your visit with the office or your child's homeroom teacher.

Pediculosis (Head Lice)

Occasionally, a student may have head lice. Head lice are treatable and action must be taken immediately to contain the spread to other students. Parent cooperation is vital should a student be suspected of lice in his/her hair.

- Students must be sent home if lice are suspected in hair.
- Students MAY NOT return to school until treatment has been administered and all nits have been removed from the hair. (Dr. note needs to be presented for return to school.)
- Upon returning to the school, the student proceeds to the office and will be checked to determine if any nits are still present before admission to class.

Safety—School Security

- Parents and visitors to the School must report to the reception desk to sign in and wear a Visitor's Badge while on the School grounds. We respectfully request that all parents

exit the school after 8:15 a.m.

- Front Gates will be locked at the PLC campus from 9:00 am-11:00 am and again from 12:30pm-2:30pm. If your reporting to the school during those hours, please go to the main campus and check in with the Security Guards. They will sign you in, and open the gates at the PLC for you to enter.

Safety—Accident/Injuries

- An Incident/Accident report is completed if any student is injured during the school day. Parents are informed if an accident report is completed. These reports remain in the School's file for a period of one year.
- In the event of a serious accident or injury, the office will be contacted immediately, while the staff member remains with your child. The school will contact the parent immediately. An assessment will be made to determine if 911 Emergency Medical Assistance should be contacted.
- Any child/student who requires transportation to a hospital will be accompanied by a faculty or staff member, who will remain with the student until the parent arrives.

Child Abuse and Neglect

- In accordance with the Florida State Law, all faculty and staff members are legally obligated to report suspected cases of suspected child abuse and neglect.
- Archimedean teachers are informed on how to identify signs of abuse and neglect. This is taken seriously and the law will be adhered to in all cases.

Safety Drills

- Regular fire drills are scheduled to practice a safe and orderly manner of evacuation of the school building.
- Required "Lock-down drills" are scheduled during the year per M-DCPS.
- All persons in the building at the time of the drills will follow the school procedures for safe evacuation.



EMERGENCY CONTACT CARD

Safety is our first priority. The school will only release a student to those authorized person(s) listed on the **EMERGENCY CONTACT CARD**. Although a parent may find this inconvenient at times, the school shall adhere to this policy, without exception.

- The information on the card must be current and up-to-date. Parents are requested to provide the School with day and evening phone numbers, student illnesses, and allergies.
- Please feel free to stop by the front desk or main office and update the card at any time.
- The Emergency Card operates as a legal document. In order to remove a legal guardian from the card, legal documentation must be provided.
- A valid photo identification will be required of all individuals picking up students. Parents may add names to the card by coming into the office.
- Phone calls will not be accepted as verification for signing out a student.



PARENT & SCHOOL COMMUNICATION

It is extremely important to have an open line of communication between parents and teachers. Pre-Kindergarten teachers will be using the White Archimedean Folder and email as a way to maintain contact with each parent. The white Archimedean folder will be used as the School/Teacher/Parent Communication

Folder. Your child must bring it to school every day and turn it in to their homeroom teacher. The homeroom teacher will return it daily. Parents & teachers are responsible for checking it daily.

- Emails are the fastest way for us to get in touch with you and vice versa. Please make sure that we have your most up to date email address.

Parent Responsibilities

- Communication between parent and School is vital to the success of your child(ren) and our students.
- Please notify us immediately of any specific turn of events and/or family crisis which might affect your child(ren) at school.
- Updates and any changes in email address, home address, phone numbers, cell, beepers are critical to the School, and vital in cases of emergency. Please maintain accurate and current contact information with our main office personnel.
- If there is a problem or concern, please call our school office for an appointment to see a teacher, or administrator, depending on the nature of the concern.
- Students may carry cell phones in school in their backpacks on silent only.



PARENT VOLUNTEER PROGRAM

- Parents are required to volunteer 30 hours per school year per family. All hours must be completed within the given school year.

- Parent volunteers that take place on school grounds while students are on campus, must have a DCF Live Scan Background Screening done. Please contact the Pre-Kindergarten Director for more details.
- The policy for the Volunteer Program is established by Archimedean Academy Board of Directors.
- Parents are not permitted to volunteer in their child's classroom or grade level except on special occasions.
- Volunteers inside the classrooms will be limited to those parents who attend the Volunteer Orientation and Training. Volunteers are not permitted to be left alone with students.
- Teachers Wish List Items: Donations are accepted as requested by teachers. Save all receipts for anything purchased for a Teachers Wish List.



CONFERENCES & MEETINGS

- Teachers are available to meet with parents in pre-scheduled conferences throughout the school year, as needed. Send a note to the teacher directly, write a note, or email the teacher. The meetings will have to take place before school hours (7:30 am) or after school hours (3:30 pm), based on the teachers availability.
- An OPEN HOUSE is held within the opening weeks of the new school year. This is an opportunity for parents to meet teachers, view the classrooms, and learn about our academic program.

Weekly Communication

- A weekly Parent Update is sent via email from the Director.
- Teachers will email you too with direct questions/concerns.

Chain of Command

Our students have the best chance of success when schools and parents work together as a supportive team. We recognized that you are your child's strongest advocate. When there's a problem at school, we will work with you and if you're not satisfied with the outcome, you have options.

Conflict Resolution Protocol

If you have a concern about a staff member or decision impacting your child, start with the staff member and/or teacher. Next, go to the supervisor closest to the situation. For example, if you have a concern about a teacher that you haven't been able to solve through a parent- teacher conference, talk to the Director. If the Director does not respond to your satisfaction, you may contact the school's conflict resolution representative indicated below:

Name: Dr. George Kafkoulis

Contact Information: (305) 279-6572 - Claudia Orellanos for appointments

Electronic Mail Address: george.kafkoulis@archimedean.org



ASSESSMENTS

VPK Assessments: We will administer the VPK assessments 3 times throughout the year. Results will be sent home for parents to keep.

Archimedean Assessments: Students will be assessed on the classroom content 2 times throughout the year. (December and May) Results will be sent home for parents to sign and return.



REPORT CARD

Report Cards: Students will receive Report Cards two times throughout the year, December (mid year) and June (end of the year). Report card grades will be scored by their teachers based on classroom performance and the Archimedean & VPK assessments.



HOMEWORK

Pre- Kindergarten students will be responsible for Language Arts/Reading, Greek and Math homework. The first day of the school week the homework will be uploaded sis.archimedean.org. Parents are responsible for printing it out and having their child complete the assigned work daily.

- Please note, if your child is enrolled in the After School Care Program, their homework will be printed out for them. However, please familiarize yourself with the website and the procedures for downloading because teachers will also be uploading letters, announcements and at home projects, which parents are responsible for printing out; After School Care will not print these out.

How do I find my child's homework?

1. Log on to sis.archimedean.org
2. There you find a HOMEWORK tab on the top, once you click on it, a drop down menu will appear, click on Pre-Kindergarten, and another drop down menu will appear.
3. Scroll down and look for your child's section. (PKA, PKB, etc.)
4. Click on your child's section
5. There you will find the assignments for the week. All documents are in PDF format.
6. Please print all pages of the document, including the homework log.
7. Staple the packet together, and keep in the blue homework folder.

Students are expected to complete the assigned pages as stated on the home learning log.

Please do not have your child do more than they should, even if they finish fast. Homework

is assigned based on what has been taught in class on that particular day. Homework is a reinforcement of the lessons and skills taught at school. If you would like your child to practice more, you may have them practice writing their name, review letters/sounds and sight words of the week. They can also practice reading and writing the numbers. Other activities could be to read a book and draw a picture/write a sentence about the different story elements. You may also have them work on a certain website that reinforces the skills and benchmarks being taught in class. If you would like more ideas and suggestions, please email the teachers.

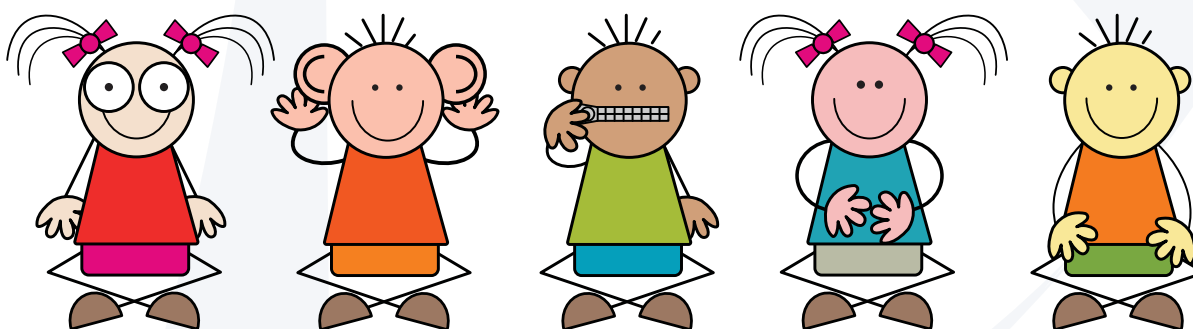
- The weekly homework packet will be assigned on Monday and due on Friday to the teacher for a grade.
- **Parents, please **DO NOT** complete the homework for your child. If for some reason they cannot complete the homework throughout the week, email the teachers.



BEHAVIOR & CLASSROOM MANAGEMENT

Having a well-managed classroom provides a positive environment for learning and exchanging ideas and stories. For this reason each teacher uses a classroom management technique that works best for her and her students. However a common technique that is used by all teachers is the **“GIVE ME FIVE RULE.”** The GIVE ME FIVE RULE works as follows: Teacher will raise her hand up in the air and say GIVE ME FIVE. Students will stop what they are doing and give the teacher their attention by raising their hand with all five fingers in the air.

GIVE ME FIVE MEANS



1. My EYES are on the teacher | 2. My EARS are listening | 3. My MOUTH is closed | 4. My HANDS are still | 5. My FEET are still

Please help us with this by talking about it at home with your child. It is important that your child understands and follows the classroom rules and the teacher’s directions and instructions.



CODE OF STUDENT CONDUCT

Environment

Archimedean maintains an anti-bias or discrimination policy and non-violent atmosphere.

- **Research indicates that the appearance of the objects and images as named below are directly related to aggressive behavior. Please do not allow your child(ren) to bring the following items to school: toy guns, swords, super hero artifacts, stereo-typical action figures, violent-oriented cartoon character lunch boxes, toys, magazines, and/or books.**
- All items that interrupt the classroom and learning will be confiscated by School personnel. The parent will pick up the item from Administrative office.

Establishing a positive learning environment

- Students must keep their hands to themselves. **No hitting, pushing, kicking, pinching of any kind is allowed.** If a student touches/hits another student, he will be sent to Administration, and parents will be notified. Corrective measures for this type of behavior may result but are not limited to; one on one talk about nice touch, a “Think About It” in the Administrative Office, parent meeting, removal of play time.
- If a child is “hit” by another student, they **MUST** report that to a teacher. They cannot hit back, or they too will be sent to Administration.
- Disciplinary issues take the form of conflict resolution, talking through issues and natural consequences based on individual student’s behavior. Parents will be notified by teachers or by the administration when student behavior warrants this action.

Behavioral Management Procedures

The following steps will be used for behavior modifications:

- 1st** Children will be corrected and asked to change their behavior.
- 2nd** Children will be re-directed from the situation. Teachers will have a conversation with the child about how they can “fix” it.
- 3rd** Children may have their clip moved on the behavior chart, to reflect a “Quite Time” is needed. Parents will be informed when this occurs.
- 4th** Parents will be contacted for meeting.
- 5th** Child shall not be subjected to discipline, which is severe, humiliating, or frightening.
- 6th** Discipline shall not be associated with food, rest or toileting.
- 7th** Spanking or any other form of physical punishment is prohibited.
- 8th** Children may not be denied active play as a consequence of misbehavior.

If a student has continued disruptive behavior a parent meeting will be requested. At the meeting we will suggest some strategies may include but are not limited to; parent participation, by joining the child for the day, individual Behavior Charts, to tract student behaviors or changing of the students classroom section.

DIS-ENROLLMENT: As a last decision if behavior is not improving and other students' safety is being compromised, ongoing and continued disruptive behavior, which is detrimental to the educational function of the school and/or takes away the learning from other students, can result in dis-enrollment from the school. Parents will be notified in writing of the disciplinary and expulsion policies used by the facility.

Unacceptable Consequences to Misbehavior

Archimedean does not condone the following student punishments or consequences:

- Corporal punishment of any kind (hitting, pinching, grabbing, etc.)
- Sending a child to stand or sit outside the classroom.
- Verbal humiliation.
- Total group punishment, unless warranted as a group or class.
- Repeatedly writing words or statements, such as "I will not . . ."

The Archimedean Pre-Kindergarten adopts a discipline policy consistent with the Department of Children & Families (DCF) Section 402.305(12), F.S., including standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited. Discipline is teaching. Just as children learn colors, shapes and to read and write, they must learn social skills such as how to be part of a group, how to share, make friends, speak their feelings and resolve conflict.



The state has passed laws requiring schools to take action in bullying prevention and response. Below is the definition of Bullying as well as the Archimedean Bullying Policy, as it correlates to state and district mandates.

Definition

Bullying means **systematically and chronically**, inflicting **physical hurt or psychological distress** on one or more students or school employees. It is further defined as a **pattern of unwanted** and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an **intimidating, hostile, or offensive educational environment**; cause discomfort or humiliations; or **unreasonably interfere with the individual's school performance** or participation that includes a noted power differential.

This includes:

- On school grounds
- At school sponsored events
- Through computer networks
- Threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity.

Examples of Bullying/Harassment:

- Teasing
- Social exclusion
- Threats
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of Property
- Cyberstalking and Cyberbullying

Policy & Procedure:**ARCHIMEDEAN HAS A ZERO TOLERANCE POLICY REGARDING BULLYING.**

ANY STUDENT, PARENT AND/OR FACULTY MEMBER WHO OBSERVES OR SUSPECTS BULLYING BEHAVIORS IS REQUIRED TO REPORT HIS/HER OBSERVATIONS TO ADMINISTRATION IMMEDIATELY. ANONYMOUS REPORTS MAY BE MADE VIA THE BULLYING/HARASSMENT REPORTING FORM ACCESSIBLE IN THE MAIN OFFICE.

**LUNCH & SNACK RULES**

Full Day Students will have lunch and snack at school everyday. If your child is “home lunch” you must send them lunch in a lunch box or bag with their name labeled on it. If you will be purchasing school lunch for them, our school staff will give lunch to them.

- **Home Lunch Food will not be refrigerated or microwaved.** Please send food in a thermos or use cool packs.
- Please send a plastic fork or spoon with your child’s lunch. **No knives are allowed in school. Knives are considered weapons, will be confiscated.**
- No sodas are allowed for lunch or snack.
- Group Leaders supervising students in the cafeteria will assist by opening cans with pull-tabs, inserting straws for juice boxes and will provide napkins, straws, and plastic wear, if forgotten in the lunch container.
- Please discuss good cafeteria manners with your child. Students should expect to eat in an atmosphere that is pleasant and conducive to good habits.
- Forgotten lunches can be dropped off at the front desk of the PLC, with the receptionist,

and it will be given to the child at their assigned lunch.

- **We also ask that you refrain from sending anything that contains time Peanuts, Peanut Butter or any type of nuts. Some students can be highly allergic to peanuts.**

School Lunch Program

Archimedean offers healthy breakfast and lunch prepared daily in the cafeteria. Our in- house-chef uses quality ingredients to prepare a variety of balanced meals. Each meal consists of protein, grains, vegetables, fruit and dairy products. We take pride in serving quality, healthy meals to our students. Additional information will be provided during the first weeks of school or can be retrieved from the schools' website.

- Pre-K does NOT participate in the Free/Reduced Lunch. All Pre-K parents applying for the lunch program will be charged the full school rate.
- If interested in ordering School Lunch follow these steps:
 1. go to www.archimedean.org
 2. click on "SCHOOL OPERATIONS" then click on Lunch program.
- Once you select to use the School's meal services, statements showing balances will be sent via e-mail on the first of every month. Keeping your email updated in your school records is mandatory.
- All payments must be processed through the Archimedean Cashier located by the reception on the main campus, across the street from the PLC. To facilitate parents, the cashier's office will be open from 10:30 a.m. to 6:30 p.m.

Allergies

- If your child is allergic to any particular food, must bring to the office or homeroom teacher a doctor's note clearly stating the allergy.
- Allergies must also be noted on the Student Emergency Contact Card.

Snacks

- Time is set aside for your child(ren) to have a daily snack.
- Please limit your child's snack to the following items: a piece of fruit; snack vegetables (carrots, celery, etc., dried fruit, cereal, raisins,crackers and cheese).
- Please do not send candy, chips, fruit rolls or sweets of any kind.
- CHEWING GUM IS NOT ALLOWED IN THIS SCHOOL BUILDING



Again, we also ask that you refrain from sending anything that contains Peanuts, Peanut Butter or any type of nuts. Some students can be highly allergic to peanuts.



BIRTHDAYS CELEBRATIONS

Birthday celebrations will be allowed at snack time only. This is for the PLC Pre- Kinder campus. Please notify the Teacher/Director a week prior to your child's birthday if you are planning to send something in to celebrate.

- We ask you keep it simple. For example cupcakes, freeze-pop, etc...staff will not be responsible for cutting a cake, treat must come ready to serve individually.
- Must have one for each child in the class (11), otherwise we cannot pass it out.
 - If you are planning a party outside school, teachers will only pass out the invitations if you are inviting the whole class. If you are not inviting the whole class, the school cannot distribute the invitations. We cannot pass out to boys only, or girls only, etc.



SCHOOL UNIFORM

Your child is required to wear a clean school uniform everyday. The uniform consists of:

Bottoms: Navy or khaki slacks, shorts, skorts, skirts, or jumpers

Shirts: Pre-K school logo t-shirt (baby blue or yellow)

Shoes: sneakers (Velcro preferred & NO "Light Up shoes")

- Socks are recommended/preferred.
- Cold weather sweaters, jackets, and sweat pant sets are available from Dedalos, Inc., our uniform company. Solid navy blue pant sets, with no stripes, designs, etc., are allowed.
- For student safety, students MUST have on SNEAKERS in order to participate in outdoor play.
- Continual failure to comply with the school's uniform policy could result in behavioral consequences such as parent meetings, student time outs.
- I.D. Badges: All students of Archimedean have ID badges. The Pre-Kindergarten will only use their ID badge for school lunch scanning purposes. The teachers will hold the ID badge at school, they will not be sent home.

Dress Code Violations:

1st time – phone call to inform parent of violation

2nd time – letter to parent of violation (kept on file)

3rd time – meeting with administration.



STUDENT SCHEDULES

Each student is assigned to a class section, which determines his or her daily schedule. The Director makes up the class groups.

Student schedules cannot be changed throughout the year without the Directors permission. If a parent requests to change their schedule, it depends if seats are available.

- **FULL DAY parents are committed to paying the annual tuition throughout the year, which is divided out into 10 payments.**



TUITION

- Full Day students are charged an annual tuition, which is divided out into 10 monthly payments throughout the year from August through May.
- Payments will be made through the Finance Department. If your credit card on file gets declined, there will be a \$20.00 late fee.
- If tuition is NOT paid in full by the end of the month, your child unfortunately cannot attend school the following month. In order to stay in good standings with your child's enrollment seat, there can be no outstanding balances owed to the Finance Department.
- Failure to pay the complete tuition owed, will effect your child's enrollment for Kindergarten.



PROMOTION

- Families with outstanding balances at any of the Archimedean schools may not participate in the end of the year activities/Pre-K Promotion, until the balance is paid off.
- Parents must complete the 30 Volunteer Hours in order for their child to participate in the Promotion Events.



BATHROOM POLICY

Teachers will take the whole class to the bathroom 1-2 times per day. We encourage all students to at least try to use the bathroom during the class visit. If students have to go later in the day, the teachers will send them with a buddy.

- Change of Clothes: Students must have a change of clothes in a labeled zip lock inside their book bag at all times. If the clothes get used, please replenish them for the following day.
- Students must be potty trained. Teachers/staff will not be helping students go to the bathroom, wipe or change their clothes. We understand the students are young, and we know accidents may happen. If a child has an accident, the teacher will give them their change of clothes, baby wipes, and an empty plastic bag. A staff member will wait outside of the bathroom for the child to take his/her wet clothes off, place them in the bag for dirty clothes, wipe themselves with a wet-wipe, and put their new clothes on.
 - If the child can not clean themselves properly (incase of a #2 accident) we will call and ask someone to come in and help clean the child.

**OTHER****Lost and Found**

Please label your child's belongings! We do not have the storage area to maintain all the items in Lost and Found. The Lost and Found items are displayed every other Friday in the Courtyard. Our Lost and Found items will be donated to an organization every nine weeks.

- Please be sure to check for your child's belongings before you leave school each day. This will dramatically reduce the number of Lost and Found items left in the building for months!
- LABEL ALL ITEMS, it makes it much easier for teachers to return the items to the right person.

Money and other Valuables

Children should not bring unnecessary money to school. Children's personal materials are not covered by school insurance.

Bookbags

Pre-K students may NOT have rolling bookbags.

Archimedeans Schools

Making History Every Day



ARCHIMEDEAN SCHOOLS

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